

Holyoke Public Library Board of Directors

Meeting Minutes

November 12, 2024

Location: Holyoke Public Library Community Room

Present:

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

Present	Member
	Denise Duguay
X	Jeremy Smith
	Jacksiel Colon-Rodriguez
	Gabriela Alcántara Pohls
	Andrew Parker
X	Victor Machado

Also present: María Pagán, Director; Jason Lefebvre, Assistant Director; Alexandra Aguirre, Finance Manager; Jacqueline Glasheen, nominated City Director; Thomas Gilchrest, nominated City Director

Meeting was called to order at 5:37 pm by George Mettey.

Approve Minutes:

Jeremy motioned to approve October 2024 minutes, Iohann seconded. **Motion passed unanimously.**

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- Maybe consider recording the meetings in the future?

- Annual audit for 2023— George contacted the auditor we've used in the past and he's been working on it
- Auditor is waiting on the city because the city of Holyoke has records he needs
- Committees for new members
 - Victor: Advocacy & Public Relations [currently Nancy, Gabriela, Alexandra (ad hoc)]
 - Tom: Finance [currently George, Andrew, Alexandra (ad hoc)], Personnel [currently George, Jason]
 - Jackie: Advocacy & Public Relations [currently Nancy, Gabriela, Alexandra (ad hoc)]
- Committee names need to be consistent, we also need to add descriptions
- Building/Grounds Committee
 - Currently George, Andrew
 - Need to add someone else?
- Bylaws updates were approved at the annual meeting but further changes will come
- Part-time grant writer with state aid money (instead of Financial Assistant)?
- Long-range planning needs to be specific
- Jason recommends we look at other regional libraries for examples
- Jackie agrees
- Re-establish Long Range Planning Committee
- George will send email asking for input on long-range planning

DIRECTOR REPORT: Maria Pagan

- See report (attached)
- Maria will send list of board members to the state
- Exhibit TRANScend MA— grand opening 6-8pm tomorrow!
- Everything is hybrid including the opening
- Board of Library Commissioners met Nov 7 for library state aid
- We'll likely be in 2nd group (Dec/Jan) for 1st installment
- Manuel motions to approve the MOU with the changes as presented by Maria, Jeremy seconded. **Motion passed unanimously.**
- Brenna motions to purchase a \$50 Target gift card for each staff member (full, part time, and contract), Iohann seconds. **Motion passed unanimously.**

COMMITTEE REPORTS

FINANCE:

- Library current has deficit of \$118,747
- Got another disbursement from endowment
- LaserFiche project on hold so Allie can focus on revamping the Charter of Accounts
- Payroll has been a problem because the city's platform is having trouble with accruals
- City is pushing us to give them the payroll on Weds and then sharing a lot of follow-up questions with library management

PERSONNEL:

- nothing

HPLR:

- George discussed with the lawyer for HPLR to clarify exactly who owns the library and park, and who is in HPLR

POLICY: Jeremy Smith

- nothing

TECHNOLOGY & INNOVATION: Jeremy Smith

- Website discussed earlier

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- Grant coming from the state for an event next year— Puerto Rico and the World of Comics (?)

MARKETING & FUNDRAISING:

- nothing

LONG RANGE PLANNING:

- nothing

Officers

- George motions to keep Manuel as VP. Brenna seconds. **Motion passes 5 yea, 0 nay, 1 abstains.**
- Treasurer will remain vacant until the remaining board members are fully appointed.

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

Meeting adjourned at 7:43pm.