**Place:** Zoom Online

**Date:** June 1, 2022

**Attending:** Stephen Cary, Tim Moriarty, David Maynard

**Absent:** Clodo Concepcion, Krysta Fyntrilakis, Meghan Lunghi, Matthew Reilly

**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 May 4, 2022 Library Commission Meetings. | Approval of May 4, 2022 minutes. Commissioner Moriarty moves to accept the minutes as written. Commissioner Maynard moves to second. Roll Call. Commissioner Maynard; yes, Commissioner Moriarty; yes, Commissioner Cary; yes. All in favor. Minutes Approved. |  |
| **2.Staff Presentation:**  **Aieshya Jackson, Library Business Manager** | Aieshya Jackson gives an overview of what happens during end of year preparations and information regarding her involvement with facilities.  Communication and Collaboration- Weekly meetings to track progress and offer solutions. To meet Library Materials goal, there have been weekly budget meetings with Tom O’Connell,Tech Services Manager. Ms. Jackson is utilizing a spreadsheet created by Carol Leaders to track progress toward library material goal of $600,000. Exceeded goal for Fiscal Year ’22, which ensures The Library will meet the Materials Expenditure requirement for State Aid Funding for Fiscal ’23. Also hosting weekly meeting with Matt Parent, Office Assistant about closing our purchase orders.  Ms. Jackson has been visiting branches for overall facilities enhancement. Visiting monthly to assess their needs. Ms. Jackson is tracking short term and long-term projects, workorders and wish list items. She gives an overview of completed projects at the Mason Square Branch Library and showcases how the spreadsheet is being used to track everything.  There are plans to implement this process for each branch.  Commissioner Cary expressed how much he liked Ms. Jackson’s inclusion of photos into her spreadsheet. There was discussion about a pallet of expired sanitizer and how to dispose of it. Commissioner Cary suggested reaching out to Helen Caulton Harris for direction. |  |
| **3. Commission Committee Reports** |  |  |
| **4. Chairman’s Report** | Commissioner Cary is excited to discuss the traffic cones being set up on State Street by DPW to test new traffic patterns.  Thank you to Director Fogarty and Assistant Director Canosa Albano for sending over the CW/MARS report which leads to fine elimination being completely approved by The City. The plan is to make the announcement in concert with Summer Reading starting at the end of June. Commissioner Moriarty says he would like to revisit the reports in 6 months to a year to see how it has made a difference in the return of patron and increase of library use. Commissioner Cary is in strong agreeance as it is something the mayor’s office is looking for as well. Director Fogarty said it would be nice to have quotes from patrons as well. Commissioner Moriarty ask if there will be correspondence sent out to patrons with fines which would allow a response and quote.  Ms. Canosa Albano calls on Jamillah Medina Nova about a marketing strategy to get the word out to which she responds with excitement that she will be working with Zach Barlett on a quote for press release and list of emails to reach out to soon. “Welcome Back!” is a common theme discussed.  The library should have received a check for $10,000 for programming and plants from the Library Foundation so not to miss growing season.  Shout out to staff for everyone stepping up and rising to the occasion.  Director Fogarty expresses gratitude to Ms. Canosa Albano and Ms. Jackson for their help while out. |  |
| **5. Director’s Report** | Presented jointly with Jean Canosa Albano.  Ms. Canosa begins with the topic of hiring and how there are transfers, new hires and the cycle is continuing while the office continues to fill spots.  She then talks about community partnerships. The first of which is the idea of installing legal kiosks in the branches and Central library. Digital Coalition through Baystate and Live Mutual Project are two more community partners. Live Mutual has rebranded to North End Community Connects with a new app that you can earn points that can be redeemed for gift cards by attending local events.  5 staff members attended the Massachusetts Library Association conference. Two staff members presented, Anna Mickelsen and Jenkins Lumpkin.  There was also a visit from Bill Mahoney in the last Managers meeting to discuss union contracts.  Met with Mass Board of Library Commissioner Staff to discuss extending the current Strategic Plan as the 3 year Strategic Plan is expiring. . The plan would be to work on it over the summer for approval in September.  Director Fogarty talks about the previous night’s City Council budget hearing. The Mayor’s recommended budget is $5.47 million for Fiscal ’23 which is a $220,000 increase over Fiscal ’22 which covers an array of raises and contracts. Requested about $30,000 to fund 100 mobile hotspots and the Foundation to fund the other 100, which was approved so the program can continue next year. MeeScan was also funded so that patrons can check out books themselves.  The library outreach van is still on hold due to manufacturing delays. . Looking to see if there is some extension possible with the MBLC grant because it needs to be expended by the end of September.  East Springfield Community Preservation Landscape design project is underway. The Library is working with GZA Associates on the design..  The Brogan Research Center plan is coming along. The new carpet in Wellman will be installed in the upcoming week, Ms. Jackson is researching furniture and a new microfilm machine was purchased. The Brogan family will be in town in July for a formal presentation.. There will be a  rendering to show them what it will look like. Due to Ms. Jackson’s assessment of the budget all of Wellman will be carpeted not just one section.  Commissioner Cary asked about security and how the transition has gone. Ms. Jackson replied that it is going well but no one from previous vendors were retained. There were some scheduling adjustments, but it’s all ironed out. There is a 24-hour line for emergencies as well. There is no ability to do programs after hours currently. The $31,000 for additional Security was not included in the Fiscal ’23 budget. |  |
| **6. New/Other Business** | Commissioner Moriarty asks if we’ve made use of signage on the PVTA for library campaigns and poetry onto the buses and commuter trains. Would like an update on Chromebooks and hotspots as well. Ms. Canosa Albano did not have stats but says usage has been anecdotally reported to be rising. She also says that the last PVTA campaign relied heavily on the Census grant money but Ms. Medina Nova says that design isn’t the issue because she did the previous campaign in-house but will look into pricing for potential future ads.  Director Fogarty adds that families are loving usage of Basketball Hall of Fame and other museum passes. There are potentially more types of passes that will become available in the future. |  |
| **7. Executive Session:** | **Not Needed.** |  |
| **8. Adjournment** | **6:48 pm** |

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