

Public Library Association of Easthampton
Board of Directors Meeting
01/09/24
6 PM

In attendance: Joanne Schmidt, Lori Ingraham, David Ingraham, Bob Hill, Elizabeth Appelquist, Lois Peirent, Sean Casey, Katya Schapiro, Colleen DelVecchio, Marjory Zaik, Sean Bates

Absent: Tenaya Reed, Chris Ayala, Nancy Stenberg

Elizabeth called the meeting to order.

Bob opened us up with an ice breaker. Colleen volunteered for the next meeting's ice breaker.

Approval of December 12, 2023 Corporator's meeting minutes. Motion to approve by Bob Hill and seconded by Colleen. There was one correction to Steve Zavisza's name. With this correction, all approved.

Library Update:

- Katya got a call from an attorney in Maryland that our library has been bequeathed \$100,000. She does not yet know the name and is waiting for a letter.

Library Director's Report – Katya Schapiro

- Katya discussed that the fall/winter campaign netted about \$8K. All her thank you's have gone out today. She said the library got a lot of new donors-101 individual donations! The Little Green Light database is being used for all of this.
- Katya was informed that Patty Shaw left the library \$10,000 for summer reading.
- The library will be getting volunteers thru the Senior Tax Work Off so Seniors will be volunteering -this is thru the city whereby Senior can work off their local property taxes by volunteering hours.
- Katya noted she is still working on a schedule and she is so lucky to have such a wonderful staff. So far she has been able to stay open in light of the illnesses and staff leaving.
- She is working on a more robust volunteer program. She does have a great group of volunteers that have been helping out due to sickness and staff leaving.
- Starting in January, elected officials will begin meeting at the library.
- There will be an all Hamptons Read coming up. This will be March and April with more information to follow.
- Still planning to purchase some new technology and furniture in January.
- City budget season has begun. Her main budget priority is staffing.

Treasurer's Report – Sean Casey

- Sean reported the endowment grew by 18% in 2023. It is currently at \$2.5MM. He also provided the balances of the bankESB accounts and provided the endowment dashboard report from Mark Teed, our investment advisor.

Committee Updates:

Building –Elizabeth Appelquist, Chair

- Elizabeth noted that there has not been anything substantial enough to have an update. She noted that they are getting close to signing the lease. She has been in touch with our attorney who has reached out to the Bank's attorney. Once we sign it, the City will transfer the \$500K to the library account. Elizabeth reached out to Mary and verified she is working on the building program for the grant process, which needs to be sent in May. Katya has been staying on top of what needs to be done.

Governance – Colleen DelVecchio, Chair

- Next steps with new bylaws is that they will be submitted to the Attorney General's Office but prior to that she will ask everyone to take one more look at them to make sure all is good with them. She will be sending these out and will ask for any feedback by 1/29.

After that, she noted we will need to start with open meetings. We need to make sure there is room for the public if they show up. We will also need to start with describing what each committees does. We will also need to create a listing of the current board members and their term limits. Will need to figure out what the technology committee looks like. Ideally these would be put in place by the start of the next fiscal year which begins July 1. For the open meetings, the meeting should be posted in the library and on the website. We could contact the city clerk and get it posted in the city calendar as well. We will start this in March.

Katya questioned if the reports should be appended to the minutes and Colleen said that they should be when it is posted, except for executive session minutes.

Museum – Elizabeth Appelquist, Chair

They are meeting next week.

Fundraising-Elizabeth thanked Katya for the wonderful job on the annual appeal. Elizabeth and Chuck are working on creating the job description for the fundraising position. Chuck's recommendation was to offer a starting salary of \$70K. Colleen felt this salary would get someone who has some experience. The Committee had a discussion about how long this role would remain with the library. It was discussed that they would be used for the capital and annual campaigns.

At 7:11 PM, Bob moved to go into executive session to discuss the Director's evaluation. Elizabeth seconded and all approved.

Submitted Lori Ingraham
Approved March 13, 2024