**Public Library Association of Easthampton**

**Board of Directors Meeting**

May 8, 2023

6:00 PM

50 Payson Avenue, Conference Room #1

**Attendance** – Elizabeth Appelquist, Joanne Schmidt, Laurel Gardner, Katya Schapiro, Sean Casey, Lois Peirent, Robert Hill, Tenaya Reed, David Ingraham, Lori Ingraham, Sean Bates, Chris Ayala, Marjory Zaik

**Absent**: Colleen DelVecchio

Meeting called to order by Elizabeth at 6:05 PM.

**Approval of minutes of the March 13, 2023 meeting** – Lori moved to approve. Bob seconded. All voted in favor.

**Committee Discussion and Assignments** (Elizabeth)

Elizabeth asked that we all think about which committee(s) we would like to be on and let her know by next week. She shared a handout with descriptions of the Finance, Advancement, and Governance Committees. Katya shared her thoughts about a projected future need for an IT/systems/advisory committee, separate from the building committee, to address technology needs in the new building.

Current committee membership:

Building committee: Elizabeth, Chris Ayala, David Ingraham, Eric Poulin

Museum committee: Elizabeth, Sean Bates, Chris Ayala, Lois Peirent, Susan Boss

Finance Committee: Sean Casey, Lori Ingraham

Advancement (fundraising): in need of members

Governance: in need of members

**Library Director’s Report** (Katya Schapiro) Construction begins on the ramp on May 9, possibly obstructing the main door for the next week. Programming is thriving and showing growth towards pre-pandemic levels. Katya thanked the board for supporting the library staff, including the advocacy that has led to the city covering health care costs for library staff and lowering the percentage of staff contribution in the coming fiscal year in the city’s HR budget.

**Treasurer’s Report** (Sean Casey)

The endowment value as of today is May 8, 2023: $2,374,169.23. Our endowment has grown $74K since our March meeting, when it stood at $2,299,909.99, and $134K since the beginning of the calendar year. Sean’s report also provided an account summary of our BankESB accounts as of today.

The upcoming renovation of the new building will be done in phases. We are hoping to keep Phase 1 under $1M. The building needs a new furnace, and this expense will raise renovation costs. Katya has reviewed profit and loss figures in the budget. We are coming in under budget. Katya would like to consider buying a new bike for book deliveries and outreach. She has been given a quote for around $3500. A bike is built into next year's budget, but she’d like to buy now while stock is available. Lois moved that we approve the initiative to purchase a new bike. Laurel seconded. All voted in favor.

**Committee Updates**

 **Building** - Chair, Elizabeth. Chuck McCullagh, Lori, and Elizabeth are going to meet with the CEO and CFO to discuss the logistics of the acceptance of the offer of 52 Main Street. With regard to the MBLC grant application process, the library’s Strategic Plan is due to the MBLC by October 1, 2023. An Action Plan, which is essentially a simplified version of the Strategic Plan, is to be submitted by December 1, 2023. Per Curtis Edgin from our architect’s office, our goal should be to present a continuation of the current Business Use “B” of 52 Main Street so we can minimize initial development costs, while providing program space used by the library. Treating 52 Main Street as the business office for the Public Library Association (not as a library/A-3 Use) should help our case.

 **Fundraising/Advancement** – Elizabeth, Katya. Patricia Hill has been busy with many logistical duties, including working with Little Green Light fundraising software, cleaning up data bases, and refining mailing lists. Members will have an opt-in opportunity for library news and fundraising emails, with unsubscribe options. She also has a plan for a Spring Appeal (June 1 – June 30, 2023) with the goal of raising $15,400 before June 30.

 **Museum** – Chair, Elizabeth. All museum items are now either located at the library or in Williston’s Sawyer House. Sean Bates has put the inventory of museum items, formerly in several lists in various obsolete or incompatible formats, into a single, searchable spreadsheet.

**Additional Business**

**Hotspot Borrower Policy and the Behavior Policy.** We reviewed the policies. Lori moved to approve the Hotspot Borrower Policy. Bob seconded. All voted in favor.Laurel moved to approve the Behavior Policy, pending edits. Bob seconded. All voted in favor.

**Book Sale update** (Joanne Schmidt, Lori Ingraham). We have received a lot of good-quality books. Joanne thanked Katya for all her work transporting books to our storage space. Joanne has asked David to estimate how many truckloads we will need to transport the books from our storage space. Both Chris and Sean Bates volunteered to help with their trucks/vehicles.

A motion to adjourn at 7:56 was made by Lois and seconded by David. All were in favor.

Submitted by Marjory Zaik

**Upcoming Meetings:**

Corporators Meeting – June 22, 2023