

## Holyoke Public Library Board of Directors

### Meeting Minutes

June 10, 2025

Location: Holyoke Public Library Community Room

Present:

| Present | Member                   |
|---------|--------------------------|
| X       | George Mettey, President |
| X       | Manuel Frau-Ramos, VP    |
|         | , Treasurer              |
| X       | Brenna Levitin, Clerk    |
| X       | Gabriela Alcántara Pohls |
|         |                          |
| X       | Jacksiel Colon-Rodriguez |

| Present | Member              |
|---------|---------------------|
| X       | Denise Duguay       |
|         | Jacqueline Glasheen |
| X       | Victor Machado      |
|         | Andrew Parker       |
| X       | Jeremy Smith        |
| X       | Iohann Rashi Vega   |

Also present: María Pagán, Director; Jason Lefebvre, Assistant Director; Alexandra Aguirre, Finance Manager; Meghan Connolly

Meeting was called to order at 5:34pm by George Mettey.

#### Approve Minutes:

Gabriela motioned to approve May 2025 minutes, Manuel seconded. **Motion passed unanimously.**

#### ANNOUNCEMENTS:

**PRESIDENT UPDATES:** George Mettey

- Meghan Connolly is currently waiting on City Council approval to be a Board member
- Jackie contacted George about her absence today, for a work event
- Denise board position
- Concerns about commitment
- If we want to change the bylaws, someone needs to submit a proposed change to the bylaws and we'll consider it and vote on it
- Important to align ourselves on the definition of commitment (presence, impact, time, etc)
- Be sure to take old members off of emails

#### **DIRECTOR REPORT: Maria Pagan**

- See report

#### **Building updates**

- Andy Ramos completed the grounding report— everything inside the building is fine, but the roof has no lightning protection system
- He recommends we install lightning protection system (~\$64,000+)
- He will share info about how much it has cost for other buildings/businesses
- We'll send this to the Mayor and Jamie in Procurement to see if they will help
- We're asking Maria to attempt to get at least 1 other quote ASAP
- We'll discuss further next month

#### **City Budget**

- Maria went to the City Council Budget Hearing
- We should hear by the end of the month with the final answer

#### **Misc**

- Federal government budget has impacted MBLC budget
- We'll be losing a lot of online resources, databases, etc provided by the state
- Maria will be collecting the annual ARIS data for State Aid
- Thursday there's a training to understand changes to ARIS/State Aid
- Sending info to staff about their PTO balances
- Working on tardiness and absenteeism
- Tardiness policy has been relatively effective
- Absenteeism/PTO use is in limbo because we have to wait for the city's handbook
- Jason and Maria are working on how to have an all-staff meeting that's productive and positive and not just a chance for the staff to yell at management
- Gabriela recommends that management crafts an email to staff saying 'we heard you, we know we have issues to work on, we're working on it in A/B/C ways' while they're working on scheduling an All Staff meeting

#### **COMMITTEE REPORTS**

**FINANCE:**

- Invitation for proposals for investment policy have been sent out
- Allie sent to 14 places
- George has been getting phone calls
- We'll look at replies and then decide who we want to bring in to interview
- \$70k from HPLR for technology is being deferred
- This month we pay a lot of renewals
- Encumbrance means it's in transit/waiting on invoice

**PERSONNEL:**

- Nothing

**HPLR:**

- George met with Bellamy, mayor, Kelly on May 29th
- Discussed the lease and the \$10k "rent"
- \$55,000 transfer from HPLR → library for old technology expenses (this gets deferred)
- Additional \$15,000 transferred for additional IT costs
- Mayor asked for update on building improvements (roof, AC compressor)
- Mayor emphasized need for us to send him info on capital improvements
- Upcoming projects include painting (~\$55k), electricity
- Mass DoT will be doing some work around the school and the park for a safe school project (no specifics yet)
- Discussed end of the bond period (ends 2032)

**POLICY:** Jeremy Smith

- Nothing

**TECHNOLOGY & INNOVATION:** Jeremy Smith

- Omar is getting quote for Office365 to see how much it would cost adding 12 licenses

Brenna motions to approve adding 12 licenses to O365 contract if 12 months x 12 license is less than or equal to \$300. Manuel seconds. **Motion passes unanimously.**

- We'll have a proposal about server overhaul next month

**PUERTO RICAN CULTURAL PROJECT:** Manuel Frau-Ramos

- Event for Sept/Oct UMass Boston Latino Education in MA
- Working with Springfield Community College to organize a few events
- Maybe something with the new superintendent

**MARKETING & FUNDRAISING:**

- Nothing

### **LONG RANGE PLANNING:**

- Nothing

### **OLD BUSINESS**

- Nothing

### **NEW BUSINESS**

- Transition plan for Maria's retirement
- Maybe a committee?
- Let's discuss this more next month
- This Saturday is the 2nd Annual Youth Conference at HHS
- New cohort of Youth Commissioners will be named by the Mayor
- Iohann has been working with them on their Vision Plan and they're tracking what's happening at the Teen Room
- Iohann will share with us when it's done and discuss next month
- Concern about Board procedure, should we follow Robert's Rules?

Gabriela moves to adjourn. Victor seconds. **Motion passes unanimously.**

**Meeting adjourned at 7:11pm.**