

Public Library Association of Easthampton

Corporators Meeting Minutes

December 12, 2023

In attendance: Bob Hill, Colleen Delvecchio, Daniel Ritchie, Dave Ingraham, Elizabeth Appelquist, Eric Poulin, Gail Canon, Joanne O'Leary, Joanne Schmidt, Linda LaBorde, Lois Peirent, Lori Ingraham, Marjory Zaik, Raymah Hutchinson, Sean Casey, Tenaya Read.

Zoom: Chris Ayala, Joan Kurtz, Judy Poulin, Nancy Stenberg, Sean Bates, Sue Walz, Susan Boss.

Absent: Caitlyn Kelly, Christian Reader, Marge Prendergast, Melissa Fagnand, Rob O'Connell, Seth Harwood, Steve Zavisza.

Meeting called to order 6:06pm (Elizabeth Appelquist).

Approval of June 22, 2023 Corporators meeting minutes. Motion to approve made by Eric Poulin, second Gail Canon. All in favor, 2 abstentions.

Building update: (Elizabeth Appelquist)

- In the process of writing a 7-year lease between Bankesb and the PLAE. The agreement would be that we pay \$100 per year for rent.
- PLAE will be responsible for the \$22,000 per year property tax. Bankesb has offered to pay 50% (11,500) for the first 3 years. Possible option to purchase in the lease before or at the end of the 3 years.

Treasurer's Report: (Sean Casey)

- Endowment value as of 12/12/23 \$2,493,392.85.
- It has grown \$305,480 or 13%. Including approximately \$128,000 since last month's meeting.

Library Director's Report: (Katya Schapiro)

- Working with our consultant Mary Braney to write a business plan based on surveys and data collected. Draft should be completed by late January.
- Working on a memorial for Patti Shaw (a long-time beloved youth staff member that passed away just after thanksgiving.)
- Ben Parra (front desk and cataloger) will be leaving the library staff to finish school. Current staff will be picking up some hours and will be bringing on 3 new subs to fill the need. Two have already been working as volunteers.
- Highest budget priority for 2025 is to raise wages to \$17 to retain current staff.
- Program attendance continues to rise.
- Genealogy research sessions.
- Working with Press on Press and Yiddish Book Center and many others to provide other programming.
- Plan to purchase 4-5 patron computers in January.
- Will be debuting a new volunteer on boarding program. A lot of interest from the public to volunteer.

- Katya has taken over the annual campaign. Pat Hill had to bow out of consulting for our annual campaign. So far it has raised \$6000 out of the \$10,000 goal.

*** Proposed Amended Bylaws:** Review, Discussion and Vote (Collen Delvecchio/ Elizabeth Appelquist)

Motion to approve proposed bylaws, 1st Eric Poulin 2nd Gail Canon.

Motion Rescinded, Eric Poulin

Article 1-name: The name of this organization shall be the Public Library Association of Easthampton, Inc (PLAE). Use of the word corporation has been eliminated from the bylaws.

Article 2- No changes

Article 3- Members of the PLAE, 3.1 membership Eligibility:

- Any adult resident of the City of Easthampton with a Library card shall be considered a member of the PLAE.
- There will not be Corporators, only members of the PLAE. Anyone who was a corporator is encouraged to join a committee.

Article 4- Board of Directors

4.1 Duties, A Board of Directors shall be vested with the control and management of the PLAE.

4.2 Number and Election:

- The board will consist of a minimum of 10 and a maximum of 15 directors.
- The head of Williston will no longer have a reserved spot on the board.
- New directors will be elected to fill vacancies by a two-thirds vote of the Board of Directors.
- Two spots on the board will be Mayoral appointees. This will help keep contact with the city.

4.3 Term

Directors shall serve a 3-year term for a maximum of 2 consecutive terms. Each director shall serve until the expiration of their term except or membership shall cease on resignation or such time as a director cease to be a resident of Easthampton. The term of a director who fills a vacancy created by a resignation expires 3 years after the new director begins. Terms will begin July 1 except for when there is an unexpected vacancy.

4.4 Meetings

The Board of directors shall meet 6 times a year. At the June meeting the budget is reviewed and nominations to the Board of Directors and a slate of officers are approved for recommendation for election. Special meetings of the Board of directors may be called by the President, Vice President, or by one-third of the Directors by giving at least 7 days' notice to each Board member. Regular board meetings will be open to All members of the PLAE. Members are welcome to sit in on meeting and will be given an opportunity to speak during the meeting. All meetings shall be conducted to Robert's Rules of order.

Article 5-

- 5.5 Assistant treasurer has been removed.

Article 6- Committees

- Every committee will be chaired by a Board Member. All board members are expected to sit on at least one committee. All committees, except Executive Committee, can have PLAE members as committee members.

- 6.2- The Executive Committee members are vested with the authority to sign papers necessary to affect any sale or exchange which have been voted by the Finance Committee. Any amount over \$10,000 must be approved by the full Board of Directors.

- 6.3 Investment committee is Merged with Finance.

- 6.4 Building Committee removed.

- 6.3-Fundraising & Events Committee.

The fundraising Committee creates fundraising opportunities and, following approval by the Board of Directors, implements them. Reasonable fundraising goals will be agreed upon between the Board president, Fundraising Committee Chair, and the Library Director and /or Development staff.

- 6.4 Governance Committee- The Governance Committee will present a slate to be voted upon at the annual meeting of the board of directors. Once voted on the governance committee will onboard new members. The Committee is charged with a review of by laws.

- 6.5 Technology Committee- The Technology Committee will advise the Library Director on technology needs.

- 6.7 Emily's friends of the library have been removed. Members of the Friends group are encouraged to join fundraising and events committee.

Motion to Accept the Amended bylaws, 1st Gail Canon, 2nd Raymah Hutchinson

- 18 in favor, 2 opposed.

Motion to Adjourn 7:55pm 1st Eric Poulin, 2nd Colleen Delvecchio.

Submitted by Tenaya Read

Approved 01.09.2024

