

**Holyoke Public Library Board of Directors**  
**Meeting Minutes**  
**November 8, 2022**

Facilitator: George Mettey  
Director: Maria Pagan

Present Board Members: George Mettey, Maria Pagan, Wendi Greene, Bellamy Schmidt, Joan Plummer, Aaron Morris, Manuel Frau-Ramos, Dr. Tiffany Curtis, Jeremy Smith

Meeting called to order at 5:37 pm

Minutes from October 11, 2022 approved; Motion made and seconded, Motion passed

Announcements:

President Updates: George Mettey

When Maria sends out a request for your action, she is asking you to follow-up and get back to her. You do the research. She is sending it out as she does not have the time to research it. If you do not have the time to do this, please let Maria and George know. Maria is very busy with the daily running of the library.

An email will be sent requesting you to sign up for a committee as we have new members on our board.

Vice President Manuel Frau-Ramos – update on the Puerto Rican Cultural Project and the Puerto Rican Studies Association Conference: The Conference was held Oct. 14 – 16, 2022 with more than 200 attendees. Springfield was better represented than Holyoke. The Holyoke Public Library was represented by Maria, Wendy, and George.

DIRECTOR: Maria Pagan

Mayor Garcia has submitted to the City Council 2 supplemental budget, and in both he failed to include the library.

Request for the Board to give stipend for working through the pandemic to the two part-time employees that are paid with State Aid. (The average part time employee received \$1500). The board legally can't pay a stipend to these employees.

Broken window in Teens' Room has been fixed. At the hearing, the teen that broke the window was ordered to stay away from the library. We pay for the repair.

Damaged Light Pole: received about \$1,500 from Geico. The price to replace the light pole was estimated at \$5,000. We will pay for remainder of the cost.

Window Shades: The software controlling the shades is no longer functional. The fix being proposed is to install separate electric motors for the shades. Waiting for a quote.

Story Walk proposal: Parks and Rec commissioners approved that one story walk can be put in. The park for this is being selected. Looking at parks in south Holyoke. Will include history of Holyoke. This is in partnership with the Holyoke, Chicopee and Springfield Head Start and One Holyoke. There is still money left in the grant for us to buy one story walk, as well as share with the Head Start. DPW will be installing the displays.

Laptop and wifi: Access point for outside has been installed. Inside is also improved.

Hotspot lending program with MBLC ended in September. Returns of hotspot kits has been an issue. T Mobile has sent sim cards so we can continue to use the hotspots. Currently we have about 7 to lend out. Maria has been in contact trying to recover the missing hotspot kits. To borrow the laptops you have to be a Holyoke resident.

MBLC has give out first round of state aid. We did not receive any in the first batch.

Dwight Portrait: We are waiting on the family in order to proceed with this project.

Custodian was using the leaf blower. He fractured on finger and cut another one. Maria has the paperwork for Workman's Compensation. He is out for 3 days.

Please consider attending one of the orientations for the Trustees and/or other events (paper-mache workshop, or preview of Massachusetts Academy of Ballet)

## COMMITTEE REPORTS

FINANCE: Bellamy Schmidt

No monthly report.

Endowment – Harpswell, the value is now \$5.6 million (may have improved since the end of September. This is down from \$7 pre-pandemic inclusive of the draws.

Daft of budget for FY2023: expenses-library materials has gone down (Mayor has cut our budget); Security – increased because we need to return to pre-Covid security to include patrolling while library is open from January to June; Net income in 22,000 – our budget is not balanced, revenues will be adjusted to balance budget. We will increase our use of State Aid (to \$150,000) this will reduce our drawing on the endowment to \$230,000. This will balance our budget. Bellamy proposes this for our budget for FY2023. George seconds, passes unanimously.

PERSONNEL: Bellamy Schmidt

No report

Maria has about 12 interviews scheduled for Evening Library Assistant.

POLICY: Jeremy Smith

The laptop and wifi hotspot policies have been updated/drafted. This policies will be translated into Spanish. Joan motions to approve the two policies as soon as they are translated. Bellamy seconds, passes unanimously.

The internet use police will be looked at next.

HPLR: Bellamy Schmidt

Mayor has appointed Kelly Curran, Full board of five people. HPL Realty has filed annual reports to the state.

LONG RANGE PLANNING:

No report

TECHNOLOGY & INNOVATION:

No report

MARKETING & FUNDRAISING:

Fall appeal has been sent out

OLD BUSINESS

None

NEW BUSINESS

None

Motion to adjourn made made by Bellamy and seconded. By Phyllis Motion Passed unanimously.

Meeting adjourned at 6:32 pm