

Public Library Association of Easthampton

Board of Directors Meeting

3/12/2024

6PM

In attendance: Elizabeth Appelquist, Sean Bates, Bob Hill, Dave Ingraham, Joanne Schmidt, Tenaya Read, Sean Casey, Nancey Steinberg, Katya Schapiro, Lois Peirent (Zoom), Lori Ingraham (Zoom), Chuck McCullough (Zoom).

Absent: Chris Ayala and Colleen DeVecchio

Elizabeth called the meeting to order at 6:05pm.

Sean opened with an icebreaker.

Approval of 1/9/2024 minutes. Motion to approve by Nancy Steinberg, Second Bob Hill. All in favor. 2 Abstentions.

Updates- Elizabeth: The museum chair is Sean Bates, and the Fundraising chair is Joanne Schmidt. Elizabeth and Katya are pleased with the work from all committees.

Library Director Report: Katya-

- Submitted invoice for the \$510,000 in cannabis funding. Chuck looking into investing these funds and where to use it. Mayor's budget is not out yet, but she agreed to 10% funding increase.
- Working on finalizing the draft for the MBLC grant. It will go in June.
- Staffing schedules have stabilized. Junior staff taking on more operational and collection responsibilities. Eli-cataloging, Ruth-ordering and collection for media collection, Emmett-Museum pass program, Kelly-Book bike and related outreach and delivery, she is training Anastasia to help with these.
- Would like to bring all staff up to \$17hr.
- Thank you to Nancy for helping with the tech help program. Possibly looking for high school students to help with this popular program.
- Two programs that would like to promote heavily are the HW help and English conversion.
- Participating in all Hamptons read initiative: this year's book is Master Slave Husband Wife by Ilyo Woo. Book discussion 4/16.
- Katya is participating in the leadership training and is very thankful to have the opportunity. She is getting a lot out of it.

Treasurer's Report:

- The endowment has grown \$100,000 since the beginning of the year.

- Plan to meet with Mark Teed quarterly, will be looking at benchmark data to see how investments are compared.

Committee updates:

Governance: Sean Bates provided update (Colleen DelVecchio, chair)

- Final copy of the Bylaws will be available shortly.
- The committee is creating a Metrix to have a set application process for recruiting new committee members and board members.
- Developing a gift policy.

Fundraising: Chuck McCullagh, Joanne Schmidt

- Annual fund each year, we need to decide what we will be using the funds for and how much we will need.
- Plan to ask for larger donations due to the new building. Committee will come up with a plan to raise money and letting the donors know what exactly the money will be used for.
- Little Green Light data base looks good, needs a little editing.
- Book sale Date May 18th. Hope to start taking donations April 8th, waiting on location for drop off. We have tents and tables. Will be looking for volunteers for sorting and moving.
- Books and Cd's are selling in the library, so far have made \$500.
- The friend's group will be giving Katya \$5000 for gardening supplies, new chairs and Ancestry software.

Finance: Chuck McCullagh and Sean Casey-Fiscal year July 1- June 30th

- Discussion about what to do with the \$510,000 from cannabis. Chuck mention possibly putting those funds into a cd and not the endowment. Would be able to draw \$100,000 per year from that.
- Will be meeting with Mark Teed to adjust the endowment draw as needed.
- Donations to an annual fund need to be used in the year they were given.
- Move money from savings at bankesb to checking for operating cash.
Motion to approve the changes to the Investment Policy Statement (IPS)- 1st Sean Casey , 2nd Bob Hill, all in favor.

Museum: Sean Bates

- The committee has created a google doc of the inventory.
- Reviewing process for accepting and donating items.
- Looking into how to re home some of the archives.
- Implementing storage and display policy.
- Art and Museum policy merged.

7:15 motion to move to executive session. 1st Bob Hill, 2nd Dave Ingraham.

8:05 Motion to close the meeting, 1st Joanne Schmidt 2nd. Minutes submitted by Tenaya Read

