

Holyoke Public Library Board of Directors

Meeting Minutes

May 14, 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
X	Joan Plummer

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

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

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

Approve Minutes:

Joan motioned to approve April 2024 minutes, Bellamy seconded. **Motion passed unanimously.**

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- Current advisors for tax status are leaving their company

- We feel strongly that we should maintain the relationship with the people we've already been working with
- George already signed transfer agreements from the old firm to the new one
- George attended event at HCC and saw information about Tech Foundry, he's sharing that
- Gabriela asks if Tech Goes Home is involved with the library already?
- Wayfinders and other organizations work with Tech Goes Home

LIBRARY STAFF: Eileen Crosby

- Eileen made a request to box the volumes which raised questions with the Board
- She addressed those questions as best as possible in her report
- Eileen reminds us that local history is often personal

DIRECTOR REPORT: Maria Pagan

- See report (attached)

Job updates

- One applicant to Finance Manager Assistant so far, more to come hopefully

Building updates

- If it stops raining roof will be end of May, if it keeps raining it will be delayed
- Floor cleaning quote tomorrow
- HVAC changed from heating to cooling

City Budget

- Maria will need to go to Finance Committee to defend the proposal for FY25

Misc

- Some vendors and donors have been notified about tax exempt status
- We may be able to use City of Holyoke's exemption, Maria is investigating whether this is possible
- State sales tax is not the same as federal income tax/tax exemption and we still have the state certificate for tax exemption so we shouldn't be paying state sales tax
- State Rep Patricia Duffy secured an earmark for the comic conference this Fall
- Reporter emailed in regards to the tax exempt status, Maria replied to him

COMMITTEE REPORTS

FINANCE: Bellamy Schmidt

- Tax exempt status— tax consultant completed the 1023
- Accountant and tax consultant are coordinating
- Strategy is to do 990s first
- Timeline is to submit by the end of the fiscal year, then up to the IRS

PERSONNEL: Bellamy Schmidt

- Nothing

HPLR: Bellamy Schmidt

- Annual meeting is next week
- Agenda includes lease and asking mayor to approve the up to \$75,000 spend for technology

POLICY: Jeremy Smith

Bellamy motions to approve Holyoke Public Library Computer Use and Public Internet Access Policy and Guidelines as submitted by the Policy Committee. Brenna seconds. **Motion passes unanimously.**

TECHNOLOGY & INNOVATION: Jeremy Smith

- Nothing

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- Manuel is meeting with UMass Fine Arts Center to discuss how to improve our partnership
- \$9000 from the state for the Puerto Rican Comic Festival, using the model established by other libraries
- Late fall or early winter
- Different from the Springfield ComicCon; this is focused on culture and education

MARKETING & FUNDRAISING:

- Gabriela asks if Mini Golf the only fundraising event for the year?
- So far, if you have other ideas float them
- Maria says usually 2 letters of appeal per year and Mini Golf
- All on hold due to tax status

LONG RANGE PLANNING:

- Strategic plan is already made and Maria is on it

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

Meeting adjourned at 7:03pm.