

Holyoke Public Library Board of Directors

Meeting Minutes

June 11, 2024

Location: Holyoke Public Library Community Room

Present:

Present	Member
X	George Mettey, President
X	Manuel Frau-Ramos, VP
X	Bellamy Schmidt, Treasurer
X	Brenna Levitin, Secretary
X	Iohann Rashi Vega
	Joan Plummer

Present	Member
	Denise Duguay
X	Jeremy Smith
	Dr. Tiffani Curtis
X	Gabriela Alcantara Pohls
	Andrew Parker

Also present: Maria Pagan, Director; Jason Lefebvre, Assistant Director; Alexandra Aguirre, Finance Manager

Meeting was called to order at 5:35 pm by George Mettey.

Approve Minutes:

Manuel motioned to approve May 2024 minutes, Gabriela seconded. **Motion passes: 5 yes, 1 abstain.**

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- Aaron Morris resigned
- In next few months George will send some proposed changes to Bylaws

DIRECTOR REPORT: Maria Pagan

- See report (attached)

Job updates

- Finance Manager Assistant: 2 candidates interviewed, 2 more scheduled for this coming week

Building updates

- Roofers started last week, on-and-off due to rain
- Carpet and floors were cleaned
- Called DPW to deal with tiles in front of library/curb
- Last week new leak in History Room reported, was coming through vent

City Budget

- Went in front of City Council Finance Committee
- Questions weren't about proposed budget

Misc

- Summer hours started Monday June 3rd
- Employee self-service portal being piloted by city
- Outreach opportunities coming up; Maria will be attending
- Alexandra and Omar continue to work with ubeo/Laserfiche

COMMITTEE REPORTS

FINANCE: Bellamy Schmidt

- Correction to answer from last meeting: P&Ls weren't sent out between Andrew leaving and Allie starting
- Going forward we'll be getting them monthly
- Under budget (city) due to open position
- Revenues are over budget due to using more State Aid than budgeted
- Expenses are under budget because building repairs are running behind
- Tax exempt status: HPLC 990s are complete, Bellamy will be signing them in Boston and mailing them to IRS
- Assuming this is smooth, accountant will mail application for reinstatement later this week
- Assuming HPLC goes well, they'll move on to HPLR
- Costs of doing this will likely cost \$75,000 in total unless we need further audits which will increase
- Budget ends at end of June, we don't have budget for next year yet

Andrew moves that we allow Maria and the management of the Library to expend up to 1/12th of the current fiscal year's total appropriation monthly pending the presentation and passage of the FY2025 budget. George seconds. **Motion passes unanimously.**

HPLR: Bellamy Schmidt

- Annual meeting of HPL Realty was in May
- Lease was ratified between HPLC and HPLR
- Board of HPLR agreed to spend up to \$75,000 on technology
- Clarification on MA Sales Tax: it's dependant on federal tax exempt status, so for now it's not active and we do owe sales tax
- **Going forward this will be the responsibility of the Finance Manager to be sure that all taxes/exemptions/etc are filed going forward**
- Relation between audit and filing— audits are part of the process of filing
- First you do audit and then auditor puts together 990s
- Annual Report to the State of MA was filed today for HPLR and HPLC

REPAIRS: Bellamy Schmidt

- Making progress
- Electrical work, carpentry, painting
- Can Maria delegate it to Jason?

PERSONNEL: Bellamy Schmidt

- Bellamy needs to resign
- He'll see through the 990 process but then needs to be done
- Allie can do Treasurer's report in the future
- Bellamy will remain on the HPLR Board and re-evaluate next year

POLICY: Jeremy Smith

- Unattended Children's Policy

Gabriela motions to approve the updated policy, Manuel seconds. **Motion passes unanimously.**

TECHNOLOGY & INNOVATION: Jeremy Smith

- No update

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- Art exhibition— September or October

MARKETING & FUNDRAISING:

- No update

LONG RANGE PLANNING:

- No update

OLD BUSINESS:

- None

NEW BUSINESS:

- Cote to get bill for HVAC work and details of work
- Staff survey
- Gabriela and Brenna will make changes to survey and then share with Board again

Andrew moves to adjourn. Bellamy seconds. **Motion passes unanimously.**

Meeting adjourned at 6:51pm.