



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

Place: Zoom Online

Date: February 2,, 2022

Attending: Tim Moriarty, Meghan Lunghi, Krysta Fyntrilakis, David Maynard, Matthew Reilly

Absent: Stephen Cary, Clodo Concepcion

Staff: Molly Fogarty, Library Director
Jean Canosa Albano, Assistant Director
Aieshya Jackson,, Business Manager

Call to order: Meeting called to order at 5:35 p.m.

**1. Approval of Minutes
from the February
Library Commission
Meetings**

January 5, 2022 Minutes...Commissioner Fyntrilakis moves to accept minutes. Commissioner Maynard seconds. Roll Call Vote... Commissioner Fyntrilakis votes yes, Commissioner Moriarty, yes, Commissioner Lunghi, yes, Commissioner Maynard, yes... Minutes Approved

**2. Staff Presentation:
David Meeks, Branch
Manager:Brightwood,
Indian Orchard and
Library Express**

Mr. Meeks presented an overview of the Library Chromebook lending project that he is coordinating. The Library applied for Emergency Connectivity Funds and received a grant in the amount of \$28,904 to purchase 100 Chromebooks for lending to library patrons. The funding requires patrons who borrow a Chromebook to attest that they do not have computer access currently at home. An administrative license was purchased as well as 100 cases for the Chromebooks. Mr. Meeks is currently working on lending policies and procedures. Commissioner Moriarty had a concern about Wi-Fi access. Mr. Meeks responded that a patron who needs Wi-Fi access at home can also borrow a Library Hotspot with their Chromebook. Hotspots will be available at all Library Locations. Plans for outreach to homeless shelters and other locations are being developed to make sure that access to the Chromebooks and Hotspots reach vulnerable populations. The Chromebooks can be borrowed for three weeks, must be picked up and returned to the same Branch location. The Springfield City Library has the largest collection of Chromebooks and Hotspots for lending in Western Mass. Commissioner Lunghi asked if there will be procedures to clear any personal information once the Chromebook is returned. Mr. Meeks confirmed that those procedures will be in place. The ECF guidelines require that current Library Internet Use Policies be amended to include language for patrons that reflects the



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	<p>requirement that Chromebooks should be borrowed by Patrons who do not have access to computers at home. Ms. Canosa-Albano discussed the revision to the policy . The following language will be added to the Disclaimer section of the Policy: <u>Chromebook purchased with funding from the Federal ECF can only be used outside of the Library and by patrons who do not have other equipment or services to access the Internet.</u> The revised policy will be sent to the Library Commission for review and a vote at the March 2, 2022 Commission meeting.</p>
3. Commission Committee Reports	None
4. Chairman’s Report	None
5. Directors Report	<p>Ms. Fogarty introduced Aieshya Jackson who is the new Library Business Manager. Ms. Jackson started on December 6 and is a welcome and valuable addition to the Library Administrative Team.</p> <p>We have started working on the FY23 Budget , updating the Library Roster, developing our line item budget and budget narrative.</p> <p>The City Capital Improvement Committee is working on the FY23 Capital Improvement Plan. We have reviewed our current plan and have made a few adjustments. Since we received funding from the Mass Board of Library Commissioners for an Outreach Van , we are deleting that request from our Capital Plan. We are updating the request for an accessible entrance for the East Springfield Branch Library. The estimate for that project in the amount of \$850,000 is based on cost estimates from five years ago. With 85% inflation, those costs have escalated to approximately \$1.2 million. This addition would not address the critical space needs. Based on an assessment by the City Capital Assets Department, the lot could accommodate a 2000 sf addition to add a Children’s Room , Teen Room and programming room. The cost estimate for this addition and renovation to the existing building is \$3.6 million. The Mass Board of Library Commissioners currently has 13 libraries on the waiting list from the 2017 Construction Grant Round. They are estimating that a new grant round would be in five to seven years.</p> <p>Upcoming projects include the Outreach Van and the Brogan Fund renovations to Wellman Hall.</p> <p>Tom O’Connell, Manager of Technical and Collection Services is developing a collection of Museum Passes for Patrons to borrow. We currently have passes for the Basketball Hall of Fame and the Forest Park Zoo. Passes will also be available for the Eric Carle Museum, Old Sturbridge Village, and the Holyoke</p>



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Children’s Museum. Mr. O’Connell plans to add more passes and is reviewing other Museum policies for passes.

6. New/Other Business
7.

Commissioner Moriarty commented that he is very pleased to see that the Promise Realized Donor Plaques have been installed at the East Forest Park Branch Library. He highlighted the Plaque dedicating the Community Room in honor of Barbara Garvey and Charlie Ryan.

Commissioner Moriarty asked about the status of the Commission email to Library staff thanking them for their service. Ms. Fogarty stated that she would follow up with Commissioner Cary.

7. Executive Session: Not Needed.

8. Adjournment 6:35 PM

, *Secretary*