**Place:** Central Library Community Room

**Date:** September 6, 2023

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

**Absent:** Meghan Lunghi, Krysta Fyntrilakis

**Staff:**  Molly Fogarty, Library Director

Jean Canosa Albano, Assistant Director

Aieshya Jackson, Business Manager

Jamillah Medina Nova, Community Relations Coordinator

Elizabeth McKinstry, Program and Training Librarian

Maggie Keane, Reference Librarian

Matt Blumenfeld, Executive Director, Springfield Library Foundation

**Call to order:** Meeting called to order at 5:32 by Commissioner Cary

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| 1. Presentation: Elizabeth McKinstry, Program Training Librarian and Maggie Keane on Yearbook Digitization Project | Elizabeth McKinstry and Maggie Keane described the success of the Springfield High Schools Yearbook Digitization project. McKinstry gave a summation of the process to digitize the yearbooks and the press coverage the library received, with a nod to Jamillah Medina Nova’s efforts that helped get the word out about the search for yearbook donations as well as the availability to view online. Keane gave an anecdotal approach as she explained the personal and touching response to patrons giving their yearbooks and grateful their family’s items had a place to go or seeing their late parent’s photos thanks to this project. The presentation included pictures of yearbooks and memorabilia, news articles and graphs containing the information of donations and yearbooks received/documented. The online project can be found at https://www.springfieldlibrary.org/library/yearbooks/. |  |
| **2. Presentation: Matt Blumenfeld, Executive Director, Springfield Library Foundation** | Matt Blumenfeld shares a presentation on what the Springfield Library Foundation plans to contribute in 2024 and the breakdown of where the money will be allotted. The total for the 2023-2024year is around $800,000 which is $300,000 more than the previous year.  Areas of importance to highlight are:  $30,000 toward Wi-Fi Hot Spots, $35,000 toward music programming, up from $10,000 in the previous year, a first-time allotment of $20,000 toward Summer Reading Program, $10,000 for staff development , $10,000 for a new marketing plan, and $145,000 to fund Sunday hours at Central branch, computers and operating expenses. |  |
| **3.** **Approval of Minutes from the June 7, 2023 Library Commission Meeting** | Commissioner Moriarty asks for a clarification of fiber optics vs the word “fiber” in the minutes regarding the phone lines at Forest Park. Ms. Medina Nova will make the changes. Next mention is not an edit but asks about the book banning policy that was going to be shared. Ms. Canosa Albano will share.  With those two points, Commissioner Moriarty moves to accept the minutes.  Commissioner Maynard seconds the motion.  Roll call  Commissioner Moriarty, yes.  Commissioner Reilly, yes.  Commissioner Maynard, yes.  Commissioner Cary, Yes.  All in favor. Minutes Accepted. |  |
| **4. Commission Committee Reports** | N/a |  |
| **5. Chairman’s Report** | Commissioner Cary suggests staying remote at least through the winter months. Meeting in person in June was great but it is open for discussion.    Commissioner Cary suggests he and Jean could try testing the OWL video conference system and questions availability of Community Rooms  Unofficial vote to stay virtual for the remainder of the calendar year to stay safe.  Commissioner Cary yields the floor to Director Fogarty. |  |
| **6. Director’s Report** | Director Fogarty shares the status of extending open hours at East Forest Park beginning October 2nd. The Community rooms at East Forest Park and Mason Square will also be open extra hours.. Ms. Medina Nova is working on how to update that information for the website and Aieshya Jackson is working with Jackson security on the logistics of how it will operate.  Ms. Jackson says things are going very well as they iron out the small details.  Director Fogarty goes on to discuss the East Springfield construction project.  The grant regulations require submission of a second site. They are working on confirming the requirements for the site. Working with Phil Dromey from the Planning Department to identify the second site.  Director Fogarty will request that the Library be added to the October 16th City Council meeting Agenda. The library needs 2 City Council votes that are required for the East Springfield Construction Grant application... One to approve applying for the grant and to expend grant funding and one that will allocate $150k to match the grant. A majority vote of the City Council is required.  Ms. Jackson completed the Aris report for the Mass Board of Library Commissioners and is currently working on the State Aid application. She just secured $20,000 from Mass Cultural Council by completing an MCC Cultural Data report.  Currently working with TSM on marketing proposal to launch in April.  Commissioner Moriarty asks if the marketing will be multi-lingual ” to which the answer is “Yes!”  An update on the State St. crosswalk from DPW Director Chris Cignoli. He says the design is 100% done. Waiting for the Federal Highway Administration to sign a contract to release the funds. Once that is signed, it will go to bid for construction.  New England Library Association (NELA) - Ms. Canosa Albano was asked to participate in the NELA Conference Planning committee. The Conference will be in Springfield, October 15 -17. |  |
| **7. New/ Other Business-** |  |  |
| **8. Executive Session** | Not Needed |  |
| **9. Adjournment** | **6:56 PM** |

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, *Secretary*