

Holyoke Public Library Board of Directors

Meeting Minutes

September 10, 2024

Location: Holyoke Public Library Community Room

Present:

Present	Member
X	George Mettey, President
X	Manuel Frau-Ramos, VP
X	Brenna Levitin, Clerk
	Iohann Rashi Vega
X	Joan Plummer

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

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

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

Approve Minutes:

George motioned to approve August minutes, Gabriela seconded. **Motion passed unanimously.**

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- Endowment as of Aug 31st, balance is \$6 million and change
- Maybe an error in the statement (more discussion below)

- Bylaws we'll discuss next month

Library Committees

- Finance/Long-term investment:
 - George, Andrew
 - Denise motioned Joan to the finance committee, Gabriela seconded. **Motion passed unanimously.**
 - Add Alexandra ad-hoc
- Building Committee:
 - Joan, George
 - In hiatus?
 - Denise motioned to add Gabriela to the Building Committee, Brenna seconded. **Motion passed unanimously.**
- Nominating Committee:
 - Manuel is the only person
 - Joan motions to add Denise to the Nominating Committee, Andrew seconded. **Motion passed unanimously.**
- Personnel Committee:
 - George and Jason
 - Maybe Iohann? Not here today to ask
 - Table until next meeting
- Public Relations/Marketing/Development Committee:
 - Nancy, Gabriela
 - Add Alexandra ad-hoc
- Policy Committee:
 - Jason, Jeremy, Brenna
- Technology Committee:
 - Jeremy, Manuel, Iohann, Brenna

Development committee:

- Shows Nancy's goal is \$28,000 and change
- Last year the fundraising total for last year equaled the position salary
- There was a discussion about how to increase fundraising
- We need to consider hiring a fundraiser
- Can the one referred come to a meeting and make a presentation?
- We need to understand scope of investment to funds raised

October meeting:

- George motions to separate the annual meeting and the monthly board meeting for this year in October 2024, Joan seconded. **Motion passed unanimously.**
- 5:30pm October 29th pending whether we can get this room

DIRECTOR REPORT: Maria Pagan

Website:

- Maria will discuss with new website company
- Maria is also meeting with the city to discuss if the city host our website within their website
- Maria is exploring options and then will share info with Technology Committee
- What's the cost difference? More info coming later

Building updates

- Elevator:
 - Maria is working with the city because we need to go through the city's procurement department
 - July lightning storm fried the motherboard of the elevator
 - Otis and inspector came the next day for inspection, failed inspection and was locked down
 - Procurement has been trying to get in touch with Elevator Maintenance, they haven't been returning calls
 - Maria will check on this again tomorrow

Meeting with City Council Finance Committee:

- They requested to see the budget
- Maria and George discussed and will share the annual report that we submit to the state

COMMITTEE REPORTS

FINANCE: Alexandra Aguirre

- Brenna motions to change the FY25 budget from \$65,000 to \$45,000 for line 6700 Furnishings and Equipment Other. Gabriela seconds. **Motion passed unanimously.**
- Andrew motions to change the FY25 budget from \$500 to \$4,000 for line 4230 Coin-Op Printing. Denise seconds. **Motion passed unanimously.**
- Brenna motions to approve the budget as amended, Andrew seconds. **Motion passed unanimously.**

Investment discrepancies:

- \$150,000 was requested to be withdrawn from Harpswell in June but it didn't get deposited in the bank account. So we accidentally got overdrawn because we expected the deposit to arrive. When it didn't arrive George made a 2nd request for \$150,000 withdrawal and we did receive that money. We're waiting to hear from Harpswell why they show 2 withdrawals of \$150,000 when we only received 1 deposit to the bank.
- Alexandra and George are pursuing this.

Endowment:

- George will get funding policies to Maria to be scanned and sent to the Board.
- We'll discuss doing RFP for endowment policies between annual meeting and end of fiscal year (eg between Nov and June)

- We'll discuss this at Nov meeting

Audits:

- Almost done with 2023 audit, auditor needs 3 more items and auditor may need to meet with Maria, Treasurer, and George
- Need engagement letter to continue with 2024 audit
- Auditor asked for a Conflict of Interest form from each Board member
- Conflict of Interest policy/form
- Maria will send a sample but we'll need to make changes to add clause about HPL Realty

Treasurer Board position:

- Alexandra has a draft of the Treasurer position description
- They'll send it out to us, we'll share input

PERSONNEL:

- Nothing

HPLR:

- Nothing

POLICY: Jeremy Smith

- Jeremy will send Library of Things policy
- Vote in October

TECHNOLOGY & INNOVATION: Brenna Levitin

- We want to request that Maria delegate (or share responsibility) for Absolute with IT, how does the rest of the Board feel about that?
- Entre was the vendor
- Maria thinks they gave us the wrong version, especially with the authentication issues
- Discussion of concerns about loaning laptops and potential restrictions to features (webcams) or websites
- Gabriela motions that Maria will start the process to delegate the Absolute software/loaner laptops to IT. Brenna seconds. **Motion passed unanimously.**

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- Sept 21st: Conversatorio de Historia y Genealogía (in Spanish)
 - Historian and podcaster Ramón González-Arango López and genealogist Irisneri Alicea Flores
- Month-long exhibition in October called "Two Lenses; One Focus: A Puerto Rican Art Exhibition"
 - Artists Frankie Borrero and Jankaleishka Burgos Cruz
 - Juxtaposing styles and generations, Frankie Borrero is local to the Springfield area

- Events for the exhibition TBA

MARKETING & FUNDRAISING:

- Nothing

LONG RANGE PLANNING:

- Nothing

OLD BUSINESS

- Nothing

NEW BUSINESS

- Nothing

Denise moves to adjourn. Andrew seconds. **Motion passed unanimously.**

Meeting adjourned at 7:08pm.