

**Public Library Association of Easthampton**

**Board of Directors Meeting**

**September 11, 2023**

**6:00pm**

50 Payson Avenue, Conference Room #1

**Attendance:** Elizabeth Appelquist, Sean Casey, Lois Peirent, Bob Hill, Lori Ingraham, Dave Ingraham, Sean Bates, Katya Schapiro, Tenaya Read, Joanne Schmidt, Colleen Delvecchio, Chris Ayala, Rayman Hutchinson

**Absent:** Marjory Zaik

Meeting called to order 6:05pm

Approval of May 8, 2023, Minutes, Lois moved to approve, Bob second.

**Library Building Program Consultant:** (Elizabeth): Mary E. Braney, Library Consultant from Library Planning and Program development provided a proposal of the work she would complete and a price proposal. Elizabeth was going to reach out to Mary and see how many focus groups and interviews she would be conducting. Lois put a motion to hire Mary E. Braney as our library consultant and Bob Second.

**Library Directors Report:** (Katya Schapiro) The main issues for planning include replacement of furniture and hardware, staff expansion. Expanding staff responsibilities and moving schedules around. Ruth is helping in the children's department; Rob is using the book bike.

Katya has someone in mind to take a walk through the current building with her list of things that should be fixed to see what is urgent and what can wait.

- The library is on budget, waiting for \$500 k from the city.
- Services and programs up to pre pandemic levels. Summer reading program was a success. Strong response for the fall reading program.
- Would like to increase outreach. (Will be looking for volunteers.)
- Farmer's market 10/8 and 10/15 (this will be at the main street location)
- Katya will reach out to Patricia Hill for the fall campaign.

**Treasurer's Report:** Endowment value as of 9/10/23 \$2,433,722.48. The balance has been on the decline since July, losing 100k in value.

- Staff wages are low, should reexamine to retain current employees.

**Committee Updates:**

Building- Chair Elizabeth Appelquist, Eric Poulin, Chris Ayala, Dave Ingraham.

Letter of intent for the new building has been signed by Matt Sosik (CEO Bankesb) and Elizabeth Appelquist.

Looking into creative ways to save money on renovations, people we know in the community willing to help for lower cost. Hvac has been replaced.

**Governance:** Chair, Colleen Delvecchio, Elizabeth Appelquist.

Raymah Hutchinson- Gave us information on what the structure of the library board, the duties of the board and corporators.

Updating bylaws and looking into what the role of a corporator is? Colleen will have a meeting in October to discuss the role of corporators. There is confusion about the difference of the friends group vs corporator. Concern over the fact that the board does the discussions and votes, but final vote is from corporators.

Currently 3 corporators are actively participating, if a corporator doesn't attend two consecutive meeting they should be removed.

Transparency is high importance.

**Fundraising (Advancement):** Elizabeth, looking to hire and Advancement Director, full time 40 hrs.

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

**Building grant committee (Created for Grant Application Process):** Katya Schapiro, Elizabeth Appelquist, Chuck McCullough, Jeff Bagg, Owen Zarat, Cynthia Tarail, Eric Poulin, Marge Prendergast.

**Additional Business:**

Book Sale update: Joanne Schmidt-There will be a pop-up book sale on 10/7 at the library. The fall Book sale will be in East works during open studios 11/4 and 11/5.

Books are selling good in the library \$1100.

A motion to adjourn at 7:45 was made by Bob and Second by Sean. All were in favor.

Submitted by Tenaya Read

Upcoming meetings:

BOD- November 13,2023, 6PM 50 Payson Ave Room#1

Corporators- December 12,2023 6PM 50 Payson Ave Room #1