

Public Library Association of Easthampton Board of Directors Meeting May 15, 2025

5/15/2025

6:30 PM

Easthampton Public Library Annex

In attendance:

Board members present (in person): Joanne Schmitt, Barb Chalfonte, Lori Ingraham, David Ingraham, Ted Perch, Nancy Stenberg, Steven Stover, Sean Bates, Sarah King, Emma Sass

On zoom: Sean Casey

Invited Guest: Chuck McCullough

Library director not in attendance. No members of the public were in attendance.

1. Call to Order 6:33pm
2. Approval of March 13, 2025 Meeting Minutes (vote needed)
 - a. Nancy motioned to approve, Dave seconded. Unanimously approved.
3. Treasurer's Report
 - a. Endowment gained money over the quarter - fluctuating but trending upward.
4. Director's Report
 - a. Annex had a leak by the bathroom, RCI came and fixed it. DA Sullivan replaced the tile. Some remaining water damage, hopefully it is just residual.
 - b. Budget - to be discussed later.
 - c. Staffing - monthly staff meetings, some consolidation after one departure.
5. Committee Reports:
 - Finance
 - FY2026 Budget Presentation (vote needed)
 - Sarah made a motion to accept the FY2026 budget, Barb seconded. Passed unanimously.
 - Fundraising & Events
 - Book Sale-5/17 9-1 PM. Everything is set and ready to go!
 - Events Sub-Committee Ideas - Mardi will work with the fundraising committee on the annual fund. A subcommittee is working on two smaller events for FY2026. Going forward, events are likely going to be driven by subcommittees.

- Governance
 - Slate of New Board Members for June Vote presented
 - Discussion, no vote needed.
 - Structure for interviewing for committees will be discussed by the committee in the future, potentially for a future handbook version.
 - Treasurer Role opening 7/1

- Technology
 - Linde is a lead for potential donation at the end of the year.

- Building
 - 1st Phase Finalized Expenses - budget shared.
 - 2nd Phase Discussion - estimate to make the Annex able to hold the entire library. Curtis is drafting designs and DA Sullivan will come up with a rough budget, which will go to the Building Committee for discussion.
 - Capital Campaign - The Annex Phase II would be a capital campaign, separate from the annual operating budget.

- Museum
 - The back room of the Annex has been cleared out in order to move the cabinets out of the library basement.

- 6. Old Business
 - a. Google Docs: Steven will copy all documents from old drive (owned by Elizabeth) to new drive (owned by a library email account). He will then invite all of us to join the new drive. Everyone on the board will have access to the board drive, and committee members will have access to the appropriate committee folder. People will be sorted into groups, so that if someone leaves the board/committee, they just need to be removed from the group and they will lose access. Katya can give Steven administrator privileges.

- 7. New Business
 - a. Contract with Chuck, updated for FY2026. Sarah makes a motion to accept, Nancy seconded. Passed unanimously.
 - b. June Meeting - short business meeting, with some time to socialize. The following meeting will be in September - Lori will share next year's meeting schedule at the June meeting.

Next Meeting: Thursday, June 12, 2025 @ 6:30 PM
 Adjourned at 7:57pm.

