



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

Place: Zoom Online
Date: September 2, 2020
Attending: Stephen Cary, Tim Moriarty Krysta Fyntrilakis
Absent: Clodo Concepcion, Matthew Reilly, Megan Lunghi, David Maynard
Staff: Molly Fogarty, Library Director
Jean Canosa Albano, Assistant Director for Public Services

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

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

2. Chairman's Report No reports

3. Commission Committee Reports No reports

4. Director's Report Director Fogarty reported that we have been open for curbside pick-up by appointment at all of our locations since June 8. As of July 2020 over 2500 curbside appointments fulfilled, loaning approximately 15,000 items. Saturday hours will be added starting September 12.

Added curbside appointments for pick-up of printing requests.

Began offering online library card registrations.

Launched a Grab and Go Senior Lunch Program with grant funding and in collaboration with Greater Springfield Senior Services, Inc. at Indian Orchard



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Branch and starting soon at Brightwood Branch Library.

Updates: Fresh Paint Springfield has been postponed to 2021. Plans to work with an Artist for a Mural at the Mason Square Branch have also been postponed until June 2021.

Reinitiated Diaper Bank service at Indian Orchard Branch Library, starting soon at East Springfield Branch. This program is managed by Square One and is under the Maternal Child Health Commission of the City of Springfield Health and Human Services Department.

Continuing to help residents learn, research and explore using our digital subscriptions and apps (language learning, grant searches, business research, children's homework help etc.

Expanding the Library in Your Mailbox program that matches a library staff member with Springfield Seniors and residents with disabilities and mails the residents library materials.

Offering virtual workshops for jobseekers through a grant from Google and the Public Library Association. Topics include resume creation , job searching, and applying online.

Participated in Technology Orientation Sessions from the Springfield Public Schools to prepare to answer questions about remote learning software and hardware that students and parents will have when school resumes.

Continuing to answer reference questions by phone and email. Planning to add a live Chat reference service.

Continuing to offer story times on social media sites.

Continuing to help residents access e-books and streaming movies and music on their devices.

We have received an award from the Springfield Preservation Trust for the Historic renovations to the Central Library and will be honored at a Virtual awards ceremony on September 30.

We submitted an entry to include the East Forest Park Branch Library Construction project to be included in the Library Journal November Architectural Issue.

The City Health Department will be coordinating drive up Covid testing in the East Forest Park Branch parking lot on September 9 from 3-6pm



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5. Executive Session

Not needed

6. Other Business

Commissioner Fyntrilakis continues to be very pleased with the curbside delivery services.

Commissioner Fyntrilakis asked how many days a week staff are required to work. Director Fogarty responded that since March 16th all staff were required to work at least two days in the library and three days at home weekly. Starting September 7, staff are required to work at least three days in the library and two days at home weekly. All staff are paid their full salaries. Mayor Sarno did not want any furloughs or lay-offs included in the FY21 budget.

Commissioner Cary asked whether the public have any concerns about safety concerning borrowing materials and how they are handled. Director Fogarty explained the process. All items that are returned are quarantined for four days before they are discharged, shelved and made available for borrowing.

Commissioner Cary asked how staff are handling the stresses associated with working during a pandemic. Director Fogarty responded that our facilities are cleaned daily and we have sufficient PPE supplies. Staff are reassured by the fact that there are no furloughs or layoffs in the current budget which provides financial stability.

Commissioner Cary asked whether we are paying for Security Services. Director Fogarty explained that while we still have contracts with the Springfield Museums for providing Security services for the Central Library and with Jackson Security for providing Security Services for the Branches, we are not obligated to pay them unless we ask for Security. The funding is in our FY21 budget. We have asked for Jackson Security to provide staffing for the Mason Square Cooling Centers, and for the Primary Polling locations at Forest Park, Mason Square and the Library Express at Pine Point. When we open to the public we will request Security staffing for all of our locations during the hours that we are open. We will also be requesting custodians for all of our locations during the hours that we are open.

Commissioner Moriarty expressed concerns that all staff who wear face shields also need to wear a face mask under the shield for protection. Director Fogarty stated that she would follow up to make sure that is being done.



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Commissioner Moriarty asked what types of projects staff are doing when they are working from home. Director Fogarty responded that our Professional staff work on virtual programs , collection development and staff development training webinars. Clerical staff ,due to the nature of their jobs , do not have many tasks they can do at home but do participate in staff development and some programming.

Commissioner Fyntrilakis asked about the Library FY21 budget reduction. Director Fogarty responded that there was a small reduction in the FY21 budget. Citywide vacant positions were eliminated. The Library was fortunate to only have two vacancies at the time, a part-time Senior Clerk and a 10 hour Page. The Library is working on the FY21 Mass. Board of Library Commissioners State Aid application and will not have to apply for a Waiver.

Commissioner Moriarty asked about the status of the Read/Write/Now Adult Learning Center. Director Fogarty stated that funding was included in our FY21 budget. Teachers have been providing remote learning lessons for students that have access to a computer. For students that don't have access to computers, staff are printing and mailing lessons to them.

Commissioner Cary requested more information about the Diaper Bank. Assistant Director Canosa-Albano explained that the Library is working with the Diaper Advisory Council of the Maternal Child Health Commission which is under the City of Springfield Health and Human Services Department. Square One and other Community partners coordinate donations that are then distributed at the Indian Orchard and East Springfield Branches as well as other Community sites.

Commissioner Cary asked if staff are able to participate in remote training opportunities. Director Fogarty stated that due to Staff Development funding from the Springfield Library Foundation, staff are encouraged to sign up for conferences. The American Library Association, New England Library Association and the Mass Library Association FY21 Conferences will all be virtual. There are many great online opportunities available.

Commissioner Fyntrilakis asked whether there are any new retirements. Assistant Director Canosa-Albano provided updates. Ann Keefe (Manager of Technical Services and Collections) has retired effective August 31 and Linda Grodofsky (East Forest Park Branch Supervisor will retire effective September 18.

7. Adjournment

1:05 PM



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, *Secretary*