

# Holyoke Public Library Board of Directors Meeting Minutes

**Facilitator:** Susan Carey

**Note Taker:** Jeremy Smith, Clerk

**Present:** *Board Members:* Jeremy Smith, Patrick Leahy, Manuel Frau-Ramos, Tom Barrett, Kelly Curran, Roxann Callendar, Miguel Vasquez, Susan Carey *Library Director:* Maria Pagan *Financial Manager:* Andrew Parker, *Friends:* Sandy Ward

**Not Present:** Terry Plum, George Mettey, Bellamy Schmidt, Joan Steiger

Previous Meeting Minutes: **Approved**

## Announcements

- none

## Reports

President's Report  
Susan Carey

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- none

Director's Report  
Maria Pagan

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- Light fixtures in the Teen room are all fixed and taken care of.
- One of our custodians is still out.
- We are still waiting for a check from the estate donation.
- The website is being upgraded to be mobile responsive. If people have thoughts on improvements, please send them to Maria.

**Tuesday May 10, 2016**

- A patron would like to donate a chair, the “Chair of Art History” by artist Anne Beresford, to the library.
- Summer hours start at the end of May.
- The summer reading program is beginning the last week of June.
- The director has ordered a self service fax machine for use by the public that will save current fax costs.
- **See Appendix A for full report.**

#### Finance Committee & Treasurer’s Report

Tom Barrett

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- Budgeting for the year is going well. We may end up breaking even.
- The audit is completed and has been received.
- We will be filing our income tax return (IRS 990) soon.
- **See Appendix B for full report.**

#### Personnel Committee

Susan Carey

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- The new teen librarian has begun meeting with constituents and has some ideas about outreach.

#### Long Range Investment Committee Report

Tom Barrett

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- The Rockefeller Fund is still “going sideways”.
- The Committee still has to meet to decide what to do with donations and prudent withdrawals from the Rockefeller Fund.

#### Friends Report

Sandy Ward

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- The Friends are having a book sale on May 20-21 in the community room. Tim Damon would appreciate volunteers on Friday and Saturday. Cleanup will be on Monday morning.

Tuesday May 10, 2016

- Monday the 23 will be the Friends annual meeting with guest speakers from Wistariahurst.
- April 8th 2017 is the next mini golf event.

### Development Committee Report

Tom Barrett

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- Valley Gives was on May 3 and not as good as last year. We earned about \$1,400. We got one new donor out of it.
- The shedding event is still in the planning stages.

## Old Business

### Strategic Planning

Maria Pagan

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- Maria will call the first meeting to discuss the strategic plan.

### Photograph Collection Acquisition Update

Jeremy Smith

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- Jeremy updated the Board on the acquisition of an archival Holyoke photo collection discussed at last month's meeting. The collection was in the possession of two individuals. It was originally understood that the prints were being sold and the negatives donated. This turned out not to be true, so the original agreement with the donor was forfeited. A price was agreed upon for both portions of the collection that was within the amount approved by the Board at last month's meeting. A Deed of Gift originally signed by the donor was returned and turned into a Deed of Sale. 90% of the collection has now been physically moved to the Library with the remaining portion to be moved once the individual returns from a trip in June.

## New Business

### Extend a line of credit to HPL Realty for next Fiscal Year

Tom Barrett

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- **Motion:** Tom Barrett moved and Susan Carey seconded a motion that the Board authorize a loan of not more than \$12,000 from the HPLC to HPL Realty Corp.

**Tuesday May 10, 2016**

effective July 1, 2016 to be repaid not more than 60 days thereafter, unsecured and without interest. **Approved**

Extend this year's budget unchanged to next fiscal year until the City's budget is approved

Terry Plum

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- **Motion:** Tom Barrett moved and Patrick Leahy seconded a motion that the Board authorize the Financial Manager to continue to make expenditures as may be deemed reasonable, necessary, and appropriate, not to exceed 1-12th of the prior year's budget on a monthly basis, until a budget for FY 17 can be adopted by the Board, contingent upon the passage of an operating budget for the City of Holyoke by the City Council. **Approved**

Reconsideration of the vote to support city-wide reading program

Terry Plum

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- **Motion:** Tom Barrett moved and Susan Carey seconded a motion allowing the Board to authorize the expenditure of an additional \$5,000 towards the City-wide reading initiative. **Approved** (6 yeas, 2 nays)

Succession planning – Officers for next year

Susan Carey

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- Terry is not running for president. Susan is not running but is willing to recruit further members.

Motion made and seconded to adjourn at 5:45 pm

Next Meeting: **Tuesday June 14 at 4:30pm**

Tuesday May 10, 2016

# APPENDIX A

## Library Director's Monthly Report May 10, 2016

### FYI/Requests

- **Statistics summary** —
- **Last Month's report** –
  - **Light fixtures** – Andy Ramos has been working on getting all the lights working properly.
  - **Personnel** – Tom will be out until May 26<sup>th</sup>.
  - **MRC reimbursement** – Still waiting for check.
  - **Alice Newton Child Trust** – Still waiting. Getting account statements.
  - **Website upgrade** – make it device responsive
  - **Patron's Donation** – See enclosed picture
  - **Summer hours** – Start Tuesday, May 31<sup>st</sup>. Monday – Thursday, 8:30am-6pm; Friday & Saturday, 8:30am-4pm
  - **Summer Reading Programs** – Theme is sports/health/fitness. Slogans: Children's – *On Your Mark, Get Set, Read!*; Teens' — *Get in the Game, Read!*; Adults – *Exercise your Mind—Read!* A team from Leadership Holyoke will provide a day full of physical activities and a movie for July 19<sup>th</sup>.
  - **FYI: Public Fax Services: Fax24 Kiosk – No cost to Library.** Library will need to provide space, dedicated/shared analog phone line and electrical outlet. Sending fax only.
- **Items/contracts up for renewal:**
  - Piper web – website hosting, support, training
  - G&H Landscaping – maintenance
  - Wowbrary – e-Readers' Advisory weekly e-newsletter
  - Freegal – music, movie, books, language downloads
  - CWMARS – libraries automated resource sharing network
  - Automated Building System – HVAC control
  - Cote – HVAC maintenance
  - Elevator – maintenance

### Programs / Outreach

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### Announcements/Reminder—

- **Next meeting** – Tuesday, June 14<sup>th</sup> at 4:30pm



Anne Beresford  
Leverett, MA

*Chair of Art History*

Books, paint, gold leaf

[www.aberesford.com](http://www.aberesford.com)

### Artist's Statement

"The chair is of extreme antiquity and simplicity, although for many centuries and indeed for thousands of years it was an article of state and dignity rather than an article of ordinary use. ... According to George Makdisi and Hugh Goddard, 'the fact that we still talk of professors holding the "chair" of their subject' is based on the 'traditional Islamic pattern of teaching where the professor sits on a chair and the students sit around him'. (From *Wikipedia*, the free encyclopedia) The professor would typically own the chair for life. This (my) *Chair of Art History's* field/store of knowledge is quite far-ranging, like any good professor.

In addition to painting, drawing, printmaking etc etc, I have sung and acted in lots of plays, designed & printed scores of theatrical posters, & designed & built theatrical sets, most notably with The American National Theater at the Kennedy Center, Washington DC, and with Cornerstone Theater Company, LA. I have taught at the Bow and Arrow Press in Cambridge, MA, at the Art Institute of Boston, at Zea Mays Printmaking in Florence, and as an Assistant Professor in the Visual & Environmental Studies Department at Harvard University. My work is included in a number of public and private collections, including the Houghton Rare Book Library, Harvard University; Wellington Management; Boston College; Boston Public Library & The New York Public Library Print Collection, as well as its Department of Rare Books.

Just moments ago in 2015 I had the fun and honor of curating "Ten Thousand Wonderful Things: A Conversation with the University Collections" for this museum, and was awarded a MacDowell Fellowship. I have a BA from Harvard University in art and art history, and an MA/MFA from New York University. I live in western Massachusetts on a Mill River where I practice the cello very, very, very slowly.

**1. Usage:** We continue to field a wide variety of requests from far and near. During the last few weeks we have assisted seven college students enrolled in "The Immigrant City" with research for their final papers. These patrons and others made use of several of our archival collections.

Use statistics: January – May, 2016

	<i>In-person</i>	<i>Email/Facebook questions</i>	<i>Telephone</i>	<i>Events</i>	<i>Totals</i>
<b>January</b>	74	21	16		<b>111</b>
<b>February</b>	79	14	8	41	<b>142</b>
<b>March</b>	79	13	17	51	<b>160</b>
<b>Total</b>	<b>232</b>	<b>48</b>	<b>41</b>	<b>92</b>	<b>413</b>
<i>1<sup>st</sup> Quarter 2015</i>	<b>202</b>	<b>44</b>	<b>57</b>	<b>91</b>	<b>394</b>

## 2. Events and activities

As you all probably know, Paul Graves, Sr., who helped set up the History Room in the early 1990s and developed the local history collection, passed away on April 24. I took down the Mount Tom Golf Club exhibit a little early to install a three-case exhibit about his work here. I will leave it up through the end of May, after which all materials will still be accessible in the History Room. Maria has asked me to compose a press release about the exhibit. It will also serve to correct the error in the Springfield Republican about the location of the History Room (no longer at HCC!).

In June, we will put in small exhibit on Holyoke businesses (retail and manufacturing, not restaurants). If you have anything you would like to loan for display (artifacts, ephemera), please let me know.

We are also busy preparing materials for display/give away on Infrastructure Day (May 14) and working on event planning for the Fall.

Behind the scenes, we have been working on processing small collections and making better use of space in the compact shelving area.

Edgar Herwick of WGBH Radio Boston called me last week wanting to conduct an interview about *Good Housekeeping* for his weekly column. Good Housekeeping started in Holyoke in 1885 and moved to Springfield in 1887. The results are here: <http://news.wgbh.org/2016/05/06/local-news/when-good-housekeeping-was-almost-well-social-movement>.

Alan Horbal is teaching a free, 4-part beginning genealogy class on Tuesday mornings in the Computer Classroom during May. Many thanks to Gretcher for providing technical support for the class. Ancestry continues to slow down and stall and I have given their support contact info to Gretcher.

On June 6 and June 13 from 4:30-6:00 in the Computer Classroom, Hillary Schau will be teaching 2 stand-alone workshops on using a free family tree software program, RootsMagic. Gretcher downloaded this software to the classroom computers. The first session will be for newcomers and the second will go into more depth. RootsMagic is a great program to have if you have your information in an Ancestry family tree. It enables you to export your Ancestry tree to store on your own computer or portable drive and access it with this free program. Limited to 12 participants each day and people can sign up for one or both sessions. Please call 420-8107 to register.

## 3. Grant-related projects

### **Nuestros Senderos (Common Heritage Grant):**

Julio Ortiz-Luquis of CENTRO made his first visit to Holyoke April 13-14; we had a very full schedule and some great conversations. Everyone we spoke with was supportive of the project. We are trying to finalize his second trip to Holyoke, possibly next week. We have made progress on developing an outreach plan, finding methods of

paying short-term assistants, using community spaces for the scanning events, and identifying possible sources of scanning day volunteers. I plan to promote the event at Infrastructure Day (May 14), The Brick Race (June 4), at least one day of La Familia Hispana (July 15-17), and Celebrate Holyoke (August 26-28). ***The tentative date for the first scanning project is September 24.***

- I am still in need of a few vintage family photographs, documents, or pieces of ephemera to use in promoting the project. Photos do not need to have been taken in Holyoke.
- I would love to hear from anyone interested in volunteering at the events or booths. At the events, there are lots of opportunities for greeters, guides, and information table staff.

#### **4. Digital Projects**

I will be trying to schedule another meeting of the Digital Projects Committee soon. On May 5, I attended a half-day workshop on Planning for Digital Projects sponsored by the New England Archivists. There were a few good take-aways that I will be able to use right away. I still have volunteers who are engaged a few hours a week just in writing descriptive metadata for our digitized images. I also work on this project every chance I get. If the end does not come into sight soon, I will be bringing in another volunteer for the project.

#### **5. Donations, Acquisitions**

We are in the process of acquiring a large photograph collection and will make an announcement when the process is complete. Donors of historical items and small collections continue to expand local history collection.

#### **6. Database**

Our trial of the new, web-based version of ArchivesSpace, which I mentioned last month, was a disappointment because it does not provide the functionality we need. It does not, for instance, allow one to assign locations to records or collections. One of our most pressing needs is for a database with locations. I am reconsidering the idea of installing the open-source, no-longer-supported Archivists' Toolkit and will follow up with Jose and Gretcher.

Tuesday May 10, 2016

# APPENDIX B



Report of the Treasurer  
May 10, 2016

During the month ended February 29, 2016, the Holyoke Public Library's cash position closed at \$144,691 at month's end, including a \$50,000 reserve set aside for emergency use within the designated savings account.

The Library's net loss for the period ended March 31, 2016 was a moderate \$3,664. This loss is largely attributable to cash flows and to the out-of-budget expenditures made on the lighting in the periodicals room and the teen area.

Our accountants and auditors, Meyers Brothers Kalicka, P. C., have not yet provided bound copies of the financial statements. However, the financial statements have been completed and there have been no substantive changes from draft form as reviewed by the Finance Committee on April 5. Additionally, Meyers Brothers Kalicka has completed the FY2015 Form 990, the Library Corporation's nonprofit tax return, which is available for inspection to interested parties.

To preserve the operating arrangement among the Library Corporation, the Library Realty Corporation, and the City of Holyoke, and to maintain operations for the coming fiscal year, the Finance Committee requests the following two motions:

1. MOVED: That the Board authorize a loan of not more than \$12,000 from the Holyoke Public Library Corporation to the HPL Realty Corporation, effective July 1, 2016, to be repaid not more than sixty days thereafter, unsecured and without interest; and
2. MOVED: That the Board authorize the Finance Committee, the Director and the Financial Manager to continue to make expenditures as may be deemed reasonable, necessary, and appropriate, not to exceed one-twelfth of the prior year's budget on a monthly basis, until a budget for fiscal year 2017 can be adopted by the Board, contingent upon the passage of an operating budget for the City of Holyoke by the City Council.

The Library is in solid financial footing at the present time; strong performance in the market in March restored more than \$200,000 to the value of the endowment, ending at \$5.45 million dollars as of March 31 – an amount sustained at this time.

Respectfully submitted,

Thomas Barrett, Treasurer