



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

Place: Zoom Online

Date: June 3, 2020

Attending: Stephen Cary, Meghan Lunghi, Matthew Reilly, Tim Moriarty, David Maynard

Absent: Clodo Concepcion, Krysta Fyntrilakis

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

Call to order: Meeting called to order at 12 Noon

1. Approval of Minutes from March 4, 2020 Commission Meeting Commissioner Moriarty made the motion to approve the March 4, 2020 minutes. Commissioner Reilly seconded the motion. Motion passed. Minutes approved.

2. Chairman's Report Commissioner Cary reported that he is working with Matthew Blumenfeld, Springfield Library Foundation Executive Director and Jamillah Vernon on a marketing project that will help to raise additional funds for the Promised Realized Campaign.

3. Commission Committee Reports No reports

4. Director's Report Director Fogarty gave a brief update on the status of closed library buildings. All locations closed on March 16th and all book drops were locked. Staff are working a staggered schedule so that they can maintain social distancing. They continue to provide services through social media etc.
Phase 1 Level of Services --
Curbside delivery will begin on Monday, June 8 with a soft opening. Customers can reserve requested times by phone or online. Items will be bagged and placed on a table outside of the library building. Deliveries will be made in 15 minute intervals.
Curbside services will differ from location to location.



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We will continue to maintain minimum levels of staff during this time. Information on this service will be posted on our website as well as the city website. Book drops will remain closed for now. Returning items will be discouraged but we are prepared to receive any items returned. Items will put into cardboard boxes and will be quarantined for 72 hours.

Instructions for Phase 1 services will be available in both Spanish and English.

Phase 2 Level of Services –

The MBLC recommends strict access during this phase. Additional Cleaning Services and Security need to be in place before we can begin this service. Additional funding request has been sent to the city for these services. Customers will need to make an appointment for a specific service and their time in the library will be limited.

Assistant Director Canosa-Albano presented proposed changes to the Behavior, Computer Use & Internet and the Safe Child policies.

Behavior

We propose amending the policy by inserting the italicized text:

For the safety and comfort of library visitors, volunteers, and staff and the protection of library property, the following actions are examples of conduct not allowed on library property:

- *Not properly wearing a face mask or covering during the COVID-19 pandemic*
- *Not maintaining social distancing (6 feet of separation between and among visitors and between and among staff members) during the COVID-19 pandemic*

Motion to amend the Behavior policy with the above changes was made by Commissioner Moriarty and was seconded by Commissioner Reilly. **The motion passed Unanimously.**

Computer Use and Internet Access

By using the public Internet workstations at the Springfield City Library, you agree to be bound by the following guidelines:



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Time Limits. Computer time may be reserved for specified periods which will include downloading and printing time. Reserved times will be held for ten minutes. Computers will then come available for walk-up users. At the **Central Library**, customers may sign up for 60-minute computer use sessions. Because fewer computers are available at branch libraries, computer sessions at branches are limited to 30 minutes. Customers may reserve two computer sessions per day. Additional sessions may always be reserved if other people are not waiting to use available equipment. *During the COVID-19 pandemic, fewer computers will be available at all locations in order to maintain social distancing. Therefore, appointments may be shorter than the typical limits, and two sessions a day may not be available.*

Group Use Limit. Only one person may participate in a session at one computer at any one time, unless prior permission hold a group session has been obtained. *During the COVID-19 pandemic, group sessions will not be offered.*

Motion to amend the Computer Use & Internet policy with the above changes was made by Commissioner Moriarty and was seconded by Commissioner Reilly. **The motion passed Unanimously.**

Safe Child

We propose amending the policy by inserting the italicized text:

Children aged seven and under must be accompanied and adequately supervised by a parent, caregiver, or other responsible adult. Children eight and older may use the Library unattended, but are subject to the Library's **Behavior Policy**. *During the COVID-19 pandemic and in order to protect everyone's health and safety, ages have been amended. During this time, children aged eleven and under must be accompanied and adequately supervised by a parent, caregiver, or other responsible adult. Children twelve and older may use the Library unattended, but are subject to the Library's **Behavior Policy**.*

Motion to amend the Safe Child policy with the above changes was made by



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Commissioner Lunghi and was seconded by Commissioner Moriarty. **The motion passed Unanimously.**

Director Fogarty recommended that the Library Commission meet on a monthly basis throughout the summer.

Next meeting is scheduled at 12 Noon on July 1, 2020

5. Executive Session

Not needed

6. Other Business

Not needed

7. Adjournment

1:01 PM

, *Secretary*