



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

**Place:** Central Library Community Room

**Date:** January 2, 2019

**Attending:** Stephen Cary, Krysta Fyntrilakis, Meghan Lunghi, David Maynard and Timothy Moriarty

**Absent:** Matthew Reilly

**Staff:** Molly Fogarty, Library Director  
Jean Canosa Albano, Assistant Director for Public Services  
Carol Leaders, Business Manager (minute taker)  
Ann Keefe, Manager of Technical Services and Express Library at Pine Point

**Call to order:** Mr. Cary called the meeting to order at 5:37 pm

<b>Agenda Item</b>	<b>Discussion &amp; Decisions</b>	<b>Action Items</b>
<b>1. Approval of Minutes from the November 7, 2018 and December 5, 2018 Library Commission Meetings</b>	<p>Approval of Minutes: The November 7, 2018 minutes should be amended in Section 1. Change he to her. Motion by Meghan Lunghi to approve the amended minutes; Second by David Maynard. Motion Passed.</p> <p>December 5, 2018 Minutes Motion by Krysta Fyntrilakis to approve the December 5 minutes seconded by David Maynard. Motion Passed.</p>	
<b>2. Ann Keefe, Manager of Technical Services and Express Library at Pine Point</b>	<p>Ann Keefe spoke about how Readers Advisory works using online resources found on our website under "Adults – Reading". Your next Great Story is a service patrons can use to request an individualized list of books or videos. Patrons can also sign up to receive Next Reads newsletter for subjects and genres that interest them. WOWBRARY is another service that the library provides which gives patrons a list of all the newest materials. Fiction on order is a popular list of the month's mostly pre-publication orders along with librarians' picks for well-reviewed titles.</p>	



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<b>3. Commission Committee Reports</b>	N/A
<b>4. Chairman's Report</b>	Mr. Cary reported that Congressman Richard Neal will host the Fundraising Gala for the East Forest Park new library. Date to be determined. Ms. Lunghi requested an updated list of naming opportunities for the Capital Campaign.
<b>5. Director's Report</b>	<p>Ms. Fogarty gave a brief update on the following:</p> <p>East Forest Park Branch is moving along. Steel is up and they are beginning to add the sides of the building.</p> <p>We continue to meet with the architect to narrow down furniture selections so that we can meet the March deadline as we need to go out for bid on the furnishings.</p> <p>Still researching on how to organize the engraved brick pavers.</p> <p>Mr. Cary will lend his expertise with the selection of sound equipment technology.</p> <p>The Central Library front stairs foundation is unstable. A structural engineer will be looking at the issue and will make a recommendation on how to resolve the problem.</p> <p>We are planning a ribbon cutting ceremony sometime in the Spring when the project has been completed.</p> <p>Interviewed five candidates for the Community Relations Coordinator. A decision will be made as soon as references have been completed.</p> <p>We have 3 retirements coming up in the next few weeks. In addition, 3 key staff resigned to take other positions in other libraries.</p> <p>Work will begin on the FY 20 budget. Looking at asking for additional funding to help staff the new EFP Branch Library; also funding for R/W/N for the new fiscal year.</p> <p>Jean Canosa Albano -- Recruitment continues for a Reference Librarian, Teen Services Librarian, Branch Supervisors for both Forest Park and Mason Square Branches, and the Adult and Youth Services Manager. The part time Children's Librarian at CL has been filled.</p> <p>Community Initiatives continue: Attended a demo from Burbio which is an on-line calendar which will show what is going on in Springfield by using a mobile app. Existing calendars will feed into the app and</p>



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send highlights through email blasts. This will be rolled out as a pilot program.

Ms. Canosa Albano attended a Summer Learning Working Group meeting. A data warehouse opened to gather information about Springfield Public Schools students to establish which children need help in certain classes.

MassMutual is investing in Springfield and invited library administration to the launch of its LiveMutual project which will address financial literacy, workforce development, and activation of public spaces. The work will begin in the North End and is a partnership with Partners for Public Spaces, who assisted Springfield neighborhoods in tornado recovery.

Ms. Canosa Albano is also working with the Latino Education Institute afterschool program at the south End Middle school. A librarian will offer them library tours, research assistance, and access to books on their study topics during weekly meetings at the Central Library.

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**6. Other Business -** Mr. Maynard asked about the Veteran's Day fine forgiveness program. Ms. Fogarty reported that a total of \$2,360 fines were forgiven during that week.

Ms. Fogarty attended a C/W MARS meeting that is working on a system to automate the renewal of library materials.

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**7. Executive Session** Not necessary.

**8. Adjournment:** Chair, Stephen Cary, adjourned the meeting at 6:58 p.m.

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, *Secretary*