

Tuesday January 10, 2017

Facilitator: Terry Plum, President

Note Taker: Co-clerk Kelly Curran

Present: *Board Members:* Terry Plum, Manuel Frau-Ramos, Bellamy Schmidt, Jeremy Smith, George Mettey, Tom Barrett, Miguel Vasquez, Charlie Berrios, Susan Carey

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

Not Present: Joan Steiger, roxann Callender

Meeting called to order at 4:30 p.m.

Previous Board Meeting and Annual Meeting Minutes: **Approved**

- Moved by Susan Carey
- Seconded by Bellamy Schmidt

Holyoke Public Library Board of Directors Meeting Minutes

No Announcements

Reports

President's Report

Terry Plum

Request for Maria to summarize monthly reports.

- Children's program attendance was down from last year but we are in the middle. Foot traffic in library - 51 libraries in surrounding area (population group) puts us at 6th from bottom. To be in the middle we would have to have 300,000 visits. That's triple the amount of folk coming into library.
- Report was reviewed - We did a typical week is what MBLC wants. We want annual. (Data we sent to MHIC) We should look at data more analytically.
- A new list of committee members was distributed
- Thanked the friends for hosting the staff lunch. Every staff that was working that day participated. Thanks to the friends for attending funeral.

Director's Report

Maria Pagan

- Open position update - Ann Gorman retired. Would like to use money before June 30th. Assign more hours to certain staff (determined by Maria) - webinars, trainings, seminars.
- Went over report, circulation has been going down since September. Inter library loan- we have been sending out more than we have been borrowing.
- Strategic Plan - Tally up paper surveys. Terry will tally electronic surveys.
- Fundraising report - will be provided monthly
- Technology Committee to help complete the Technology Plan
- Maria has been working on a Marketing Plan
- Building and Ground Maintenance Plan in progress
- Outreach-Big read: HCC and HPL meeting to collaborate
- CDBG-Trying to reach the deadline for cameras next week
- Community Foundation workshop January 17 9-12pm
- Western MA library legislative breakfast with Senator Humason - January 20th 8am at Easthampton Library
- Next meeting February 14th 4:30pm

Finance Committee & Treasurer's Report

Tom Barrett

- Budget for FY17 - update (Month ending November 30th)
- Finance committee has to meet
- Auditors will present statements by January 30th
- New insurance saved 40% on insurance policy

Personnel Committee Report

Bellamy Schmidt

- Staff coaching and customer service training will be schedule this year.
- Organization chart to be updated.

Long Range Investment Committee Report

Tom Barrett

- There have been no withdrawals scheduled and the endowment has been moving sideways. Nothing in or out.

HPL Realty Report

Bellamy Schmidt

- Nothing to report
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Friends Report

Sandy Ward

- Mini Golf 2017 committee met today. They will start to look for volunteers in February
- Next friends meeting will bring up making contribution toward the glass benches.

Development Committee Report

Tom Barrett

- Appeal and Newsletter - update

Strategic Planning Committee Report

Maria Pagan

- Provided Survey update

Old Business

Nominating Committee

Susan Carey

- Nothing to Report

New Business

HPLC Board Committees

- New Board member – process to replace Patrick (suggestions for library board to personnel committee)
- Finish documentation of goals from FY16
- Begin discussion of goals for FY17 - collaborating, creating new partners, customer service(Miguel), security training, more program for young adults, circulation by 10% - put us over 100,000, use of technology - would like to see monthly data
- Cost for niche academy is \$1500-\$2,000
- Staff training plan needs to be firmed up before Maria sits with staff for their evaluations
- Send email to Terry on Goals

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- The goals for the past year, FY16, were discussed. Those goals that were accomplished and those goals that need to be rolled over to FY17 were identified. Terry will collate results for the next meeting.
- Membership and tasks for committees for FY17 were discussed. A vote is scheduled for the next meeting on the membership and charges for the committees.
- Public Relations position was not addressed.
- Adding visioning as part of the Strategic Plan was discussed but not voted upon.

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- Motion to adjourn meeting by Bellamy
 - Moved by Susan
 - Meeting adjourned at 5.57 pm

The next meeting is Tuesday, February 14, 2017 at 4:30 PM

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APPENDIX A



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