

Holyoke Public Library Board of Directors

Meeting Minutes

May 13, 2025

Location: Holyoke Public Library Community Room

Present:

Present	Member
X	George Mettey, President
X	Manuel Frau-Ramos, VP
	, Treasurer
X	Brenna Levitin, Clerk
X	Gabriela Alcántara Pohls
	Beverlyn Blanchard
X	Jacksiel Colon-Rodriguez

Present	Member
	Denise Duguay
X	Jacqueline Glasheen
	Victor Machado
	Andrew Parker
X	Jeremy Smith
	Iohann Rashi Vega

Also present: María Pagán, Director; Jason Lefebvre, Assistant Director; Alexandra Aguirre, Finance Manager; Omar Torres, Computer Coordinator

Meeting was called to order at 5:43pm by George Mettey.

Approve Minutes:

Manuel motioned to approve the April 2025 minutes, Gabriela seconded. **Motion passed unanimously.**

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- We need a quorum to have an official vote to remove previous Board Members Roxann Calendar and Bellamy Schmidt from the investment account.
- We also need a vote to change George's title in the account from Treasurer to President.
- Roxann Calendar resigned from the Board (including the Investment Committee) on 10/6/2023
- Bellamy Schmidt resigned from the Board (including the Investment Committee) in June 2024

Brenna motions to remove Roxann Calendar and Bellamy Schmidt from the investment account, and update George Mettey's title from Treasurer to President. Manuel seconds.

Motion passed unanimously.

- Unfortunately, Tom Gilchrist has resigned for personal reasons
- There's a potential new Board member who has previously expressed interest in joining the Board
- We need a motion to present this person to the Mayor as a potential appointee

Brenna motioned for George to present Meghan Connolly to the Mayor to fulfill the vacant position on the Board, Jackie seconded. **Motion passed unanimously.**

- Last week George and Allie met with the accountant to discuss the 2024 audit and 2024 990s
- Accountant is submitting the 990s
- No material findings in the audit
- Both due May 15th so George signed off on the 990s and the audit it in the meeting
- Discussed previously but now need to formally vote on sending the investment out for proposals

Jackie motioned for the Finance Committee to go out for bid in June 2025 for investment services. Jacksiel seconded. **Motion passed unanimously.**

DIRECTOR REPORT: María Pagán

- See report (attached)
- Rotary Club flag display will include a flag for George and Manuel as the longest-serving members of the Board

Building updates

- AC compressor will be installed May 21st
- Warm weather came early again, we changed to cooling in May as scheduled (started last Monday)
- We have 2 compressors, 1 is currently working
- Today, Cote was here working on preparing for next week's replacement

- We need to check if there is an actual leak in a window or if we just left it open during the rain
- Jeremy suggests Maria sends an email each year in September/April to the staff saying something like "remember as the seasons change, our heat/AC doesn't change over until May 15th" (or whatever the date is)
- By law we need to provide AC starting June 10th
- Still waiting to hear if the transfer has been approved by City Council for the electrical grounding study

Partnerships

- The Holyoke High School art class received the funds for the silk-screening program, they will exhibit in the library in June
- Partnering with the School Department to host a Family Early Literacy program
- 2nd year we'll be getting interns from Tech Foundry, Omar is interviewing them
- Interns will likely start in the next few weeks
- 80 hours in 4 weeks (20h/week)
- YMCA partnership TBA

Misc

- Summer hours start first week in June
- Apostolic Christian Church of Betsaida will be using the park for a service on May 24th
- They already have all the required permits
- IT request
- Entre's proposal
- Gabriela asks if we only have proposals from Entre
- Omar and Maria say yes
- Tech committee will meet and discuss more with Maria and Omar
- Brenna will send Jolene Hart email requesting PDFs of all HPL proposals
- Gabriela will share names of other IT providers to get quotes from
- Brenna will request quotes from these companies

COMMITTEE REPORTS

FINANCE:

- We lost money because the whole economy is losing money

PERSONNEL:

- N/A

HPLR:

- George will be meeting with Bellamy and the Mayor and Jay Driscoll at the end of May to do the yearly meeting

POLICY: Jeremy Smith

- N/A

TECHNOLOGY & INNOVATION: Jeremy Smith

- N/A

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- N/A

MARKETING & FUNDRAISING:

- N/A

LONG RANGE PLANNING:

- N/A

OLD BUSINESS

- Staff survey
 - Who is helping Maria with managing people?
 - George says Jason
 - Jason is included in "management"
 - Jackie asks who is helping Jason and Maria with managing people because managing people is hard
 - Brenna asks if we could devote professional development money to coaching for Maria and Jason
 - Jeremy asks if MBLC has support for library management
 - Communication is a big issue, between management as well as between management and frontline workers
 - Monthly staff meetings, or bi-weekly
 - Maria and Jason will discuss closing the library for an hour every 2 weeks to meet with the staff
 - Someone suggests we close the library for an hour and review the survey results together and discuss what the staff suggests (including a specific discussion of how often to have staff meetings)
 - Board liaison to the staff— wait until after the staff meeting where they review the results to decide/vote on this
 - Next meeting also vote on how often to do staff surveys
 - Cleanliness— board requests that Maria meets with custodians to discuss checklist, what is going on with the trash
 - Maria already discussed this with the custodians and they found the maintenance checklist and they will now follow that checklist
 - May 6th head of department meeting and another department is doing training for DPW custodians and Maria asked for the library ones to be included

NEW BUSINESS

- None

Jeremy moves to adjourn. Gabriela seconds. **Motion passes unanimously.**

Meeting adjourned at 7:39pm.