

Holyoke Public Library Board of Directors Meeting Minutes

Announcement: None

Facilitator: Jeremy Smith, President

Note Taker: Co-clerk - Kelly Curran

Present Board Members: Jeremy Smith, George Mettey, Susan Carey, roxann Callender, Bellamy Schmidt, Kelly Curran, Manuel Frau-Ramos, Joan Steiger

Friends: Sandy Ward, **Director:** Maria Pagan, **Financial Officer:** Andrew Parker

Not Present: Charlie Berrios, Karlene Shea, Miguel Vasquez

Meeting called to order at 5 PM.

MOTION: To approve HPL Board Minutes for December

- Moved by Bellamy
- Seconded by George
- Motion carried unanimously.

Reports

President's Report

- None

Director's Report

- Staff Training on customer service and work ethics in February. HPL team member received a grant for \$500 to attend a conference and asked for reimbursement for Amtrak and Hotel. Jeremy recommended using professional development money.
- HPL is still waiting to hear back from Phillips. Architect is of the opinion that it is the equipment and the technology more than the actual installation to be the issue.
- Painting has been scheduled for a long holiday weekend in February.
- Maria, stated that she met with Ellen from MHEC in September, who stated that closing is scheduled for December 8, 2018 and that it is similar to closing with a bank. Maria expressed concerns about the presence of lawyers and appropriate support for the event. Bellamy plans to talk about it in the HPL Realty Board report.
- Regarding grants, Maria mentioned that she has one quote for lights in Teen area and stated that HG&E can provide an interest free loan. Meanwhile, she is still waiting for one more quote.
- Maria mentioned that the CBDG grant proposal is due next Tuesday and would like to meet with someone from board before she submits it.
- Maria continues to work on the strategic plan. She is also working on obtaining support letters for the grant for the installation of cameras.

See Appendix A for further details

Finance Committee & Treasurer's Report

Andrew and George

- Bellamy noticed a discrepancy in one of the accounts from the last meeting.
- Andrew stated that he looked into it and observed that the gap is \$75,000 is line 4021 in variance. It was an unposted accrual entry from the city auditor. It was reflected in the payroll.
- George reviewed the profit and losses disbursement (requesting \$132,000) for operating costs. He stated that the plans for painting and other maintenance will be covered by long-term investments
- It was noted that the endowment is highest it's ever been
- Managers received two proposals to date. Finance committee is waiting on Rockefeller to submit their proposal. George plans to set up a meeting with the Long-term investment committee.

See Appendix B for additional details

Personnel Committee Report

Bellamy Schmidt

- Bellamy reported that the Mayor is going to address the salary increases for the library with the city council In January. He will inform the board when the item goes to the council. A number of committee members, and Terry, met with Maria to verify the salary ranges that will be proposed and to identify specific raises for certain individuals. The hope is to negotiate raises for long term employees that have gone without raises for ten years.

HPL Realty Report

Bellamy Schmidt

- The closing of New Market Tax Credits was mentioned. Maria stated that December 8th was a red letter day. And since MHIC expired on that date, a plan should be in place for how to close the deal by then. HPL Realty planned to work on it and has assigned J. Driscoll to go through legal papers to review the constraints. It was noted that in order for city to give the library money, the library had to be owned by a city entity. It was mentioned that there was uncertainty of whether, because the bond is outstanding is the reason that HPL Realty needs to continue until the bond is paid off. It was suggested that Driscoll has until May to identify what options are available. Bellamy will inform the board once Driscoll provides the options.

Friends Report

Sandy Ward

- Sandy referenced report Karlene sent in
- Sandy stated that she received a draft of contract for mini golf fundraiser. Instead of the friends, it should be Holyoke Public Library Corporation.
- Question was raised about who should sign the contract. Maria thinks she can represent the library and sign it. Sandy asked if the letter that requests sponsorships should be signed by the President. She stated that she wants to have the letter done by mid-January and will send a draft to Jeremy as soon as it is done.
- Sandy stated that she had a good meeting with Joe O'Hare. He will reach out to his connections for sponsors for the Mini-Golf. Every day he will be reaching different donors. She mentioned that early sponsorships are coming in and a goal is set for at \$10,000 and

noted that a new feature has been added for early Saturday morning, a tournament of teams of four.

Old Business

- None

MOTION: Adjourn Meeting

- Moved by Susan
- Seconded by Bellamy

Meeting adjourned at 6PM

The next meeting is on Tuesday, February 13, 2018 at 5:00pm