

# HPL minutes

Holyoke Public Library Board of Directors Meeting		
11.18.2014	4:30pm	Holyoke Library
Present	<i>Board Members:</i> Terry Plum, Jeremy Smith, Tom Barrett, Manuel Frau-Ramos, Susan Carey, Joan Steiger, Sandy Ward <i>Library Director</i> Maria Pagan <i>FDA:</i> Eric Fiedler	
Not Present	Janet Stupak, Patrick Leahy, Bellamy Schmidt, George Mettey	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	<b>Approved</b>	

## REPORTS

President's Report	
Terry Plum	
Discussion	The President reminded the Board about the Night at the Library dinner and other holiday season events.

Finance Committee & Treasurer's Report	
Tom Barrett	
Discussion	The library ended September with a cash position of \$48,623.
Final payment of the city loan was made in September of 2014 resulting in decreases to the library cash position and endowment value.	
<b>See Appendix A for full report</b>	

Director's Report	
Maria Pagan	
Discussion	The park renovation is moving forward. The electrical engineer was in today to look at the electrical setup.
Maria will get quotes from contractors to address the wall issues in the fiction rooms.	
Four more security cameras are being installed.	
Maria expressed a need for increased staffing at night. The discussion was continued under New Business.	

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The FY 2016 budget is due December 10.

The library is partnering with Hunter College to have periodic Puerto Rican educational programs at the library. They would like us to sign a memorandum of understanding. The Board President will review it, edit it if necessary and sign it.

The Puerto Rican Cultural Project and the library are producing the Mambo on Main Street concert on Saturday December 13 at the War Memorial.

**See Appendix B for full report**

## Archivist Report

Eileen Crosby

Discussion      **See Appendix C for report**

## FDA Report

Eric Fiedler

Discussion      The fundraising dinner is Thursday night Nov 20. The Log Cabin/Delany House is providing the catered dinner.

The flag raising is Saturday Nov. 22. Details are coming together.

## OLD BUSINESS

### Disposition of items in Lynch School

Terry Plum

Discussion      The items we wish to keep that are stored in Lynch school need to be moved. These include air conditioning filters and the like. Maria will follow up with the DPW.

## NEW BUSINESS

### Corporators

Terry Plum

Discussion      Following the annual meeting it became clear that we should re-examine the role of corporators. A brief discussion was held with no conclusions. The Board will continue to investigate. The President will consult with Tom Schwab.

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Holiday Plans	
Terry Plum	
Discussion	There was a brief discussion of staff requests for holiday vacation time. Traditionally it has been based on seniority. Maria asked if it should continue that way. The consensus was that it should.

Treasurer and Chair of Long Term Investment Committee		
Tom Barrett		
Discussion	There was concern expressed by the HPLC Treasurer about the propriety of the HPLC Treasurer also holding asset transfer privileges for the Endowment in the Rockefeller Fund account.	
Motion	Person Responsible	Second
That the President of HPLC and a designated person on the Long Term Investment Committee other than the HPLC Treasurer be given authority to transfer money from the endowment. <b>Approved</b>	Tom Barrett	Sandy Ward

Policy Committee	
Terry Plum	
Discussion	Janet and Joan, the current members of the committee, will come to the next meeting with a charge.

Staffing for 2015	
Terry Plum	
Discussion	There are staffing needs for backup and evening coverage. The board recommended hiring a Library Assistant for 20 hours 4 days a week. The Library Director will pursue that part-time position.
We also can hire a full time position. Maria and the Personnel Committee will propose possible positions for review by the board next month.	

Motion made and seconded to adjourn at 6:27pm

**NEXT MEETING**  
**Tuesday December 9 at 4:30pm at the library.**

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## **APPENDIX A**

# HPL minutes



## Report of the Treasurer November 11, 2014

During the month ended September 30, 2014 the Holyoke Public Library's cash position closed at \$48,623. The current cash position is adequate for operation of the Library under the current budget and has been maintained.

Final payment of the City loan, excluding Tranche E, was made during the period; this has resulted in decreases to both the Library's cash position and endowment value (both of which were tapped to pay down the loan) and our balance of liabilities. Tranche E of the debt will be paid pending receipt of the LEED grant.

October saw a major drawdown of endowment funds from the cash holdings of the Fund, previously held at State Street Bank. There has been significant activity within the endowment during the months of September and October; some of this was driven by a change in the focus recommended by the Long-Term Investment Committee to remain a more liquid organization outside the endowment and to hold cash reserves to avoid fees charged by the endowment advisory firm's cash account. A summary of these activities can be found on the September and October statements previously distributed to members of the Board.

Respectfully submitted,

Thomas Barrett  
Treasurer

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## **APPENDIX B**

## **Library Director's Monthly Report November 18, 2014**

### **FYI/Requests**

- **Statistics summary—**
- **Park Renovation—**Waiting.
- **Paint from fiction rooms—** Paint is peeling from the walls in the fiction rooms. I suggest contracting someone to install drywalls.
- **Four more cameras –** Teens area, New Books/AV area, both Fiction Rooms
- **Staffing needs –** We need at least one more person for nights.
- **Reports for MHIC –** quarterly reports
- **Holiday time off request and Adverse weather condition—** Our Employee's Handbook states:  
Under heading 'Benefits'  
Paid Vacation  
Guidelines #6--"Selection for vacation time will be on seniority basis within each department. It is requested that you submit your vacation plans to the Director as soon as possible to avoid staffing conflict"  
  
Those departments that are not covered due to planned time off will need to be covered by other staff members, which will include working different shifts.
- **City FY2016 Appropriation Budget request form –** Form is due December 10, 2014

### **Outreach/Programs**

- **Partnership with CUNY –**
- **Mambo on Main Street –** Concert, Saturday, December 13 at 7pm at War Memorial
- **Exhibit --** Student Sustainable Architecture Design Exhibit (enclosed handout) – Open House Dec. 11 at 11am

### **Announcements/Reminder—**

- **Holiday Season closings: Library will be closed Wednesday, Nov. 26<sup>th</sup> – Sunday, Nov. 30<sup>th</sup>; Wednesday, Dec. 24<sup>th</sup> – Sunday, Dec. 28<sup>th</sup> & Wednesday, Dec. 31<sup>st</sup>**
- **Fund raiser –** Thursday, November 20th at 5pm(?)
- **Flag raising –** Saturday, November 22<sup>nd</sup> at 1pm
- **Ernie's cocktail party –** Friday, December 5<sup>th</sup> at 5pm(?)
- **Next meeting –** Tuesday, December 9, 2014 at 4:30pm
- **Valley Gives –** Wednesday, December 10<sup>th</sup> all day

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## **APPENDIX C**

Archivist's Report

11/17/2014

Eileen Crosby

[ecrosby@holyokeylibrary.org](mailto:ecrosby@holyokeylibrary.org)

1. Usage of the History Room has kept steady, on average. We have been almost overwhelmed with visitors some days, but there have been quiet days as well. The range of inquiries continues to be very broad.

Carla and I are working together to try to have staff cover lunch breaks for me on Tuesdays and some Wednesdays (Carla or Michael would cover). The earlier system of relying on volunteers for this was not working: tasks have become more complex; volunteers also need flexibility and often need to bow out on short notice. We hope in this way to avoid having me work 6.5 – 7 hours without any sort of break, which happened a number of times this fall. The new system is allowing me to focus more of volunteers' attention on ongoing projects. It is already proving to be a more effective way of using volunteer hours and I believe it will be more rewarding for them.

One volunteer has started working with the large format scanner at City Hall to scan materials of historical interest held by the Engineering Department. We are using the protective sleeve purchased by Wistariahurst and will replace it if it wears out. I hope to train a second volunteer for this project by January. We expect to make the material available to patrons of the History Room as PDFs.

3. The History Room hosted students and teachers from a transitions classroom based at the Picknelly Center. Over the course of two sessions, students began researching the Maple Street/Veterans' Park neighborhood and may be back in the new year to work on a project.

4. Eric, Nancy and I have discussed the possibility of having the History Room remain open for tours on Thursday, November 20, from 5:30-6:15 so that the guests can view their plaques and see the History Room. I would place a few special items out on display and staff the room. I have arranged to stay, so please let me know by Tuesday evening (11/18) if you were prefer that I not do this.

5. Events: Home Movie Day (10/18/14), organized by Jeremy Smith and the History Room, was a small success. We screened portions of 10 submitted films, including some interesting ones of Holyoke in the 1940s, 1950s, and 1960s. Audience fluctuated between 7 and 11 (not counting Jeremy or his assistant). Jeremy believes that HMD events tend to start out small and then build—the key is to do it every year. We will try to promote the event more heavily with seniors next year.

Upcoming HHR events: Bob McMaster will be speaking on his new book, *The Dyeing Room*, in January, and Joseph Carvalho III will be speaking on his research on *Black Families in Hampden County* in April. Other events are in the works.

6. I am in contact with two potential donors of significant collections and hope to have more to report next month in that regard.

7. Website: Material for a substantially revised gallery of the construction and renovation project has been sent to Piperwebs. I will send a link as soon as the changes appear.

8. I have requested to take my remaining vacation around Christmas and New Year's again this year. The holidays themselves fall such that I think my absence will have minimal impact. The History Room will be closed on Wednesday and Thursday December 24 and 25 and on Wednesday and Thursday December 31 and January 1 due to the City government holiday schedule. I have asked to take a half day on Tuesday, 12/23, and vacation days on 12/26, 12/29, 12/30.

Suggested coverage and closings:

*Tuesday, 12/23: the HHR would normally be open until 6. I suggest we try to remain open until 4:00 p.m. only and that I try to find volunteer and/or other staff coverage from 1:00 – 4:00.*

Friday 12/26: HHR not open to the public.

Monday 12/29: HHR not open to the public

*Tuesday 12/30: HHR normally open 10-6; I am suggesting the HHR be closed, with plenty of advanced notice to patrons.*

*I expect that many people will also be busy with holiday activities or traveling, so that the proposed closures (2 hours plus 1 full day) will have relatively little impact.*

If approved, I would post any changes to hours later next week to allow patrons to plan ahead.

9. Digitization Project:

Digitized Books: I discovered that the bound books we had digitized by the Boston Public Library Digitization Lab were not displaying well online at the Internet Archive. This was particularly true of downloaded PDFs of books—the illustrations were extremely blurry. The issue is that the Internet Archive uses highly compressed files to allow for speedier loading and downloading of material. This works fine for text, but our current online collection consists almost entirely of highly illustrated books. I have been working with Tom Blake of the Digitization Lab to get this corrected and will promote our collection once the problems are resolved.

Digitized photographs/images: The external drive we needed to get our digital files from Boston has arrived. I hope to have the new digital files in house within 2 weeks. I will be setting up a spreadsheet and training some volunteers in creating basic descriptive metadata for the images. At that point, I will have the material I need to produce a report on the project for the Board.

10. The Oral History program is moving along. We conducted our first audio interview on 11/17/14 with Barbara Bernard. The entire interview was also videoed. We have a good list of candidates whom we hope to interview in December and January and additional people to contact for interviews during 2015-2016. Manuel Frau-Ramos and Tom Barrett have both been helpful in recommending potential interviewees (Manuel also recommended a translator). So far, no one whom we have invited to be interviewed has turned us down.