

Holyoke Public Library Board of Directors

Meeting Minutes

March 12, 2024

Location: Zoom

Present:

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

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

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

Meeting was called to order at 5:32 pm by Manuel Frau-Ramos.

Approve Minutes:

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

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- n/a

DIRECTOR REPORT: Maria Pagan

- See report (attached)

Job updates

- Jason completed interviews for night reference librarian
- City employee appreciation breakfast honoring Mark Gadoury for 40 years of work
- Likely to delay opening library until 9:30am so staff can attend the breakfast

Building updates

- Roofer applying for permits
- Pay off elevator contract?
- Brenna asks why we're offering the full amount if they haven't actually provided the service and we have evidence
- Maria says this was the advice of the City Solicitor's office
- Letter has already been spent

Joan moves to allocate \$4527.64 to pay off the contract with Otis, Bellamy seconds. 4 votes yes, 4 abstentions. **Motion passed.**

Brenna moves to move expediently to contract with a new company to ensure continuity of elevator service. Joan seconds. 6 yes, 1 abstention. **Motion passed.**

- Annual deep-clean— Maria is getting quotes lined up, no dates yet
- Usually spring-summer on a long weekend with Monday holiday

City Budget

- Mayor requested 2% max budget increased
- Maria submitted and is now waiting to hear back

Salary Schedule A

- Maria sent letter to Mayor for support of the increase

Misc

- Issues with people bringing dogs into library

COMMITTEE REPORTS

FINANCE: Bellamy Schmidt

- City side open positions mean we're under budget
- On library side we're very under budget because we budgeted approx \$150,000 for large building expenses and those haven't started yet
- Waiting to get money from city that was posted to the wrong account

PERSONNEL: Bellamy Schmidt

- None

HPLR: Bellamy Schmidt

- Tax-exempt status update
- Making significant progress on preparing the forms
- Hired accountant to work on these
- 2021 report is pretty much complete, 2022 and 2023 should be quick to make
- 2020 report had a problem; auditors found a lease had not been terminated when we thought it was, so they listed amount as income even though lease was not actually in effect
- Accountant will help to file amended 2020 report
- Need to get approval for \$50,000 for technology updates from HPLR board

POLICY: Jeremy Smith

- None

TECHNOLOGY & INNOVATION: Jeremy Smith

- None

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- None

MARKETING & FUNDRAISING:

- Nancy is working on newsletter and mini golf
- Iohann will be helping with advertising/amplifying mini golf

LONG RANGE PLANNING:

- Maria points out strategic plan goal #5 included library salary schedules are adequate so her letter to the mayor follows that

OLD BUSINESS

- None

NEW BUSINESS

- None

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

Meeting adjourned at 6:28pm.