

**Holyoke Public Library Board of Directors**

**Meeting Minutes**

**October 8, 2024**

Location: Holyoke Public Library Community Room

Present:

Present	Member
X	George Mettey, President
X	Manuel Frau-Ramos, VP
X	Brenna Levitin, Clerk
X	Iohann Rashi Vega
X	Joan Plummer

Present	Member
X	Denise Duguay
	Jeremy Smith
	Gabriela Alcantara Pohls
X	Andrew Parker

Also present: Maria Pagan, Director; Alexandra Aguirre, Finance Manager

Meeting was called to order at 5:32 pm by George Mettey.

**Approve Minutes:**

Joan motioned to approve September 2024 minutes, Manuel seconded. **Motion passed unanimously.**

**ANNOUNCEMENTS:**

**PRESIDENT UPDATES:** George Mettey

- Before 29th read through proposed edits to bylaws
- We'll vote on amended bylaws in Oct 29th meeting

- We're going out to bid for proposals for investment firm
- George, Allie, and Maria already met with one of the possible consultants
- Investment Committee is George, Andrew, Allie ad hoc
- They can give the Board recommendations, or the entire Board can go through all the options
- Vote on going out to bid at Oct 29th meeting

**DIRECTOR REPORT:** Maria Pagan

- Gabriela contacted someone to be on the Board who cannot join right now but will join the corporation
- Two Lenses, One Focus exhibit
- Mayor wants to meet with Board members on Nov 7th
- FY24 Financial Report for MBLC was submitted last week
- Hotspots
  - Library has 5 active hotspots, 2 at front desk, 1 was returned incredibly late but is now working, Maria has one, 1 was returned damaged but Maria has the replacement for it
  - School Committee meeting asked if we can make the hotspots available to the immigrants new to the city?
  - For now it's first come, first serve
  - Technology Committee may decide to purchase more
- Website
  - Maria was working on RFP for website providers and has already talked to 2 providers
  - Proud City provides websites for municipalities, Holyoke uses them
    - Either we use 1 page of the city's website for the library, OR
    - Completely new website with Proud City
  - Current website host shared Maria's RFP and interviewed people and shared a list of his top 3 suggestions
  - Next step: Technology Committee will work with Omar and Kareima on this

**Job updates**

- Nancy came in when we were still receiving donations for the building
- Now we want Nancy to focus more deeply on grant-writing, unclear what her desires, capabilities, etc are

**Building updates**

- Elevator
  - Damaged part has been replaced! State inspector will be here tomorrow to inspect and unlock
- AC compressor
  - City purchasing has put out RFQ, bids were supposed to come in by Oct 2nd but no one submitted so they'll have to go back out for bid

- Lights
  - Ballasts are obsolete, program that used to run the lights is also gone, need to start thinking about money to retrofit the History Room, Children's, and Reference rooms
- Electrical
  - Every time there's a lightning storm that's where elevator keeps failing
  - Someone needs to check how the building is grounded
- Cameras
  - Having some issues

## **Misc**

### **School art teacher proposal**

- Silkscreening program— are we willing to be the financial sponsor?
- What happens if it falls short and what happens to any excess
- Where is the existing money from and what reporting is needed?

Brenna motioned to offer the library as the fiscal sponsor for the silkscreening program, pending approval from the Library Board of the Memorandum of Understanding. Andrew seconded.

**Motion passed unanimously.**

### **Treasurer's report**

- August is similar to July
- Fundraising and grants
- Allie will send the P&L to us
- Library absorbed the cost of recertifying HPLR as a nonprofit and that needs to be corrected
- In the past, HPLR has been audited so George is going to talk to an attorney for HPLR to see if HPLR needs to be audited as well
- Maria will send Conflict of Interest form to Board
- Allie will write letter of engagement for the Auditor and George will sign it
- Allie is working on revamping the charter of accounts
- Reminder that we'll need to redo the budget with the new account lines once that's done

Brenna motioned to create ad hoc committee for Financial Strategy to discuss overarching.

Joan seconded. **Motion passed unanimously.**

- Committee to consist of Denise (head), Iohann, Joan.
- Goal: come up with 3 general ideas of how to improve the finances of the library, including options of fundraising and professional grant-writing. Then present to the larger Board to figure out strategy for hiring consultants.

## **COMMITTEE REPORTS**

**POLICY:** Jeremy Smith

- Joan motioned to approve the amended Library of Things policy. Andrew seconded.  
**Motion passed unanimously.**

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

**Meeting adjourned at 7:09pm.**