**Place:** Zoom Online

**Date:** May 3, 2023

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

**Absent:**

**Staff:**  Molly Fogarty, Library Director

 Jean Canosa Albano, Assistant Director

Aieshya Jackson, Business Manager

Jamillah Medina Nova, Community Relations Coordinator

Matt Blumenfeld, Executive Director, Springfield Library Foundation

**Call to order:** Meeting called to order at 5:33 p.m. by Commissioner Moriarty

**­­­­­­­­­­­­­­­­**

|  |  |  |
| --- | --- | --- |
| 1. Presentation: Matt Blumenfeld, Executive Director, Springfield Library Foundation | Matt Blumenfeld will join the June meeting. |   |
| **2.** **Approval of Minutes from the March 1, 2023 and Notes from the April 5, 2023 Library Commission Meeting** | Commissioner Fyntrilakis asks that her mention and request of using large print books in displays be added to the minutes. (March Meeting re: Maggie Keane presentation.) Commissioner Tim Moriarty moves to accept minutes with edits. Commissioner Reilly, yes, Commissioner Lunghi, yes, Commissioner Moriarty, yes, Commissioner Fyntrilakis, yes. Motion Passed. Minutes Accepted.  |  |
| **3. Commission Committee Reports** | N/a |  |
| **4. Chairman’s Report**  | Commissioner Cary shares that the Promised Realized Donor Event will take place at East Forest Park Branch on Thursday, June 22nd and encourages everyone to put it on their calendars. Spoke with Ed Lonergan about putting together collections to sell online and wonders how that initiative is going. Director Fogarty says that this was something started by former employee, Kim Sheridan, and they sell books that are donations. They have made around $13,814 in 2022 and the money goes right to the Friends. They are both very interested and are enjoying the work.  |  |
| **5. Director’s Report**  | Director Fogarty announces the submission of the East Springfield construction project letter of intent which was receive and approved as of May 1st. Staff are registering for mandatory workshops and begin the application process. The grant is due May of 2024. A consultant has already been hired and My-Ron Hatchett will also be overseeing parts of the project. The fy24 budget hearing was held in March and they went very well. The library requested additional funding to add hours to the East Forest Park branch. Just about done with the annual report with TSM. Jamillah Medina Nova had done a tremendous amount of work with them and the office believes everyone will be happy with the outcome. It is as unique as the circumstances and really reflects the work done over the last two years. There was another meeting with TSM to discuss a new marketing initiative which sounds very exciting. They are working with digital media to target ads to proper demographics. It is being reported that this type of strategy is generating a lot of digital and in-person traffic. They are creating a proposal now. Mayor Sarno wrote a nice proclamation and visited Mason Square branch for a nice press conference in recognition of Library Workers’ Day. The Friends of the Library funded cookie baskets for all of the staff and they all were able to order branded fleeces, tumblers and bags as well. The library has the opportunity to march with the City of Springfield contingency this year for the Pride Parade. If any of the Commission would like to join they are encouraged to add their name to the list. As for an update from Chris Cignoli, they are finalizing the details, putting together the funding and plan to start working on the crosswalk project as soon as school lets out. CW/MARS website currently reflects that 90% of libraries are fine-free. Mayor Sarno did recently ask for an update and Director Fogarty happily reported that it is helping bring people back and is working out very well for patrons and staff. Something to think about for the June meeting- revisiting the child safety policy. Changes were made to the policy from age of 8 and under to ages 12 and under needing to be supervised by an adult. The question at hand is whether or not that policy should be changed to reflect and older or younger age that can be left unsupervised. This topic will appear on next month’s agenda. Commissioner Moriarty asks if there is a comparison of what other systems are doing to which Director Fogarty responds “no” but it is something to look into by next month. There is certainly a concern for children being left alone. Commissioner Cary says he’d be interested in hearing from Children’s librarians as well. Commissioner Fyntrilakis wants to make a note that this may affect the branches differently because some of the branches have children from the neighborhood that do come in after school for crafts and activities and this may keep them from being able to come in. Assistant Director Canosa Albano says she has made a note to talk with staff and get some insight before next meeting. Commissioner Maynard says he knows that there were times when he has picked his children up after school from the library which emphasizes the need to have a further discussion next month. Commissioner Reilly shares his thoughts that there may be cases where the library is the safe haven and the adults in their life may not be. Aieshya Jackson shared the Boston Public policy, which is an overall unattended child policy that doesn’t say a specific age, but says any unattended child of any age cannot be the responsibility of the library. Commissioner Fyntrilakis brings up guards at the branches a well. Commissioner Maynard asks how we determine which branches have guards. Ms. Jackson responds that it is based on the number of incidents and budget.  |  |
| **6. New/ Other Business-**  | Commissioner Fyntrilakis asks what is going o with the lift at Indian Orchard Branch. Director Fogarty submitted a proposal to the CDBG funding for $55k to replace the lift and should have a response by the June meeting. Ms. Jackson has been working with facilities and they know it needs a new motor but since it’s so old it’s been hard to find the parts. Hoping for the funding to replace it entirely. The lift at Central has also been fixed and Tom Daly has created a cover for the operating mechanism while they look for a more permanent solution. Commissioner Fyntrilakis asks if our circulation is getting back to where it was. Director Fogarty responds that we were not alone in the drop in circulation as other libraries experienced the same things, but looking back to when we first re-opened to now, Fiscal 22 which wasn’t a complete year and now Fiscal 23 the library is up in everything. She says we’re up in circulation 25%, transactions 15%, computer use 83%, visitors 67%, programs 120%, program attendance 61%, database use 77%. Commissioner Moriarty asks if this info has been shared with staff and Commissioner Cary says it would be a great boost.  |  |
| **7. Executive Session** | Not Needed |  |
| **8. Adjournment** | **6:19 PM**  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 , *Secretary*