



Minutes of the Regular Meeting of the
Springfield City Library Board of Commissioners

Place: Central Library Community Room

Date: November 1st, 2017

Attending: Commissioners Stephen Cary, Matthew Reilly, Krysta Fyntrilakis, Megan Lunghi, and Timothy Moriarty

Absent: Lorna Simmons and David Maynard

Staff: Molly Fogarty, Library Director
Jean Canosa Albano, Assistant Director for Public Services
Carol Leaders, Library Business Manager
Jessica Blasko, Community Relations Coordinator (minute taker)

Guest: Kim Sheridan, Digital Services Librarian

Call to order: Mr. Cary called the meeting to order at 5:31 p.m.

Agenda Item	Discussion & Decisions	Action Items
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1. Approval of Minutes from the October 4 , 2017 Library Commission Meetings	<p>Commissioner Reilly moved to approve the October 4, 2017 meeting minutes. Commissioner Lunghi seconded the motion.</p> <p>The motion passed.</p>
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2. Staff Presentation – Kim Sheridan – Digital Services Librarian	<p>Ms. Sheridan introduced herself and reviewed some of the projects she has been working on since coming on board in August. Projects include: creating the eLibrary on the Library’s webpage in collaboration with Ms. Blasko and TSM; working with the City of Springfield to install Google Analytics, which provides valuable data on how the Library’s website is used; and working on a website audit and preparing for a redesign, which will include adding an internal search option, deleting broken links, and adding a maintenance plan. Ms. Sheridan noted that her overall goal is to increase site traffic.</p>
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**3. Commission
Committee Reports**

Nothing to report.

4. Chairman's Report

Commissioner Cary stated that he and Commissioner Maynard have joined the Capital Campaign fundraising committee.

Ms. Fogarty passed out a draft of naming opportunities for the new East Forest Park Branch Library, along with an updated draft of Campaign gift policies. Commissioner Cary suggested contacting Raleigh Rug Company to see if they would sponsor carpeting or a naming opportunity.



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5. Director's Report

Ms. Fogarty reported:

- She and other staff have been very busy with the Capital Campaign, including attending steering committee meeting and planning for a campaign photo shoot on November 3rd.
 - On 11/8 there will be an East Forest Park Civic Association meeting at the St. Michael's school cafeteria. The Springfield Library Foundation will be announcing its 250k matching grant; Pat Markey, Ms. Fogarty, Matt Blumenfeld, and Stew Roberts will be speaking.
 - Regarding planning for the new East Forest Park Library, Ms. Fogarty noted that the orientation of the building had been shifted, and that decisions are currently being made regarding an appropriate HVAC system for the facility.
 - Central Library construction is ongoing; the old ramp in the rear of the building is mostly gone. Weekly construction meetings are held most Fridays to make sure everyone is on the same page and updated. The contractor agreed to tape off areas inside the building so that staff can make plans if any work areas need to move this winter. Ms. Blasko is working with GoGraphix to produce signs that will be posted both inside and outside the building, directing patrons toward open entrances.
 - On 11/2 there will a meeting with Library Foundation leadership and architect Steve Jablonski at the Forest Park branch to discuss ceiling and lighting renovations. The group will then visit the East Springfield branch to review planned renovations at that location.
 - The Library received an \$11,280 grant from the Massachusetts Cultural Council, and the ECRC contract was renewed with an increase of nearly \$8000.
 - The Brightwood Branch won a Stavros award for its service to disabled patrons. Diane and Jean accepted the award at a ceremony on 10/19.
 - The Library received two LSTA grants; one for an early literacy program at Indian Orchard and one for a citizenship class at Library Express at Pine Point. The
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6. Other Business

Commissioner Fyntrilakis brought in information about utility discounts for seniors to be distributed to library branches.

7. Executive Session

Not necessary.

8. Adjournment:

Commissioner Cary adjourned the meeting at 6:45 p.m.

Lorna Simmons, *Secretary*