

Holyoke Public Library Board of Directors

Meeting Minutes

March 14, 2023

Location: Virtual

Present:

Present	Member
X	George Mettey, President
X	Manuel Frau-Ramos, VP
X	Bellamy Schmidt, Treasurer
X	Wendi Greene, Clerk
X	Roxann Callender
	Johann Rashi Vega
X	Joan Plummer

Present	Member
	Denise Duguay
X	Aaron Morris
X	Jeremy Smith
X	Dr. Tiffany Curtis
	Julia Santiago
	Thomas Wilson

Also present: Maria Pagan, Director; Andrew Parker, Finance Manager, Robin Siniaho, Carlos Vicenty

Call to Order : Meeting was called to order at 5:33 pm

Approve Minutes:

Minutes from February, 2023 approved; Motion made by Aaron and seconded by Joan, Motion passed unanimously

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- April 11th is our next meeting at 5:30
- Bellamy, George and Maria met with the Mayor about next year's budget.
- April 29th Mini Golf Fundraiser

Library Staff:

- Teen's Librarian, Robin Siniaho - induction oven proposal to accept the induction kit for circulation at the library. This is funded through a grant by the EPA. A single burner cooktop, pans, and brochure w/ recipes for lending. Robin shared a video that explained how an induction cooktop cooks. The library could also use it for demonstrations. There are nine libraries in our area who lend induction cooktops. Some have waivers to sign when borrowing. Discussion held on questions asked. Procedures briefly discussed. (We now have financial consequences tied to laptop/hotspot lending - this would be similar). Materials would need to be available in both English and Spanish. Robin will oversee the lending and returning. Motion to approve accepting this gift made by Joan and seconded by Jeremy. Passed unanimously. Policy will be drafted for Board approval. Policy committee is meeting tomorrow.
- Computer Coordinator, Carlos Vicenty - five quotes for upgrades of computers. Beginning with Teens all in one with a touch screen (12 computers). The ones currently in the teens room would move to the Reference Room. The four computers in the History room would be replaced. Next priority - staff computers (16 PCs). Next priority would be the computer lab/computer classroom (28 PCs). Carlos would keep any in good condition up and running. This would keep us current for 5 - 10 years. We currently have 3 switches running at capacity. These need to also be replaced and Carlos is getting quotes for modular switches. This will allow us to add technology in the future. \$400- \$800 each for six switches. This totals just under \$42,000 (does not include switches). The projector should be replaced, price to be determined. Motion made to allocate up to \$56,100 for above computers, switches, projector and photocopy/printers by Bellamy seconded by Joan and Roxann. Motion passed unanimously. Preparations for purchasing will be started.

DIRECTOR: Maria Pagan

- Maria has been concentrating on the Together with Our Families Grant.
- One of the library staff will be reducing 10 hours, may have to move staff around, and look to hire in July for Reference Library Assistant
- George, Bellamy and Maria met with Mayor Garcia. Case was made, and waiting for the Mayor's proposal. Included was the security guard. Mayor is looking into hiring a security for the whole City to share.
- Grant for Community Meeting Room has not been approved yet.
- The money for carpets and shades was also requested from the City. (ARPA which is already being used to improve public buildings)
- Library website - will be upgraded which includes training. Hopefully the new website will be up and running by the summer.

- The roof has been fixed.
- We are still waiting for the electrician to come and evaluate the lights for replacement.
- Room visits, attendance is fluctuating. But improving over last year.
- Invitation received for iEscuchar! The Fine Arts listening sessions at UMass on March 23rd.

COMMITTEE REPORTS

FINANCE: Bellamy Schmidt

- The Treasurer's Report was sent out. We are currently under budget. We have only made one withdrawal from the endowment. We have increased from State Aid. This has protected the endowment. Please see the report for actual figures.

PERSONNEL: Bellamy Schmidt

- No report

HPLR: Bellamy Schmidt

- A meeting will be set to discuss the release of funds to spend on the technology discussed earlier this evening.

POLICY: Jeremy Smith

- The Policy Committee will be meeting tomorrow to discuss the collection policy.

TECHNOLOGY & INNOVATION: Roxann Callendar/Jeremy Smith

- Nothing additional to add to earlier discussion.

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- No report

MARKETING & FUNDRAISING:

- Mini Golf coming up in April

LONG RANGE PLANNING:

- No report

OLD BUSINESS

- None

NEW BUSINESS

- None

OTHER BUSINESS

- None

Motion to adjourn made by Aaron and seconded by Bellamy. Motion Passed.

Meeting adjourned at 6:26 pm