

Tuesday December 13, 2016

Facilitator: Terry Plum, President

Note Taker: roxann Callender, Co-clerk

Present: *Board Members:* Terry Plum, Manuel Frau-Ramos, Bellamy Schmidt, George Mettey, Tom Barrett, Miguel Vasquez, roxann Callender, Charlie Berrios

Library Director: Maria Pagan, *Friends:* Sandy Ward, *Financial Officer:* Andrew Parker (via phone)

Not Present: Patrick Leahy (resigned), Kelly Curran, Susan Carey, Jeremy Smith, Joan Steiger

Meeting called to order at 4:30 p.m.

Previous Board Meeting and Annual Meeting Minutes: **Approved**

Holyoke Public Library Board of Directors Meeting Minutes

Announcements

- none

Reports

President's Report

Terry Plum

- Thanked Board members for their participation in the Director's annual evaluation. The next steps, staff evaluations to be completed in March.
- Welcomed Charlie Berrios and announced Patrick Leahy's resignation.
- Motion to include the History Room in the strategic planning committee charge.
 - Proposed by Terry
 - Seconded by Tom
 - Motion passed 7-1

Director's Report

Maria Pagan

- Unexpected building expenses in progress.
 - **Benches update** – Lizotte Glass has ordered replacement glass for benches (\$7,300+/-)
 - 3rd floor bathroom locks: ServU will replace (\$952.)
 - Light control screen – Andy has contacted Phillips since Summer (\$2,200+/-)
 - **Paint** in and out History Room & basement stairs – Phil set date for painting (\$6,600.)
- Personnel – 5 applications (one was interviewed), Ann Gorman retired.
- Strategic Plan – number of surveys received: English (172), Spanish (25), Online (94)
- The Strategic planning committee should meet soon.
- **Programs/Outreach**
 - Invitation to participate in *Hamptons Read* (Maria to send board members email)
 - Chamber of Commerce applied for grant from Ecosystem/SPARK
 - Website still in redesign status
 - Community Development office to meet with department heads 12/13, to discuss FY2016 **CDBG** allocations and departmental needs. Plan to apply for the possible purchase of outdoor security cameras with CDBG funds.
- **Announcement/Reminders**
 - Workshop on performance measurement – Impact for non-profits offered by community foundations of Western MA, 01/17 from 9 -12 noon (Terry plans to attend).
 - Maria on vacation from 12/19/17 to 01/3/17

Finance Committee & Treasurer's Report

Tom Barrett

- Finance officer, Andrew Parker via phone outlined budget issues as follows: fundraising expectations were not met. Additional withdrawals from the endowment will be required to fund proposal for FY2017 budget. After discussion with board members, including Andrew, Terry proposed that the Board vote to approve the budget.
 - Proposed by Tom
 - Seconded by Miguel
 - Motion passed 7-1

Personnel Committee Report

Bellamy Schmidt

- Staff coaching and customer service training will be schedule this year.
- Organization chart to be updated.

Long Range Investment Committee Report

Tom Barrett

- There have been no withdrawals scheduled and the endowment has been moving sideways. Nothing in or out.

HPL Realty Report

Bellamy Schmidt

- Nothing to report
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Friends Report

Sandy Ward

- Holiday appreciation lunch for staff was successful.
- Mini Golf 2017 already has 2 sponsors.
- Women in Computing videos purchased and put into circulation
 - First showing of film scheduled 12/19

Development Committee Report

Tom Barrett

- The annual appeal went out on November 10

Old Business

Nominating Committee

Susan Carey (Not in attendance)

- Nothing to report

New Business

HPLC Board Committees

- The goals for the past year, FY16, were discussed. Those goals that were accomplished and those goals that need to be rolled over to FY17 were identified. Terry will collate results for the next meeting.
- Membership and tasks for committees for FY17 were discussed. A vote is scheduled for the next meeting on the membership and charges for the committees.
- Public Relations position was not addressed.
- Adding visioning as part of the Strategic Plan was discussed but not voted upon.

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- Motion to adjourn meeting by Terry
 - Moved by Bellamy
 - Meeting adjourned at 6 pm

The next meeting is Tuesday, January 10, 2017 at 4:30 PM

APPENDIX A

APPENDIX B

APPENDIX C