

**Holyoke Public Library Board of Directors**

**Meeting Minutes**

**March 10, 2026**

Location: Holyoke Public Library Community Room

Present:

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

Present	Member
X	Denise Duguay
	Victor Machado
X	Jeremy Smith
X	Iohann Rashi Vega
X	Maggie Whitehead

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

Meeting was called to order at 5:30pm by George Mettey.

**Approve Minutes:**

Gabriela motioned to approve February 2026 minutes, Manuel seconded. **Motion passed unanimously.**

**ANNOUNCEMENTS:**

**PRESIDENT’S UPDATES:** George Mettey

- Gabriela, Brenna, and Denise are starting to do follow-ups to the staff survey

- George found the MBLC guidelines to share
- Any concerns about staff concerns should be directed to the Director
- Everything should go through proper channels
- Employee manual for library doesn't have any info about communication between the Board and staff
- Coordinate through Jason for meetings, he'll coordinate with NAGE if he needs to
- All meetings are voluntary
- Andrew Parker has resigned
- We now have 2 vacancies
- Director's contract has now been signed by Jason and George, now waiting on the City

**DIRECTOR'S REPORT:** Jason Lefebvre

- House left to the library
- Douglas Auctioneers went through the house and took things they can sell to benefit the library
- Working on the budget for FY27
- Did training with the city, met with George and Allie, did special training for State Aid
- Holyoke process is changing this year so things are different
- Mayor has reached out to meet with Jason and George about the proposed budget
- First all-staff meeting was Feb 24<sup>th</sup>
- All-staff will rotate between morning and evening to accommodate more people, staff can join remotely, recording was shared with staff
- Last Weds of every month—open an hour late for AM meeting, close an hour early for PM meeting
- Rocket into Reading event will be May 14<sup>th</sup> from 5-7pm
- For Pre-K to 3<sup>rd</sup> grade and older siblings
- Met with YMCA to potentially work on a reading program
- Jason will share a specific minigolf update next month, it will be Saturday May 2<sup>nd</sup>
- \$6300 raised so far for the event
- Only thing that will change for this year is the blanket donations

**Building Updates**

- Boiler inspection was very high-level, both passed
- Cote replaced cables and 1 igniter
- Still working on getting everyone together to investigate

**Staff Updates**

- Assistant Director position had 2 staff on the committee from varying departments
- Interviewed 3 candidates
- One candidate withdrew
- Marc Luongo accepted the position, has significant supervisory experience and will enroll in an MLIS
- Jason will continue to work the split shift to back up Marc for the first bit

- Marc will take over calendar management immediately with Jason and Cal as backup
- 90-day window for employment
- Cal will officially move to Adult Services/Reference Librarian starting 3/16
- 9 candidates are being interviewed for the evening library assistant position

#### **FINANCE REPORT:** Meghan Connolley

- We got the State Aid balance, there are still some numbers that need follow-up
- We asked Harpswell to give more details, we're still waiting
- We're behind with 1099s because we needed to create contracts, invoices, a way to track everything
- Still working on the audit for FY25, deadline is May 15

#### **AD-HOC COMMITTEE ON STAFF SURVEY:**

- Staff is now unionized
- When speaking to employees, we're Board members, if they bring up any interpersonal concerns we need to take them to the Board President who will take it to the Director
- We're gathering information from staff, listening, summarizing in neutral terms
- Info will go to George who will decide what to do with it
- Denise has concerns about whether this is allowed behavior for the Board and doesn't think we should be doing this because it could leave us open legally
- Denise notes the power imbalance between Board and staff so that it may not feel genuinely voluntary
- Denise thinks this could be a problem that leads to grievances through the union
- We need to research whether this could impact indemnification—someone sends a digital copy of the Board insurance policy so we can review it
- George will go back to Personnel and ask for comments about this plan
- We should all go through the MBLC orientation (Jason will send the link)

#### **OLD BUSINESS**

- None

#### **NEW BUSINESS**

- Denise reminds us that specific personnel issues should be handled in Executive Session
- Jeremy makes a motion to alter the previous month's meeting minutes to remove the last sentence of the 2<sup>nd</sup> paragraph of the New Business section and replace with "The Board discussed the matter. A motion, seconded, and approved was made to issue a formal apology." Denise seconded. **Motion passed unanimously.**

Gabriela moved to adjourn. Brenna seconded. **Motion passed unanimously.**

**Meeting adjourned at 6:50pm.**