

Holyoke Public Library Board of Directors Meeting Minutes

Facilitator: Terry Plum, President

Note Taker: Jeremy Smith

Present: *Board Members:* Susan Carey, Jeremy Smith, Joan Steiger, Kelly Curran, Terry Plum, Bellamy Schmidt, George Mettey, Roxann Callendar *Library Director:* Maria Pagan *Financial Manager:* Andrew Parker, *Friends:* Sandy Ward

Not Present: Patrick Leahy, Tom Barrett, Miguel Vasquez, Manuel Frau-Ramos

Previous Meeting Minutes: **Approved**

New Business

Reports

President's Report
Terry Plum

- See other reports.

Director's Report
Maria Pagan

- We are in the process of hiring a new custodian. As of today we have two candidates.
- Summer hours have begun.
- A team from Leadership Holyoke will provide a day full of physical activities on July 19th as part of the Summer Reading program.
- The members of the Library Strategic plan met on May 25th. They have a timeline from June - November. The library will be generating a survey to distribute to the community to gather feedback on the library to help inform the plan.

- **See Appendix A for full report.**

Finance Committee Report

Andrew Parker

- We are in a very good cash position as of 4/30/16.
- The money from Massachusetts Rehab Commission (MRC) and the bequest have been received.
- We moved to Hanover Insurance, with Clayton Insurance in Holyoke as the local agent, as of June 1.
- In these times of mediocre returns on investments, we have been drawing from state aid for expenses in lieu of drawing on the endowment. However we do not anticipate a decrease in reliance upon the endowment for the coming fiscal year.
- Profit and loss shows we are in line with estimates for the year.
- **See Appendix B for full report.**

Personnel Committee

Bellamy Schmidt

- As part of our submission to the city budget we asked for one additional person and a slight increase in energy and books. The auditor added salary adjustments based on the city salary survey, but because the increases called for in the City Classification and Salary survey have not yet been approved by the City Council, this line item was taken out of the submitted budget. The Classification Study has been sent back to the Acting City Solicitor to reduce the ranges of the salaries and may or may not be sent back to the City Council Ordinance Committee.
- We are advertising for the vacant janitor position.

Long Range Investment Committee

Bellamy Schmidt

- As of May 2016 the endowment is now at \$5.438 million with a return of 1.4% (not counting withdrawals) over five months from January to May.

Friends Report

Sandy Ward

- The Friends had a big one day book sale in May. They sold about 2000 books with 5000 left over. \$740 was made. The ongoing book sale generated about \$282 since April 1 and \$345.85 from Feb-May.
- The Friends elected new members and officers for the 2016-2017 year.
- The Friends donated \$2000 towards the Summer Reading Program.
- The Friends donated \$500 towards the purchase of board games.

Technology Committee Report

Jeremy Smith

- The Committee (Roxann, Jeremy, Gretcher, Jose) met and discussed the technology plan, as well as making sure that Gretcher & Jose have access to a list of contacts for all of the companies that maintain the library systems.
- We also discussed possible funding options for the future based around the technology plan.

Old Business

New Business

Recognition for Volunteers

Terry Plum

- Paul Graves, the Director of the Holyoke History Room for 10 years, died Sunday, April 24, 2016. The question was asked about how the Library might recognize his contributions and other volunteers and staff of the library. In the future we will put names on large bricks in the old front of the library.

Motion made and seconded to adjourn at 5:55

Tuesday June 14, 2016

Next Meeting: **Tuesday July 12 at 4:30pm**

APPENDIX A

Library Director's Monthly Report June 14, 2016

FYI/Requests

- **Statistics summary —**
- **Personnel** – On May 31st I received a letter of resignation from Custodian, Tom Keeler. On June 1st I asked Mayor Morse to approve Personnel Acquisition request to start hiring process for custodian. Approved and posted as of June 10 until June 24.
- **Summer hours** – Started Tuesday, May 31st. Monday – Thursday, 8:30am-6pm; Friday & Saturday, 8:30am-4pm
- **Summer Reading Programs** – Theme is sports/health/fitness. Slogans: Children's – *On Your Mark, Get Set, Read!*; Teens'— *Get in the Game, Read!*; Adults – *Exercise your Mind—Read!* A team from Leadership Holyoke will provide a day full of physical activities "Get into the Game with Leadership Holyoke" (a training program that fosters and promotes leadership development and collaborative skills for success in the community and in the workplace) and a movie (*Sandlot*) for July 19th.
- **Copier/Printer** – Recommendation to switch copier from Computer Room with copier/printer from History Room.
- **Library Strategic Plan** – Though strategic plans are not a requirement for MBLC, it is recommended for when applying for grants (Business Plan). Members from the Committee met on May 25th. As of today, thanks to Bellamy, we have a timeline for getting the plan done, and drafted a survey with some of the examples I sent out.

June:

1. Group to review demographic reports distributed by Maria. – *Patron Profile from May.*

Maria to obtain additional Analytics report on Holyoke residents who are not library patrons. --

2. Group to develop survey instrument.

Maria to obtain and circulate samples by 6/15 and group to convene thereafter.

3. Survey to go out by July 1.

July:

1. Group to meet to conduct SOAR/SWAT exercise. Aspirations/Strengths/Weaknesses, etc.

2. Group to receive survey data.

August:

Group to meet to develop mission/vision/strategic direction based on analysis of all prior data.

September:

Group to meet to develop specific objectives and activities.

October:

Group to codify written plan.

November:

Board to review plan.

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- **Patron's Donation** – See enclosed picture
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Programs / Outreach

- Ukulele lessons with Julie Stepanek – 6/15 for all ages (family); 7/27 for young adults; 8/3 for children under 12 years of age.
- Fused glass pendants with Deenie Pacik– 6/18 for older than 8 years old; 7/29 for young adults
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Announcements/Reminder—

- **Next meeting** – Tuesday, August 9th at 4:30pm

MAY 2016 CHILDREN'S PROGRAM NUMBERS

Drop in craft-	5/2, 5/9, 5/23	20 kids
Morning story time-	5/4, 5/9, 5/11, 5/16, 5/18, 5/23,	5 kids
Evening story time-	5/10, 5/24	1 kid
BINGO-	5/12, 5/26	2 kids
Lawrence School-	8 visits	307 kids
Wednesday Girl Scout Mtg.- (2 groups 4:30 and 6:00)	4 visits	82 kids
Thursday Girl Scout Mtg.-	4 visits	61 kids
Morgan School Headstart Story times-	5/24	18 kids
Children's House Story Time-	5/26	32 kids
Necklaces-	5/14	12 kids
Kelly School field trip-	5/12	87 kids
McMahon School field trip-	5/26	41 kids
TOTAL PROGRAMS-	34	TOTAL KIDS: 668 kids
	Daily Attendance log totals-	883 kids
	Reference questions-	202 questions

- 1. Usage:** Student research projects have concluded and summer genealogy and academic researchers have begun to arrive at the History Room. Our hours will remain largely unchanged over the summer, with these exceptions:
Open 9:00-1:00 on these two Saturdays: June 25 and July 23. I will use the afternoon for collections work, but will make appointments if needed.
Closed the week of August 15.
These have been posted.
Thanks to Jose, who has set our computers not to shut off at 5:30 (as they did last year), we will now be able to work and serve HHR patrons right up until 6:00 p.m.

2. Events and activities

Genealogy events in May and June went well. For the RootsMagic workshops, Gretcher installed RootsMagic family tree software on all the classroom computers. Gretcher will put the program on the lab and HHR computers, as well. I will be able to give patrons one-on-one introductions to the program at the HHR as needed. To get the best use of the program, which allows one to create an electronic family tree that is not in the cloud, individuals need to have at least the free version installed at home. In other words, the library installation is primarily for teaching the software.

We are still inviting individuals with original materials associated with Holyoke businesses to place them on loan with the HHR so they can be added to an upcoming display.

Olivia Mausel of the Holyoke Historical Commission has initiated a meeting with the director and curator at Wistariahurst and me to discuss updating the inventory of historic properties in Holyoke and to discuss fall event planning and coordination. The date of the meeting has not been set, but I expect it to be this month.

I have been immersed in the grant project (below) and in attending an 8-day series of faculty workshops Latino Studies that is being held here at the library for participants in the Bridging Cultures grant. This grant is administered by HCC professors Raúl Gutiérrez and Mónica Torregrosa.

I trained Meg to cover for me in the History Room a few hours a day during my absences and that is working out well.

3. Grant project

Work on the Nuestros Senderos project (Common Heritage Grant) is getting off the ground. Julio Ortiz-Luquis of CENTRO made his second visit to Holyoke on June 1-2. We had a productive series of conversations and made a number connections with interested community members. Julio is scheduled to submit his recommendations this week and may return as a volunteer for the scanning events in the fall.

I have identified two people to act as our Outreach Assistant and Outreach and Digitization Assistant. I am waiting to hear back from an agency as to whether it can act as our fiscal agent in that matter. If they can, I will hope to start working with these individuals this month.

I hope to have quotes on the scanners and laptops by the end of next week so that those can be ordered this month. I will need to coordinate grant funds expenditures with Andrew. I would like to begin installing needed software and learning to use it so that we can map out the workflow for the scanning events and post-event processing.

The scanning events themselves should be a lot of fun. The first one will probably take place in late September 24 and the other one in early November. Please contact me if you are interested in volunteering that day, as we will need close to 30 people total (5 staff all day; 25 volunteers, most for half-day periods).

4. Digital Projects

Volunteers and I are trying to complete metadata for two collections before moving on to other projects. The Digital Projects Committee has not met yet, but I will try to assemble them if decisions on digital matters need to be made.

5. Collections

I am working on completing the collection acquisition mentioned in my last report and on creating a processing plan for the collection. I am also working to clear up small processing projects so that we have space and time for Nuestros Senderos project work.

I have found a wonderful and wonderfully documented local seed collection in our collections from the early 20th century that was acquired circa 2010. I am researching how to proceed with it.

6. Database

I have contacted Tom Barrett to find out if he is still available to design a simple Filemaker Pro database for us. Other options I have explored are not promising.

7. Equipment

The portable dehumidifiers (reading room and workroom) are working well, but often need to be emptied 2x per day.

There is an alarm going off repeatedly on the built-in dehumidification system (Liebert) in the compact shelving area. I understand that Maria is looking into who services this system.

Tuesday June 14, 2016

APPENDIX B



Report of the Treasurer
June 14, 2016

During the month ended April 30, 2016, the Holyoke Public Library's cash position closed at \$196,090 at month's end, including a \$50,000 reserve set aside for emergency use within the designated savings account.

The Library's net loss for the period ended April 30, 2016, was a moderate \$32,823. This loss is a function of timing and is not a cause for concern. A distribution of \$88,000, effective June 1, 2016 and recorded as income for recording purposes, is largely responsible for this flow.

A move to Hanover Insurance, with Martin J. Clayton Insurance of Holyoke as the primary agent, has been executed for both the Library Corporation and the Realty Corporation. The Finance Committee is pleased to report a projected \$17,000 in savings in the first year and \$20,000 in savings thereafter.

A move to State Aid source income for payroll for our two former Holyoke Public Library Corporation employees, Nancy Kocsmiersky and Florence Stefancik, has allowed us to use endowment funds for programming purposes and to draw down the balance in State Aid funds. We have also used State Aid funds for extraordinary building repairs (including electrical work on the lighting in the Teen and Periodical Rooms) and the purchase of books and supplies. However, we do not anticipate a decrease in reliance upon the endowment for the coming fiscal year.

Our Profit & Loss Report shows spending in line with estimates for the year; spending on supplies and books has been partially frozen as we approach year-end. It is anticipated that we will spend our whole allotment of book and materials funding for the year. City-provided monies for utilities will likely be exhausted based on a YTD spend of 77% of our budget for the first nine months of usage in the fiscal year, a moderate heating season, and anticipated demand for air conditioning in the coming months. Based upon current spending, we are on-track to expend more than 95% of our total City-sourced allocations.

The Finance Committee is pleased to report that a distribution from the Alice Newton Smith Trust was received on May 23 in the amount of 217,518.42.

Summary information regarding the placement of individuals within the City budget lines is available upon request from the Finance Office or may be discussed at this meeting.

Respectfully submitted,

R. Andrew Parker, Finance Manager, for Thomas Barrett, Treasurer