**Place:** Zoom Online

**Date:** October 4, 2023

**Attending:** Stephen Cary, Tim Moriarty, Matthew Reilly, Meghan Lunghi

**Absent:** Krysta Fyntrilakis, David Maynard

**Staff:**  Molly Fogarty, Library Director

 Jean Canosa Albano, Assistant Director

Aieshya Jackson, Business Manager

Jamillah Medina Nova, Community Relations Coordinator

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

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| 1. Presentation: April Mazza, East Springfield Branch Building Program Consultant | April Mazza discusses how her role as a consultant is to help gather information, talk to staff, and the neighborhood council, create and monitor the results of a survey for community needs and report findings. Community and staff input will be the basis for the Library Building Program. So far, she says that most of what she has heard is that everyone loves the staff that they are friendly and they love the location, cons being the parking and space inside the building being minimal. The application is due in May but the Building Program draft is being prepared for December to be reviewed. The Building Program is required and will be included in the grant application. The MBLC also requires two sites to be presented for the project. Mazza then opened the floor for questions. Commissioner Moriarty asked if any other sites have been selected. Director Fogarty responded that they looked at 3 other locations for possibilities and met with My-Ron Hatchet to discuss if they met the criteria for the need. Mazza asks the commissioners to add some positive thoughts and perspectives about the East Springfield community needs. Commissioner Cary offers his appreciation for the small branches and references how the strip mall, tiny branch of East Forest Park really lived up to its expansion: like a fish in a tank able to grow as big as it’s environment. He believes the smaller branches can really justify the upgrade with all they have to offer and thinks East Springfield will really live up to that idea.  |   |
| **2.** **Approval of Minutes from the September 6, 2023 Library Commission Meeting** | Commissioner Moriarty wants the word “Owl” to be explained in the minutes to clarify context. It is an Owl video conference system that is being referenced. Jamillah will make the edit. Commissioner Tim Moriarty moves to accept minutes with edits. Commissioner Reilly seconds the motion. Roll Call: Commissioner Moriarty, yes, Commissioner Lunghi, was absent last month and does not vote, Commissioner Reilly, yes. Commissioner Cary, yes. Discussion on quorum. Motion Passed. Minutes Accepted.  |  |
| **3. Commission Committee Reports** | N/a |  |
| **4. Chairman’s Report**  | Commissioner Cary takes a minute to acknowledge the life of Sally Markey, how much she has done for the community and how much she will be missed as her funeral services were held earlier in the day. Commissioner Cary then shares that Aieshya Jackson took him down to the front of the library to view State Street where a multi-car accident occurred a week prior. Three lights were damaged and there was a lot of property damage. This leads to the discussion about the dire need for the crosswalk. Chris Cignoli did confirm that the paperwork was done and awaiting a federal signature. The design should be completed over the next couple of months. Commissioner Cary has an upcoming meeting with Mayor Sarno and plans to make mention of this project. He was also complimentary but also saddened that staff will receive flashlights and reflective vests as the visibility crossing the street changes in the upcoming weeks. He urges staff to use them. Aieshya Jackson has ordered vests and flashlights and has a plan to distribute them to staff. She has also contacted city facilities and dpw departments, and the museum about the damage to the street lights which increases the darkness around the area staff cross. Commissioner Moriarty asks if the city can supply any extra lighting to help pedestrian crossing. Commissioner Cary gives compliments to Forest Park Branch staff and Jackson Security.and how they are doing a great job.  |  |
| **5. Director’s Report**  | Director Fogarty announces they just received the Building Conditions assessment report for East Springfield and have been going through them with My-Ron Hatchet. There are a lot of details and professional photos to go through. The report will help pinpoint all of the things that need to be addressed. The Shutesbury Public Library has a construction grant to build a new 5000sf Library and it is costing about $8.5 million. Based on that cost an estimate for the East Springfield Branch project is about $10 million Thanks to Aieshya Jackson who submitted the State Aid application and compliance report, she did an amazing job. State aid should be around $538,000 Director Fogarty discusses the new additional hours at East Forest Park that started on October 2 and how staff look forward to having the patrons in the building even more. NELA Conference will be in Springfield October 15-17 and the Mayor will be at the ribbon cutting, Monday October 16th at 10am.CW MARS has Users Council meetings quarterly, and the group overturned the vote to block users with over $10 worth of lost items from using Overdrive . Jean Canosa Albano announces the upcoming retirement of Diane Houle who has working with The Library for many, many years. They will be very large shoes to fill and she will be missed very much. November 3rd 9:30-11:30 am there will be a farewell party for her at Mason Square. Commissioner Moriarty asks about her years worked with the library and ensuring she is commemorated properly for her efforts. There has been a lot of hires recently and very few vacancies at the moment.  |  |
| **6. Strategic Plan Amended Coverage Dates** | Jean Canosa Albano explains that there was a revision missing from the Strategic Priorities vote to extend the plan to 2024. . The Collection Development Policy should also be extended to 2025.Collection Development policies should be in effect one year after the Strategic Priorities that ends in 2024.Commissioner Moriarty moves to extend the Collection Development Policy dates through 2025. Commissioner Lunghi seconds the motion. Roll Call: Commissioner Moriarty, yes, Commissioner Reilly, yes, Commissioner Lunghi, yes, Commissioner Cary, yes. Motion passed. Policy extended.  |  |
| **7. New/ Other Business-**  | Commissioner Cary asks about the Forest Park phone service. They currently have cell phones to use that can dial anywhere, one for each desk/room. Director Fogarty ensures that the problem is being worked on, it is just taking time because of the complexity of the issue. Commissioner Cary asks about the Indian Orchard lift, which the library is still waiting on a quote for, Commissioner Moriarty asks about whether or not phones can be tied into the computer system and Commissioner Cary says he will look into it.  |  |
| **8. Executive Session** | Not Needed |  |
| **9. Adjournment** | **6:29 PM**  |

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