

Holyoke Public Library History Room & Archives

Finding Aid for

**Holyoke Visiting Nurse Association, Inc.
(1905-1989)
(HPLA 2004.20)**

For reference queries please contact

Archivist
Holyoke Public Library
History Room & Archives
250 Chestnut Street
Holyoke, MA 01040

Telephone: (413) 420-8107
www.holyokelibrary.org

Finding Aid Compiled by
Charles R. Abel August
2011

The Holyoke Visiting Nurse Association Collection

Holyoke Visiting Nurse Association, Inc.

Table of Contents:

Abstract _____	page 3
Volume _____	page 3
Acquisition _____	page 3
Access _____	page 3
Copyright _____	page 3
Preferred Citation _____	page 3
Historical Sketch _____	page 4
Scope and Content Note _____	page 6
Series Description _____	page 6
Series, Box and Folder List _____	page 8
Repository Information _____	page 10

The Holyoke Visiting Nurse Association Collection

Abstract:

The Holyoke Visiting Nurse Association, Inc. was established in 1905 when R.S. Vining was appointed the first and only nurse of the Holyoke District Nurse Association (HDNA). By the year 1912, the HDNA was making more than 3500 visits to 220 different families in Holyoke. In that year two more nurses were added to the staff. In 1925 the name was changed from the Holyoke District Nurse Association and incorporated as the Holyoke Visiting Nurse Association, Inc. (HVNA). Community support was a main source of funding as home visits in the 1920s began to average 20,000 per year. During the Depression era the staff was reduced to four nurses. Several nurses were sent to Europe and the Pacific during World War II. In the 1950s and 1960s the HVNA added nurses, created a medical advisory board and started a Home Health Aide program. The HVNA is still active in the region and currently includes South Hadley and Granby in its coverage area. The collection consists of materials dating from 1905 to the late 1980s, and contains reports from the executive director, annual meeting minutes and booklets, statistical ledgers, account books, photographs, newspaper clippings, press releases, procedural pamphlets and income and expense reports.

Volume: (6.5 linear feet)

Acquisition: The collection was donated by Holyoke Visiting Nurse Association, Inc. to the Holyoke Public Library History Room & Archives.

Access: *Unrestricted*

Copyright: The researcher assumes full responsibility for conforming to the laws of copyright. Whenever possible, the Holyoke Public Library History Room & Archives staff will provide information about copyright owners and other restrictions. Legal determination ultimately rests with the researcher. Requests for permission to publish material from this collection should be discussed with the Archivist.

Preferred Citation: Holyoke Visiting Nurse Association, Inc. (HPLA2004.20)
Holyoke Public Library and Holyoke History Room and Archives.

The Holyoke Visiting Nurse Association Collection

Historical Sketch:

! The City of Holyoke in 1905 was a thriving industrial center producing paper and textiles for the world. The city's population was a diverse mix of cultures and economic ranges where workers, managers and owners all lived in the same city. As needs increased for the population a group of concerned medical professionals and clergy came together to form a visiting nurses program for citizens who could not afford medical care. In that first year there was one nurse, a small board of directors and a desire to help people.

" Mrs. W. G. Dwight, a prominent figure in Holyoke at the time, and Mrs. R. S. Vining were two members of the board and the main driving force behind establishing the Holyoke District Nurse Association (HDNA). By collaborating with several of the city's churches the association was able to identify people in need of nursing services. The HDNA was established on November 28, 1905 in the basement meeting room of the Second Baptist Church in Holyoke. The churches were also the first source of funding for the project and by March 29, 1906 enough money was raised to appoint a nurse for a three month trial period. Vining, a graduate of the Connecticut Training School for Nurses (now part of Yale University), became the association's first nurse. In the first nine months she made 675 visits to homes in Holyoke proving to the board and city officials of the importance of this service.

" By 1912 the number of visits per year made by the HDNA had climbed to 3,588 to 220 different families. A second permanent nurse, Christina Tye, was added and at times two or three nurses were called into service depending on the need. Services other than basic health care included health education, delivering food and clothing from church donations and infant care were provided by the nurses. In 1918 the association was incorporated and continued to grow. In 1924 Dorothy Deming was appointed as the first executive director of the HDNA.

" The HDNA changed its name and incorporated as Holyoke Visiting Nurse Association (HVNA) in 1925. The HVNA continued to grow and respond to the needs of the city until the Depression and Recovery era of 1930 to 1938. Funding declined and the number of nurses was decreased to four by 1936 and there was consideration given to closing down and stopping services. The flood of 1938 tested the resolve of the nurses of the HVNA as they had to enlist the services of the Massachusetts State Police to row nurses to locations where they had patients.

" Funding for the visiting nurses varied through the years starting with donations from churches affiliated with the association. The Metropolitan Life Insurance Company funded one nursing position to work with cases connected with the company starting in 1910. Some visits were paid for at the time of the visit when the patient could afford to pay. In 1953 a standard visit cost \$2.00. In the 1920s the HVNA joined the Community Chest organization, which went on to become the United Way, and received considerable funding through this organization. In 1937 the HVNA earned 52% of its income and the Community Chest provided 48% of the funding. By 1956, 51% of the

The Holyoke Visiting Nurse Association Collection

funding came from the United Way, but this changed dramatically and was reduced to 6% by 1976. Funding in the form of state and federal aid, Medicare and Medicaid increased during the 60s and 70s and some grant funding helped fill in the gaps.

" The visiting nurses started in the Second Baptist Church and moved to 328 Maple Street in the 1930s. Another move, as the association grew, located the main office at 315 Maple Street. The HVNA purchased property at 238 Linden Street in 1976 and made it the headquarters until 1983 when it moved to 317 Maple Street. In 1990, due to 20% growth, a move to Whitney Ave was made. In 1999, the offices were again moved, this time to 28 Appleton Street. Currently, they are located at 113 Hampden Street.

" The Holyoke Visiting Nurse Association was involved in the health of the community and quickly became an important service for the people who needed their assistance. From the beginning they provided basic nursing care, education in health related areas for families and maternity assistance to young mothers. In the 1920s they provided nursing services to companies, such as the Hazen Paper Company. In the 1960s a Child Welfare division was added. In the 1980s the HVNA added Hospice care to its list of services. Currently, the HVNA is staying true to its original mission of providing home health services to the City of Holyoke.

The Holyoke Visiting Nurse Association Collection

Scope and Content Note:

The Holyoke Visiting Nurse Association, Inc. collection consists of material dating from 1905, when the association was established as the District Nurse Association, to the late 1980s. In the collection are reports from the executive director, annual meeting minutes and booklets, statistical ledgers, account books, photographs, newspaper clippings, press releases, procedural pamphlets and income and expense reports. Many of the materials are original, including several bound ledgers and scrapbooks that are in separate boxes.

Series Description

Series 1: Visiting Nurses Association: Executive Director

! This series contains the Executive Director's monthly reports from 1916 to the 1960s. There are eight folders of typed and hand-written notes, one folder containing various correspondences of the director in 1945 and 1948 and one folder listing the directors and board members from 1911-1940.

Series 2: Visiting Nurses Association: Board of Directors

! The Board of Directors staff meeting notes and minutes from 1958-1983 are contained in this series. There are several folders containing records of the day-to-day administrative duties that include income and expenses, committee notes, celebrations and statistical reports. Also, there are board member manuals from 1961 and 1973 and a revised procedural manual from 1981.

!

Series 3: Visiting Nurses Association: Medical Advisory Board

! The Medical Advisory Board held annual meetings and kept correspondences and minutes of those meetings. There was also an executive committee that met regularly and this series contains the related materials from 1949-1976.!

Series 4: Home Health Aide Division

! The Home Health Aide Division, started in 1965, was another arm of the VNA. In this series are the training manual from 1965, policies and procedures, meeting notes, statistics, a grant application, evaluations and annual meeting minutes. The dates range from 1965 to 1981, but are not complete.

Series 5: Child Welfare Committee

! This is a small two folder series of the Child Welfare Committee containing the establishing act and by-laws from 1923 and 12 annual report booklets from 1950 to 1959.

The Holyoke Visiting Nurse Association Collection

Series 6: Photographs: Negatives and Prints 1930s - 1970s

! There are approximately 100 loose black and white and color photographs of various HVNA events and promotions in this series. Sizes range from small 3 x 5 prints to large mounted 11 x 14 prints used for display. The images depict some of the daily work performed by the VNA, but mostly they are of annual events and staged scenes for use in promotional materials.!! !

Series 7: Newspaper Clippings: 1930 - 1985

! Clippings from the local newspapers, including the Springfield Newspapers and the Transcript Telegram, from the 1930s through 1985 are in this series. Several are still attached to scrapbook pages and many are loose in folders. The condition of the clippings are not good and they are fragile. **See archivist for handling instructions.**

Series 8: Proclamations 1988-1989:

! Five proclamations were given to the HVNA in 1988-1989. One is signed by Silvio O. Conte. One each was given by the town of Granby and South Hadley. One was given by the United Way. One was awarded by the City of Holyoke.

The Holyoke Visiting Nurse Association Collection

Holyoke Visiting Nurse Association, Inc. Series, Box and Folder List

Series 1: Executive Directors

! **Box 1: 10 folders**
" " **Sub-Series 1: Monthly Reports 1916 - 1966 folders 1 - 8**
! ! **Sub-Series 2: Hand-written Notes and Correspondences folder 9**
! ! **Sub-Series 3: Members and Directors folder 10**

Series 2: Board of Directors

! **Box 2: 14 folders**
! ! **Sub-Series 1: Secretaries Reports /folders 1 - 2**
! ! **Sub-Series 2 : Meeting Minutes /folders 3 - 4**
! ! **Sub-Series 3 : Staff Meeting Notes 1958 - 1983 /folders 5 - 11**
! ! **Sub-Series 4 : Board Member Manuals /folders 12 - 13**
! ! **Sub-Series 5 : Procedural Manuals /folder 14**
! **Box 3: 13 folders! !**
! ! **Sub-Series 6 : Administration By-Laws /folder 1**
! ! **Sub-Series 7 : Committee Reports 1905-1912 /folder 2**
! ! **Sub-Series 8 : Staff Correspondences 1917-1923 /folder 3**
! ! **Sub-Series 9 : CVC report 1952 /folder 4**
! ! **Sub-Series 10: Industrial Services /folder 5**
! ! **Sub-Series 11: Community Workers /folder 6**
! ! **Sub-Series 12: Bag Techniques /folder 7**
! ! **Sub-Series 13: Pamphlets /folder 8**
! ! **Sub-Series 14: 50th Anniversary Celebration /folder 9**
! ! **Sub-Series 15: Income and Expense Logs /folders 10-11**
! ! **Sub-Series 16: Annual Report Booklets /folder 12**
! ! **Sub-Series 17: Bound Volume of Annual Reports 1914-1927 /folder 13**
! **Box 4: 9 folders! !**
! ! **Sub-Series 18: Statistical Reports 1906 - 1957 /folders 1 - 9!**
! **Box 10: 4 Folders**
! ! **Sub-Series 19: Bound Volumes**
! ! ! **Directors Reports 1906 - 1914 /folder 1**
! ! ! **Account Book 1918 - 1923 /folder 2**
! ! ! **Patient Ledger 1921 - 1926 (oversized ledger) /folder 3**
! ! ! **Dismissed Disease Cases 1941 - 1951/**
! ! ! ! **Census Study 1950 (oversized ledger) /folder 4**

Series 3: Medical Advisory Board

! **Box 5: 18 folders**

! ! **Sub-Series 1: Annual Meeting Notes 1949 - 1963 /folders 1 - 17**
! ! **Sub-Series 2: Executive Committee Reports 1960 - 1976 /folder 18**

The Holyoke Visiting Nurse Association Collection

! ! !

Series 4: Home Health Aide Division

! Box 6: 9 folders

! Sub-Series 1: Training Course /folder 1

! Sub-Series 2: Finances /folders 2 - 7

! Sub-Series 3: Annual Reports /folders 8 - 9

! ! !

Series 5: Child Welfare Committee

! Box 6: 2 folders

! Sub-Series 1: Establishing Act and By-Laws /folder 10

! Sub-Series 2: Annual Reports /folder 11

Series 6: Photographs: Negatives and Prints 1930s - 1970s

! Box 7: 5 folders

! Sub-Series 1: Small Black and White Prints /folder 1

! Sub-Series 2: Small Color Prints /folder 2

! Sub-Series 3: Black and White Negatives /folder 3

! Sub-Series 4: Holiday/Annual Meeting event photographs /folder 4

! Sub-Series 5: Large Black and White Prints /folder 5

! Sub-Series 6: Mounted Prints 11x14 /no folder - loose in box

Series 7: Newspaper Clippings and Press Releases:

! Box 8: 4 folders!

! Sub-Series 1: Loose clippings 1930 - 1941 /folder 1

! Sub-Series 2: Loose clippings (in scrapbook) 1941 - 1946 /folder 2

! Sub-Series 3: Loose clippings 1946 - 1954 /folder 3

! Sub-Series 4 : Loose clippings (on pages)1966 - 1968 /folder 4

! Box 9: 5 folders! !

! Sub-Series 5: Press Releases & promotional materials /folders 1 - 2

! Sub-Series 6: Loose clippings 1950 - 1985 /folders 3 - 5

Series 8: Proclamations 1988-1989:

! Box 10: 5 items /folder 5

!

The Holyoke Visiting Nurse Association Collection

Repository Information:

The Holyoke History Room and Archives, a department within the Holyoke Public Library, houses the Library's special collections. In accordance with the Holyoke Public Library's mission statement, the History Room staff provides free access to Holyoke's historical documents while preserving these fragile items from damage and theft. Housed within the Holyoke History Room and Archives are collections documenting the history of Holyoke, a city whose industrial developments during the 1860s and early 20th century played an influential role on the paper and textile industries both nationally and internationally.

The Holyoke Public Library History Room and Archives is available for public use 20 hours per week. None of the collections stored in either the History Room or the Archives are circulating. In addition, items stored in the Holyoke Public Library Archives are not accessible for browsing. However, they are available for use in the History Room and Archives. Given the fact that the Archivist is the only full time employee working with the Holyoke Public Library Archives, and as they are stored outside the reading room, patrons must request the use of these items ahead of time. Requests may be made via the phone, mail or email. Please provide the Archivist with as much information about your research needs as it will not only help in the retrieval of the records but will also help to preserve them. The History Room and Archives contact information can be found on the first page of this document. Walk-ins may be allowed to use these items provided there is a second attendant available. These items are not available for use if the Archivist is offsite. Please leave your name and number and requested items with the attendant and the Archivist will set up an appointment to allow these items to be used. You may use one box at a time and may use one folder at a time to prevent these items from getting out of order. Please put an "in use" slip in the vacant spot to hold the file's place. Photocopying is at the discretion of the Archivist. Due to the fact that many items are fragile, the Archivist may either photocopy the items him or herself or may ask you to please copy the information using paper and pencil as the items may be too fragile for photocopying. You must be aware that the photocopying of items is subject to federal copyright laws. Please ask the Archivist if you are unsure of those laws.

Patrons must ask for permission from the Holyoke Public Library to use items in a book or other publication. Only the Archivist may give permission for use of these items in publications. He or she will review the items on a case-by-case basis and inform the patron if restrictions exist. In the event that permission is provided, the curator will provide the patron with a publishing agreement form. The proper cite for these items is *"Used with permission from the Holyoke Public Library History Room and Archives."* Some items may not be available to be used in publications given that they are under copyright. The owner of that copyright must be contacted to allow usage of their items.

Holyoke Public Library History Room & Archives
Telephone: (413) 420-8107
www.holyokelibrary.org

250 Chestnut Street Holyoke, MA 01040