**Place:** Zoom Online

**Date:** November 3, 2021

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

**Absent:** Clodo Concepcion, David Maynard, Matthew Reilly,

**Staff:**  Molly Fogarty, Library Director

Jean Canosa Albano, Assistant Director

Raemarie Walker, Library Business Manager

Jamillah Vernon, Community Relations Coordinator

Zach Bartlett, Manager of Borrowers Services

**Call to order:** Meeting called to order at 5:32 p.m.

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| 1. Staff Presentation: Zach Bartlett: Manager of Borrowers Services. | The library received a grant for 100 Chromebooks. They will circulate with a durable case, charging cable and one of the hotspots received from a separate grant. There is a 3-year service plan with Dell attached to the electronics. Staff are planning a big announcement for February.  There is also a plan to change the way the library hands out library cards. Patrons will receive a library card in person and a postcard with a welcome message from Director Fogarty will be mailed to patrons to verify their mailing address.  A Subcommittee is currently checking to see if policies are throwing up barriers to access or helping provide access. The Customer Service team will look at what Springfield residents need from the library system.  Commissioner Cary says he likes the new concept of having library cards immediately available and also asks how many languages the Chromebook instructions will be translated into. Mr. Bartlett answers that they are working on a handful of languages including Spanish, Russian, Vietnamese and more.  New CWMARS e-card is available as of November 1. The e-card gives patrons who don’t have Springfield City Library Cards the opportunity to borrow eBooks and other online formats such as music and movies. There is a way to upgrade from an e-card to a physical library card. The e-card gives a series of online passwords and also creates an Evergreen account. |  |
| **2. Approval of Minutes from the September 1, 2021 and October 6, 2021 Library Commission Meetings** | No Quorum. Unable to vote on minutes. Commissioner Moriarty asks for one change to the September minutes, so they are ready when it’s time to vote. Mrs. Canosa Albano makes note of the request and will make the needed change. |  |
| **3. Commission Committee Reports** |  |  |
| **4. Chairman’s Report** | Commissioner Cary will have time with The Mayor in the upcoming week to talk about overdue fine elimination.  3 branches: Pine Point, Mason Square & Forest Park are all polling places, and everything went well yesterday for the November election.  The Library Foundation is providing funds to beautify branches with plants and looking to put down native species in the upcoming year.  Promise Realized campaign is still moving along. Plaques will be installed at the East Forest Park Branch soon. TJ Plante wrote a book about the transition of Springfield from near bankruptcy and a Finance Control Board to current successful annual City budgets, as well as strong economic growth. Commissioner Cary is looking to have a copy in each library and to send a signed copy to each member of the White family. |  |
| **5. Director’s Report** | Director Fogarty takes a minute to acknowledge the loss of former Mayor, Charlie Ryan on October 18th. Mayor Ryan established the Library as a City Department in 2003. His family listed the Library Foundation as a place to donate in his name and there has been over $2,000 donated.  The Library was holding staff meetings weekly via Zoom, but they have moved to monthly meetings. At the October 27 meeting Matthew Blumenfeld was invited to provide a presentation about the Springfield Library Foundation including the history of the Foundation and their contributions to the Springfield City Library budgets...  The City ARPA funding hasn’t addressed City Department capital needs yet. Director Fogarty has sent the list of library requests to the City Finance Department and is waiting for the formal process to be announced. Commissioner Lunghi has drafted a letter of support from the Commission. There needs to be an emphasis on the health and safety issue of not having adequate and proper air circulation. There is a detailed report by Caolo and Bienek Architects on the Central Library HVAC needs with preliminary schematic drawings that makes this project almost ready to go.  October was a busy month for programming. Numbers are still going up for library cards and materials borrowed. Since July 1st, the library has circulated around 54,000 items. Still offering curbside by requests, but they are low. Most people have transitioned to coming back into the building. There have been almost 41,000 visitors since July 1st.  The MBLC has new categories they want libraries to collect for program statistics including- birth to 5, 6 to 11 and general audience programs. Libraries are also asked to keep track of virtual, live & recorded programs.  The Halloween party at the Central Library was a great success. Over 300 people came through, there were a lot of pictures and staff had a great time. It felt like the building was alive again.  As of Monday, the mask mandate has been lifted, but they are still strongly recommended.  Cooking classes have begun at Sixteen Acres Branch through an LSTA grant called At The Table.  The new Digital Service Librarian starts November 22nd.  The new Office Assistant starts on November 15th.  The Library staff are all sad to see Ms. Walker go but offer sincere congratulations to her and a big “thank you” for all she’s done in her time on board. |  |
| **6. New/ Other Business-** | Commissioner Moriarty states it is important to remember Barbara Garvey and all she’s done and an event to recognize her efforts would be great.  He also mentions that he has tried to reach out, to no avail, about the Baystate Wellness van administering vaccines at various branches. But because the virus numbers have come down there may not be a need to have it.  People are returning to the library but planned events during the winter months are problematic. But in the spring, it’ll be nice to plan an event in honor of Ms. Garvey. This could be combined with the major donor event that the Library Foundation is planning for the Spring or Summer. |  |
| **7. Executive Session** | Not Needed |  |
| **8. Adjournment** | **6:43 PM** |

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