

**Holyoke Public Library Board of Directors**

**Meeting Minutes**

**February 13, 2024**

Location: Zoom

Present:

Present	Member
X	George Mettey, President
X	Manuel Frau-Ramos, VP
X	Bellamy Schmidt, Treasurer
	<del>Wendi Greene, Clerk</del>
X	Brenna Levitin
X	Iohann Rashi Vega
X	Joan Plummer

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

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

Meeting was called to order at 5:37 pm by George Mettey

**Approve Minutes:**

Joan needs an amendment made to the minutes. Correct kayak paragraph to:

"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 says request from Councilor Bartley was a request to send the minutes to the City Council.

Discussion that minutes are available on the website and City Council is welcome to view them there.

Joan says audit number should be amended to \$150,000.

Brenna Levitin motions to approve the December 2023 minutes as amended. George Mettey seconds. **Motion passes unanimously.**

## **ANNOUNCEMENTS:**

**PRESIDENT UPDATES:** George Mettey

### **Elevator update:**

- Last week there was a scheduled meeting with Otis Elevator
- Second scheduled meeting that Otis didn't show up for
- City representatives were there
- Jamie Morrow will add us to contracts for city, plumbing, electrical, roofing, etc
- Gives us another option to get quotes from
- Disengaging from Otis
- We're giving them notice per the contract
- Law department will check if we can terminate immediately since Otis is not providing service as contracted
- City already has contract with elevator maintenance with Worcester Elevator
- They'll add library elevator to that contract and we'll pay our share
- DPW will make sure they come in regularly to maintain the elevator
- There are discrepancies between Otis's records and library staff and log in elevator room

### **Board position:**

- Resignation from Wendy
- Corporate Director position
- George wants to keep it open for a few months
- When George was reappointed last week, councilor raised concern that George is on two different boards (Fire Commission)
- George might like to be considered for taking the Corporate Director position
- Brenna asks if President would need to change if George becomes Corp Director
- George clarifies officers of the Board are not contingent on City vs Corp

### **Committee members:**

Finance: Bellamy, George, Andrew

Building (ad hoc): Bellamy (chair), Joan, George

Community Relations: Manuel (chair), Denise, Joan

Development: Nancy, George, Gabriela, and Alexandria

Friends (disbanded)

Nominating: Manuel

Personnel: Bellamy (chair), Jason, George  
Planning (disbanded)

Policy: Jeremy (chair), Jason, Bellamy, Brenna

Strategic Planning (ad hoc): Bellamy, Manuel, Jeremy, Jason, Tiffani, Brenna, Aaron

Technology: Jeremy, Manuel, Iohann, Brenna

HPLR: no change

**DIRECTOR REPORT:** Maria Pagan

- See report (attached)

**Personnel:**

- Early Jan finance assistant retired
- Now we need to hire for that position
- Paid with state aid

**Salaries:**

- Second piece of last year's state aid went to the wrong account so city is moving that one plus the new one
- Talk to city councilors and get them to pass the revised Schedule
- Budget is due next week
- This week, Maria will send this letter with some more information to the Mayor
- Board should start contacting City Councillors
- Bellamy suggests that the Board send a letter to every City Councillor (not just the ones on the committee)
- Andrew suggests that the Personnel and Finance committees get together and work on a script for Board members to contact City Councillors

**COMMITTEE REPORTS**

**FINANCE:** Bellamy Schmidt

- Report attached
- Tax exempt status: working with consultant in Boston to work on this
- Also working with local audit firm to prepare missing forms
- Strategy is to complete HPL Realty forms immediately to preserve tax-exempt status

**PERSONNEL:** Bellamy Schmidt

- Allie updates about moving to new CRM
- Current software (Donor Perfect)
- Can't use newer features, can't integrate with credit cards
- Tried updating Donor Perfect to SaaS version, it's extremely expensive
- Double the quote from Bloomerang
- New CRM: Bloomerang SaaS

- Donor Perfect is a lot of manual data entry
- \$2,074, approved in previous meeting
- Unlimited users
- Estimating go live March 2024
- Flo retired, job description for Finance Assistant is updated
- She was managing payroll and some purchasing
- Payroll is moving to Allie
- Need to post this position
- Also updated Fundraiser Associate job description since Bloomerang regains time for this position
- Needs: create Development Committee to work with Nancy and Allie
- Create a yearly fundraising calendar
- There is a Development Committee already
- Can we just prioritize 2023 documents
- Or could we do 2019 onward?
- More discussion required

**HPLR:** Bellamy Schmidt

- None

**POLICY:** Jeremy Smith

- Committee made some changes to the Behavior policy
- Jason will give some context
- Our policy has some more specifics than other libraries, this is intended to reduce confusion, ambiguity
- When you're not specific in your policies, that can lead to more discriminatory judgements
- Harder for staff to enforce, to know how to enforce
- Intended to protect the staff and the library
- Joan has question about specificity of shoes and shirt
- Discussion that this is common terminology

Bellamy moves to approve Behavior Policy as submitted. Joan seconds. Nine votes to approve, one abstention. **Motion passes.**

**TECHNOLOGY & INNOVATION:** Jeremy Smith

- Omar Torres - presentation on computing resources attached
- Most patron computers have been updated but some have not
- Critical to do this soon because in Oct 2025 operating systems will reach End Of Life and Microsoft will stop providing security updates
- We have approximately \$6,300 remaining of the \$55,000
- 30 desktop have been purchased
- Teen room computers have been replaced and set up
- Circulation is updated
- Children's room is updated

- Staff computers have been replaced
- Intention is to move computers that were in teen room (relatively new) to 4th floor
- Remaining section: computer room/classroom
- Bellamy is concerned about whether staff would actually use Asana
- Gabriela asks if there is regular professional development
- Maria said there's not something regularly scheduled in-person, but there are online ones that staff is encouraged to participate in
- Maria has authority to approve up to \$750 without Board intervention
- Need a board signature for checks above \$750
- Projector for Community Room needs to be replaced

Aaron moves to allocate \$1120 for the projector. Joan seconds. **Motion passes unanimously.**

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

- None

**MARKETING & FUNDRAISING:**

- None

**LONG RANGE PLANNING:**

- None

**OLD BUSINESS**

- None

**NEW BUSINESS**

- None

Joan moves to adjourn. Brenna seconds. **Motion passes unanimously.**

**Meeting adjourned at 7:52pm.**