



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

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**Place:** Central Library Community Room

**Date:** October 9, 2019

**Attending:** Stephen Cary, Krysta Fyntrilakis, Matthew Reilly, Meghan Lunghi, Tim Moriarty,

**Absent:** Clodo Concepcion, David Maynard

**Staff:** Molly Fogarty, Library Director  
Jean Canosa Albano, Assistant Director for Public Services  
Carol Leaders, Business Manager  
Jamillah Vernon, Community Relations Coordinator

**Presentations:** Grace Larochelle Branch Manager East Forest Park & Forest Park

**Call to order:** Commissioner Cary called the meeting to order at 5:37 p.m.

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**1. Approval of Minutes from June 5 & September 9 Commission Meeting** June- Commissioner Moriarty made the motion to approve the June 5, 2019 minutes. Commissioner Lunghi seconded the motion. Motion Passed. Minutes Approved.

September- Commissioner Fyntrilakis made the motion to approve the September 4, 2019 minutes. Commissioner Reilly seconded the motion. Motion Passed. Minutes Approved.

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**2. Review draft of Makerspace Policy- Grace LaRochelle, Manager, EFP/FP- November Vote** Grace Larochelle introduced herself to the Commissioners and presented an overview of the new Makerspace Policy to be used at East Forest Park Library. Questions came up about the general policy. Commissioner Moriarty asked questions about the section *Becoming a Maker*- For children, parents have to sign a release, but do they have to stay with the child? The release has to be signed but they don't have to stay with child if they are over 8 ( per Child Safety Policy) A librarian will be scheduled to be in the Maker Space Commissioner Cary asked about the second paragraph under *Extending Timeslot* whether a 2 hour extension will be granted for the use of the Maker Space if the space is not reserved for another individual

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Will the extension be for 2 hours or until someone else comes? (For example, it would seem like a rather long wait if someone comes 20 mins into your 2 hour extension.)

Jean Canosa Albano will look into computer use policy to make them align. (maybe the timeslot will extend 30 mins or an hour)

There was a note that the following paragraph under *Safety*, goes from third person to first person.

Scheduling 1-on-1 training for equipment will be similar to Book-a-Librarian.

Commissioner Fyntrilakis made a suggestion that all first time users should have to have training before unsupervised use.

Commissioner Cary assured that all staff will be trained and comfortable with initial user knowledge, the Digital Services librarian will be a resource for staff and the public and Focus Springfield will be available to help further upon need.

Molly Fogarty suggests scheduling trainings on Saturdays for new users of the community room since it will be available after hours.

Jamillah Vernon will contact Plymouth about adding a section for EFP reservations to leave notes if they want training.

Commissioner Fyntrilakis posed questions about the 3D-printer policy. Commissioner Cary suggested it may be worth adding language that states projects that may take longer will be printed overnight or next day.

Commissioner Cary entertained the idea of online scheduling  
Jamillah Vernon to contact Plymouth about adding a 3D printer page for scheduling.

Overall the Commissioners were pleased with the Draft. A vote will be included in the next Library Commission meeting on November 6<sup>th</sup>.

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### 3. Commission Committee Reports

No Commission Committee Report

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### 4. Chairman's Report

Commissioner Cary thanked everyone for rescheduling so that a majority could attend this meeting. Yesterday there was a Library Foundation Meeting to review and finalize the by-laws and to vote to add 5 new board members, including Commissioner Maynard. Awesome Ribbon cutting ceremony at the Central Library, today to celebrate the completion of a \$4,000,000 renovation and restoration project including the new Quadrangle ramp and plaza entrance



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Shout out to David Meeks for knowing how to use/set up the sound system very well. East Forest Park Branch is nearing completion. People are really noticing it. There was a recent walkthrough with the Mayor that went over very well. Pat Markey gave a great interview stressing the community and civic space

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### 5. Director's Report

Ms. Fogarty thanked Commissioner Cary for the Focus Springfield filming of today's event. The Ribbon Cutting went beautifully with many City and State officials, including the Springfield Historical Commission, the Springfield Preservation Trust, Caolo and Bienek Architects and Kronengberger contractors.etc. Nothing more immediate than seeing people in wheelchairs use the new ramp. East Forest Park is coming along. There was a tour yesterday for City Councilors. 3 were in attendance: Councilors Hurst, Lederman and Whitfield. They were incredibly impressed by the space and design and detail. The construction deadline for completion is October 15<sup>th</sup>. Furniture and shelving will begin arriving the week of October 21<sup>st</sup>.

Closing the current East Forest Park branch on November 4<sup>th</sup> to get ready to move. Once the shelving is installed in the new East Forest Park Branch, Sitterly movers will move all of the library materials. If everything goes according to plan, we are looking at opening early December- a date has not been confirmed yet.

Met today with Promise Realized Campaign staff to discuss the grand opening. With a December opening we are planning an indoor event. There will be a flag raising, speakers, events & refreshments. As soon as we know the date we will share.

WB Mason is donating a commercial size Keurig coffee machine for the Café space..

October 29<sup>th</sup> is the Mayor's Preview Tour. Inviting residents of East Forest Park. No program or refreshments but a chance for the community to see the space.

The MBLC has approved the new strategic plan. Will be scheduling a meeting with TSM to help us develop a Strategic Plan document that we can use as a marketing tool.

Hired a new Digital Services librarian, Deanna Irizarry. She is starting on October 15.

Carol Leaders completed the MBLC State Aid Financial and Compliance application and was able to submit it two weeks before the deadline.

Jean Canosa Albano reported that the Library hosted a workplace violence training with two speakers, one from Human Resources and one from the Springfield Police Department. 35 staff members, total, received the training. There will be follow up visits to all of the branches to make recommendations on safety.

Elevator Art- Springfield Cultural Partnership received a grant from



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Springfield Cultural Council. Three pieces of art will be installed October 23<sup>rd</sup> on the library's elevators.

There will be a Uplifting Art reception to celebrate the unveiling and artists on November 3<sup>rd</sup>.

Staff had a blast marching in the Puerto Rican Parade.

Now managing the Reading Success by 4<sup>th</sup> Grade initiative. Chrissy Howard is doing a great job as Manager of the Reading Success by 4<sup>th</sup> grade initiative SMS. Howard has brought the multiple early literacy boards together, and has planned an Early Literacy Summit for November 14<sup>th</sup> at the UMASS center in Tower Square from 8:30 a.m.- 2 p.m. In attendance will be the New State Commissioner for Early Literacy and Care. A Speaker from Harvard and the Mayor. Lots of learning will take place.

We recently held a Managers retreat led by Maureen Sullivan at Emma's Place. The purpose was to help managers drive the roll out of the strategic plan.

Grateful for the Springfield Library Foundation for funding work with Maureen.

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**6. Executive Session**      Not needed.

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**7. Adjournment**            **6:55 PM**

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, *Secretary*