



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

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**Place:** Online via zoom  
**Date:** October 7, 2020  
**Attending:** Stephen Cary, Tim Moriarty, Krysta Fyntrilakis, Meghan Lunghi  
**Absent:** Clodo Concepcion, Matthew Reilly, David Maynard  
**Staff:** Molly Fogarty, Library Director  
Jean Canosa Albano, Assistant Director for Public Services  
Ann Keefe, Manager of Technical Services & Collection Development

**Call to order:** Meeting called to order at 12:05 pm

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- 1. Approval of Minutes from June 3, 2020, July 1, 2020, and September 2, 2020 Meetings** Due to lack of a quorum June 3, 2020 and July 1, 2020 minutes were not approved.

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**2. Presentation of Draft Collection Development Policy from guest Ann Keefe** Recently retired Manager of Technical Services and Collection Development, Ann Keefe, joined the meeting to present a draft of a new Collection Development policy and related appendices, distributed to Commissioners on October 1. She stated that the current policy is outdated and hadn't been updated in almost 15 years. The proposed policy reflects changes to our philosophical approaches as well as new formats and technologies. The new strategic plan provided a clear mapping of the Library's direction through mission, vision, values, and strategic priorities. Ms. Keefe and the team she gathered to update the policy wanted to ground the collection development policy, a fundamental document for the Library, in the language and philosophy of that strategic plan. Ms. Keefe coordinated a team of six staff members who also considered input from many staff librarians. Members included Ellen Sulzycki, Children's Services Supervisor; Lori Chasen, Sixteen Acres Supervisor; Anna Mickelsen, Reference Librarian at the Central Library; Gary Pyszniak, Reference Librarian at the Central Library; and David Meeks, Branch Manager of Indian Orchard and Brightwood branches. Ms. Keefe praised the contributions of all team members.

The team steeped themselves in the new strategic plan, and then reviewed collection development plans from similar libraries. The draft includes an overview of the collection, our approach to selection of materials, the rationale behind

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collection maintenance, a statement on policy review, and the following appendices: the Library Bill of Rights and Freedom to Read Statement, a Materials Purchase Consideration form, a Gift Policy and Transfer of Ownership form, and the Request for Reconsideration of Library Materials form. The team is also developing staff guidelines for developing all aspects of the collection for internal use.

Commissioners will review the distributed documents and consider its adoption by vote at the November 4, 2020 meeting.

**3. Commission  
Committee Reports**

Commissioner Fyntrilakis expressed admiration for the friendliness and effectiveness of curbside pickup service her family has received at the Sixteen Acres Branch.

**4. Chairman’s Report**

Commissioner Cary led a discussion about finding a new time to meet for future meetings. He will survey board members for consensus.

**5. Director’s Report**

Molly Fogarty reported that despite the pandemic, public libraries have met the challenge to continue to keep our communities engaged and remain relevant during challenging times. When the Library’s doors had to close on March 16, staff quickly stepped up to create engaging virtual programming and introduce new remote services. Ms. Fogarty shared these examples:

Staff are delivering high-quality online programming: virtual story times, early literacy scavenger hunts, teen and adult book clubs, performances from local musicians, online writing workshops, online community art galleries, and story walks at branches and community locations. Staff offered 61 programs from April –June 30, 2020, viewed 8,151 times.

Staff are providing learning resources for all ages: curated book bundles of age appropriate reading materials, live chat reference, email and phone reference, instructions on how to access and use digital resources, and book-a-librarian service.

Staff are continuing to improve and expand our curbside services to include distribution of books, media, activity kits, printing, faxing, census materials, voter relevant materials, use opportunities to promote programming, and introducing online card registrations. Residents have borrowed over 35,000 items through curbside pickup.

Staff are partnering with community organizations, the school department, and community agencies by attending virtual neighborhood council meetings, offering teen check-ins, and visiting elementary and high school classes through virtual meetings.

Ms. Fogarty announced that the historic restoration and repair work completed on



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the Central Library has been recognized with two awards from the Springfield Preservation Trust and the Connecticut Builders Association. The new East Forest Park Branch will be featured in the *Library Journal's* November 2020 special Architecture Issue.

Ms. Fogarty reported that she had met with a number of groups and community representatives, including the Personnel Review Committee, the Springfield Cultural District, the Springfield Library Foundation's Finance Committee and Board of Directors, and Paul Belsito of the Davis Foundation.

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**5. Executive Session**

Not needed

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**6. New/Other Business**

None

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**7. Adjournment**

**1:05 PM**

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