**Place:** Zoom Online

**Date:** April 6, 2022

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

**Absent:** Clodo Concepcion

**Staff:**  Molly Fogarty, Library Director

 Jean Canosa Albano, Assistant Director

 Aieshya Jackson, Business Manager

 Jamillah Vernon, Community Relations Coordinator

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

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| 1. Approval of Minutes from the February 2, 2022 and the March 2, 2022 Library Commission Meetings. | Approval of February 2, 2022 minutes. Commissioner Moriarty moves to accept the minutes as written. Commissioner Fyntrilakis moves to second. Roll Call. Commissioner Fyntrilakis; yes, Commissioner Lunghi; yes, Commissioner Reilly; yes, Commissioner Moriarty; yes. All in favor. Minutes Approved. Approval of March 2, 2022 minutes. Commissioner Moriarty moves to accept the minutes as written. Commissioner Fyntrilakis moves to second. Roll Call. Commissioner Moriarty; yes, Commissioner Lunghi; yes, Commissioner Reilly; yes, Commissioner Fyntrilakis; yes. All in favor. Minutes Approved.  |   |
| **2.Staff Presentation:**  **Barb Lavoie****Teacher: RWN** | The Library’s Read/Write/Now Adult Learning Center Program is located at the Library Express at Pine Point. The School Department Adult Education program (OWL) is also located there. RWN partners and collaborates with OWL for referrals, programs and services. Janet Kelly has retired after 35 years as the Manager of RWN. Ms. Lavoie shared highlights of the program which helps Adult Learners meet their literacy goals. Several students were helped to get their Learners Permits from the Mass Registry of Vehicles. Teachers attended the test sessions and read the questions to the students. Free PVTA bus passes were distributed to the students to help them attend classes. A RWN student newsletter has been started.  |  |
| **3. Commission Committee Reports** | Commissioners Reilly, Fyntrilakis & Cary are currently working on a letter to ask for a progress report from DPW Director Chris Cignoli on his plans for pedestrian safety on State Street in front of the Central Library. Commissioner Cary opens up a discussion surrounding the idea of inviting Mr. Cignoli to the May meeting. According to the original timeline, a temporary set up of traffic barrels for testing the plan was scheduled for March. That has not happened yet. Commissioner Moriarty says that there was something on the news this morning discussing the temporary barrels for testing that will be set up in the next few weeks. |  |
| **4. Chairman’s Report** | Springfield Library Foundation has approved $10,000 for East Springfield, Mason Square and Sixteen Acres branches to help fund landscaping and gardening programming. Commissioner Cary met with Mr. Wilson, Manager of Sixteen Acres and East Springfield to begin planning for this project. Commissioner Cary really wants to focus on the programs surrounding food insecurity. Commissioner Fyntrilakis wants to make a note that children should really get involved. There’s currently an effort to tie overdue fine elimination to the Summer Reading kick-off in June.Commissioner Cary recognizes Matthew Blumenfeld & Violette Giammarino for their Springfield Library Foundation efforts. Ms. Giammarino has additional accounting and bookkeeping responsibilities . |  |
| **5. Director’s Report** | Summer Reading planning starts early in February and staff are working on it now with a planned Kickoff in June. The last two years have been online but everyone is looking forward to doing more in person events this summer. This might be a good time to think about including in the kickoff an announcement about eliminating overdue fines. This would be a great way to welcome patrons back to the library. The Library is partnering with Home Grown/Sodexo Summer Lunch Programs to host the Lunch Program at several of our branches as well as partnering on programming. There will be more details by the next Library Commission meeting. There are 151 libraries in CW/MARs consortium, 85% have eliminated overdue fines so far. Eliminating overdue fines is a priority for the Springfield City Library.  The Mayor’s hearing for the Library Department was on March 16th. Additional funding was requested for sound systems for the community rooms in Forest Park, Mason Square, Central Library and Brightwood. Director Fogarty received positive feedback that it would be funded, at $79k for all 4 branches. Also requested funding for 100 hotspots data since the Mass Board of Library Commissioners funding ends on September 30, 2022. Data costs for 100 Hotspots are approximately $29,000. The Library is requesting funding from the Library Foundation for the other 100. Hotspots have become very popular and are now circulating with the Google Chromebooks. Funding for copier leases was requested as well. All City Departments were asked to submit level service budgets. The Director’s office submitted a level service budget, which includes union raises, cost of living raises, contract increases for cleaning & security, and CW/MARS. Attended first planning meeting for the East Springfield Preservation Committee grant on March 9th. Working with GZA Landscape Architects. Meeting was attended by Library staff, Pat Sullivan, Jon Carignan and My-Ron Hatchett. The cost for landscape design is $7500. We are planning for a late Spring project with completion by October, 2022.Status of outreach van is delayed. The van was ordered in September, 2021 and we are still waiting for delivery. Since the van will be customized delays are due to supply and parts shortages. Marcotte Ford has asked us to check back in a month. Brogan foundation project is on its way. Endowment from John & Mary Brogan fund who left $400k in her will for the Reference Department at the Central Library. Most of the money is going into an endowment and will use about 4% yearly for Reference Materials at the Central Library. The Library Foundation approved $50,000 for upgrades to Wellman Hall and we will be purchasing new microfilm machines, carpeting, and new furniture.Indoor programming resumed April 1 as the library tries to return to normal. Staff is excited. Staff at Sixteen Acres Branch started self-pick-up holds and it’s been working out. The self-checkout machine is not working so a new one is being purchased. The library is currently working with TSM Design for branding Teen spaces.Library lighting façade event was a success on March 24.Mayor Sarno, Congressman Neal, Commissioner Moriarty, and many other officials and staff were there. Congressman Neal secured the funding for this project and the Springfield BID managed the installation of the lights.CW/MARS eCards are rolling out and sign-ups have begun. CW/MARS is looking to have the ability to renew library cards online.There are currently 10 vacancies that have been submitted to the City Personnel Review Committee and are approved. The Director’s Office is in the process of interviewing.Commissioner Moriarty suggests advertisements on PVTA buses.There was a complaint from a neighbor in East Forest Park about the outdoor digital sign found to be in violation of a zoning ordinance. The Director’s office worked with My-Ron Hatchett to file for a variance and had a hearing March 30th. They were very positive and understood why the library wanted the sign to promote programming. They didn’t vote at that meeting but they did a roll call and will vote at their meeting today. The stipulations include hours that the sign will be turned on.  |  |
| **6. New/Other Business** | Commissioner Moriarty was pleased with the Library Foundation’s Executive Director’s (Matt Blumenfeld) efforts to invite the Ryan Family to view the sign in the East Forest Park Community Room honoring Charlie Ryan and Barbara Garvey for their efforts on behalf of the Springfield City Library. Commissioner Moriarty also discussed the “Welcoming Deaf and Hard of Hearing Patrons to your Library Webinar “ hosted by the Mass Board of Library Commissioners and recommended that all library staff participate in the webinar. Commissioner Moriarty suggested outreach to the Deaf Community including tours in person and virtual of our Libraries**.**Commissioner Fyntrilakis mentioned that people are looking for the City of Springfield American Rescue Act applications to which Ms. Fogarty responds she will look into getting print applications for all of our locations.Commissioner Fyntrilakis also mentioned that the East Springfield Branch will be celebrating its 90th anniversary on April 13 and urges everyone to stop by the upcoming festivities.   |  |
| **7. Executive Session:**  | **Not Needed.** |  |
| **8. Adjournment** | **6:38** |

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