



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

Place: Central Library Community Room

Date: June 7, 2017

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

Absent: Lorna Simmons

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: Attorney Robert P. Shewchuk, City of Springfield Law Department

Call to order: Mr. Cary called the meeting to order at 5:30 p.m.

Agenda Item	Discussion & Decisions	Action Items
1. Approval of Minutes from the May 3 , 2017 Library Commission Meetings	Commissioner Moriarty moved to approve the May 3, 2017 meeting minutes. Commissioner Maynard seconded the motion. The motion passed.	



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**2. Policy re: Overdue
fines, replacement
costs, and lost items**

City Attorney Robert P. Shewchuk was in attendance. Ms. Fogarty asked whether it was possible to depreciate the value of lost/missing library items so that patrons owe less money over time.

Mr. Shewchuk answered that he thinks it's something the library can do with Springfield City Library items, but not for items from other libraries in the CWMARS network. He noted that he is checking with the Massachusetts Board of Library Commissioners. He suggested that SCL add information about late fees to the library website.

Commissioner Lunghi suggested that e-mail "almost due" notices could include a sentence reminding patrons that they can return materials to any library branch.

Commissioner Maynard asked if the library can delete charges for lost items that would have been weeded anyway. Molly suggested that this should be part of a new fine policy. Commissioner Cary agreed that the library needs a new policy.

Commissioner Fyntrilakis suggested that the library give patrons credit for returning outdated items.

Ms. Canosa Albano suggested that we look at billed items to see what should be replaced in the meantime so that copies are still available to patrons instead of missing.

Commissioner Reilly asked if there are libraries that get their materials back without fines, and suggested giving students some kind of credit for returning books on time.

Ms. Fogarty suggested that we waive late fees when patrons return lost items.

Commissioner Maynard commented that it would be great to have library book drops at schools. Ms. Fogarty noted that drop boxes cost around \$7500 each. Commissioner Fyntrilakis noted that it might be challenging to arrange for someone to make regular rounds to pick up the materials



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**3. Commission
Committee Reports**

Nothing to report.

**4. Teen Fine Forgiveness
Update**

Ms. Fogarty reported that library staff met with Azell Cavaan, Chief Communications Officer for Springfield Public Schools. The Library will be collaborating with SPS to roll out the Teen Fine Forgiveness program. Collaboration efforts will include a joint press release, a short TV spot produced by SPS, gift cards as a raffle incentive for teens provided by SPS, and a ConnectEd message about the Fine Forgiveness program.

Commissioner Maynard asked if we can directly e-mail teens with overdue fees who would benefit from the fine forgiveness program. Ms. Fogarty replied that the library would explore this possibility. She also noted that the raffle component will help the library collect information on program participation.

5. Chairman's Report

Commissioner Cary asked that the library provide Summer Reading and Teen Fine Forgiveness slides to show on Focus Springfield stations. He is to work with Ms. Blasko on this.



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6. Director's Report

Ms. Fogarty reported:

- The status of the feasibility study depends on whether the library is in the first round of MBLC building grant recipients. If that is the case, the library will very quickly move into a capital campaign. If not, the campaign will be more drawn out. Ms. Fogarty said that she would like some Commissioners on the capital campaign steering committee. Matt Blumenfeld of the Financial Development Agency will likely speak at the September Commissioners Meeting to give important updates. Ms. Fogarty also noted that TSM will be brought in to assist with marketing and communication efforts associated with the campaign.
 - On 5/10, the Indian Orchard Branch hosted a program called "Your Public Library, Your Second Home" in partnership with the National Housing Authority. The program was specifically targeted for Moxon and Duggan public housing residents. Free books were given to families, and Mayor Sarno made an appearance. Two similar programs will be held in summer and fall of 2017.
 - On 5/13, Ms. Blasko represented the library at the World's Largest Pancake Breakfast with Yezenia Rodriguez and Joan Sutherland. Over 200 people visited the library table, and hundreds of free children's books were given out.
 - On 5/30 there was a City Council budget hearing. Ms. Fogarty noted that it went well, and that the Mayor will present the final budget on 6/19.
 - Staff member Emma Petersen at the Sixteen Acres Branch recently completed a mural with local teens and an art teacher at Central High School. The mural is in the Sixteen Acres Community Room.
 - Bids for construction at the Central Library were quite high, so the architect is making a revised drawing for the rear entrance ramp. The project will then go back out to bid.
 - New furniture has been ordered for the East Springfield Branch. Future improvements will include new carpeting and the addition of a bathroom on the main floor.
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7. Other Business

Commissioner Fyntrilakis attended the Lost Springfield program at the Sixteen Acres Branch on May 23rd, noting that it was successful with about 50 people attending. She noted that the Sixteen Acres children's area needs new chairs. Commissioner Fyntrilakis also brought up the idea of offering passport processing at the library, which would produce extra income for the library. She also suggested connecting with the Lions Club as a source of funding.

Ms. Fogarty reported that she is looking into whether the City of Springfield will allow employees to earmark a small percentage of their paychecks to go to the Library Foundation.

8. Executive Session

Not necessary.

9. Adjournment:

Commissioner Cary adjourned the meeting at 7:11 p.m.

Lorna Simmons, *Secretary*