

# Holyoke Public Library Board of Directors

## Meeting Minutes

December 12, 2023

Location: Holyoke Public Library

Present:

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

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

Also present: Maria Pagan, Director; Brenna Levitin (Mayoral Appointee, to be voted in), Alexandra Aguirre, Finance Manager

Call to Order : Meeting was called to order at 5:30 pm

Please note: As per Library's By-Laws, Article III – Board Members, Section 1 – Number and Power: "...If any Member of the Board is absent for three (3) consecutive Board meetings, the Board of Directors, by majority vote, may determine that such director is no longer a member of the Board, provided, however, that an absence as to which a Member of the Board has advised the Library Director or the President prior to the meeting that he/she will be unable to attend shall not be considered an absence for the purposes of this provision."

## **Approve Minutes:**

Minutes from November, 2023 approved; Motion made and seconded, two abstentions, motion passed.

## **ANNOUNCEMENTS:**

### **PRESIDENT UPDATES:** George Mettey

- During the challenging period of COVID, especially 2019 when we were closed there were lapses in forwarding paperwork to the IRS that should have been completed. To resolve these issues effectively, we have engaged a firm specializing in assisting tax exempt organizations.
- Proposal: set aside \$150,000 for audit preparation from the endowment.
- Opened up for questions regarding this update and proposal.
- Aaron moves, Bellamy seconds, passes unanimously.
- Introduction of Alexandra Aguirre new finance person.
- Request a motion for \$20,000 for digitization, and updating of the database. Alexandra presented an outline of specifics and answered questions.
- Motion made to set aside the \$20,000 by Joan, seconded by Bellamy, motion passed, two abstentions.

### **DIRECTOR REPORT:** Maria Pagan

- Maria interviewed 4 candidates for the part time Reference Librarian and 4 for the Computer Coordinator positions.
- People's Bank - existing accounts were closed, and new accounts opened. New checks are coming
- Bids for rugs came in - City chose lowest bid - hopefully will be installed in January (\$15,000). City is purchasing the rug for the library.
- The electrician placed the order for the lights in the Community Room
- CMC Shades and Specialties sent an estimated quote of \$3,414.14 to replace motors on the bottom portions of the shades. With about \$6,000 more, they can also replace the other 8 motors. By January the bottom ones will be replaced. Bellamy requested non motorized shades for check-in room. Andrew asked about the warranty, and extended warranty - Maria will inquire.
- Jesse Marshall from Renaissance Roofing inspected the roof and estimated cost, \$85,000 plus permit for work to be done in Spring-Summer of 2024. This is non prevailing wage.
- MBLC's Reports - MBLC awarded the 2nd group of libraries this week. We are hoping to be in the January 2024 award round.
- City's supplemental budget - Last week Mayor Garcia submitted his supplemental budget to the City Council. He is proposing a \$20,049 increase for the library. Staff will get the increase at the end of December. \$7,500 for books. Bellamy suggested we take

some of the money to offer the position of computer coordinator for a higher starting wage. This position is funded by the City, so we cannot mix fund sources.

## **COMMITTEE REPORTS**

### **FINANCE:** Bellamy Schmidt

- No report
- Some transactions were found that were not posted, this will be updated

### **PERSONNEL:** Bellamy Schmidt

- Bellamy presented an organizational chart of the HPL and shared with members.

### **HPLR:** Bellamy Schmidt

- No report

### **POLICY:** Jeremy Smith

- Some groups are requesting booking the community room for the year. This limits what other groups can use the space. Jeremy is suggesting that groups can only book two dates at a time.
- Non library related groups may hold only two reservations at a time. Once the first reservation has been used, they may make an additional reservation.
- Motion made by Bellamy that the above amendment be made to the policy be accepted, seconded, and approved
- Patron Behavior Policy will be sent out again by Jeremy. Board members must review and make comments and we will be discussed at the January, 2024 meeting.

### **TECHNOLOGY & INNOVATION:** Roxann Callendar/Jeremy Smith

- No report

### **PUERTO RICAN CULTURAL PROJECT:** Manuel Frau-Ramos

- No report

### **MARKETING & FUNDRAISING:**

- No report

### **LONG RANGE PLANNING:**

- No report

### **OLD BUSINESS**

- Met with Stephanie Moore to sell Library 2 kayak rental passes for \$150, this is half price. Each pass could be used by a family or small group. Valid from Memorial Day to Oct 15.

- Maria approves of this donation.

**NEW BUSINESS**

- None

**OTHER BUSINESS**

**Motion to adjourn made and seconded. Motion Passed.**

**Meeting adjourned at 6:46 pm**