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**Place:** Zoom Online

**Date:** February 7, 2024

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

**Guests:** April Mazza Building Program Consultant, Kathy Brown, President East Springfield Neighborhood Council Councilor Michael Fenton, East Springfield Ward Councilor and City Council President.

**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 5:31 p.m. by Commissioner Cary

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| 1. Presentation : April Mazza, Library Building Program Consultant | Ms. Mazza thanks the Library Commission for being part of the process and sharing ideas and recommendations. It is very important to have the Commission’s support for the East Springfield Building Program. Councilor Fenton thanks the Building Program Team for planning for the renovation and expansion of the current East Springfield Branch Library. Ms. Brown states that the East Springfield Neighborhood Council was pleased to be part of the planning process. Ms. Mazza thanks the East Springfield Neighborhood Council for participating in the focus groups and for distributing the survey to all households in East Springfield. Commissioner Fyntrilakis asks if the roof, flooding issues in the basement, and expanding the number of bathrooms on the main level are included and thanks Ms. Mazza, Ms. Brown, and Councilor Fenton for all of their work on this project. Ms. Fogarty responds that the Building Program is a blueprint for the Architect who will design the building. The Buildings Condition Assessment coordinated by My-Ron Hatchett will be included in the design process, All building codes will be addressed as well. Ms. Mazza stated that the Building Program is a letter to the Architect and reflects a balance between dreaming big and balancing what we can accomplish, including the input from the Neighborhood Council and the Library Commission. Chair Carey, calls for a vote to approve the Building Program. Commissioner Fyntrilakis makes the motion to approve the Building Program, Commissioner Moriarty seconds the motion. Roll Call Vote: Commissioner Fyntrilakis, yes; Commissioner Moriarty, yes; Commissioner Lunghi, yes; Commissioner Reilly, yes; Commissioner Maynard, yes; Commissioner Cary, yes. Motion passes. Chair Carey thanks everyone and asks what the next steps are. Ms. Fogarty states that the Grant is due by May 31, 2024 and thanks the Commission for approving the Building Program. The Directors Office will be working on the grant application and hopes to have a first draft completed by the end of March. The application components consist of narratives, statements of need, the City’s comprehensive plan for library services, budget documents (both Municipal and State), City Capital Plan, the Building program and the Building Conditions Assessment. We plan to continue to work with My-Ron Hatchett for site selection, city building codes , zoning etc., the East Springfield Neighborhood Council and Councilor Fenton for input and assistance with the East Springfield Community narrative and letters of support. An independent review Team will be meeting in June, July and August to review the applications. Recommendations will be submitted to the Executive Director of the MBLC in September. Grant awards will be announced in October. This is a very competitive grant since only 10 libraries will be funded. Over 50 Libraries are planning to apply. If we are awarded a Planning and Design grant , we will receive $100,000 from the MBLC and a City of Springfield Match of $150,000. This Capital appropriation has been approved unanimously by the City Council. The City Council has also approved our grant submission and approval to expend the grant funding if awarded. An RFP will be issued to hire an Architect who will work with the City team and the East Springfield neighborhood to develop the design . The MBLC has to approve the design, which needs to be completed by Spring, 2026. Once approved the construction documents will be developed and bid with a tentative construction completion date of Spring, 2028. The cost estimates will determine the amount of the award for construction. Ms. Mazza thanks everyone again. Councilor Fenton thanks everyone for all of their work on this project. |   |
| **2.** **Approval of Minutes from the February7,2024 Library Commission Meeting** | Commissioner Tim Moriarty moves to accept minutes. Commissioner Fyntrilakis seconds the motion. Roll Call: Commissioner Lunghi, yes. Commissioner Fyntrilakis, yes, Commissioner Moriarty, yes, Commissioner Cary, yes. Motion Passed. Minutes Accepted.  |  |
| **3. Commission Committee Reports** | N/A |  |
| **4. Chairman’s Report**  | Commissioner Cary recognizes our new Library Commissioner Dr. Rachel Sanders who was recently appointed by Mayor Sarno and is pleased to have her on the Commission. The Commission plans to return to in-person meetings beginning in March. The plan is to have in-person meetings for March, April, May, June, September and October and hybrid meetings in November, December, January and February. Commissioner Cary reminds and encourages Commissioners to attend the Western Mass Library Legislative Breakfast on February 23 at 8:00 am at the Brightwood Branch. The Legislative Breakfasts are scheduled by Senatorial Districts and the Library is hosting this one for Senators Gomez and Senator Oliveira. Commissioner Maynard requests an Outlook invite and information on the MBLC Legislative Agenda for FY25. Ms. Canosa will send both. |  |
| **5. Director’s Report**  | Director Fogarty says the Director’s Office continues to work on the East Springfield construction grant and thanks the Commission because a lot of their input has been included in the Building Program and thanks Ms. Mazza again for all of her work. State Aid to Public Libraries increase is a priority for the MBLC and they are requesting a 20% increase for FY25. We currently receive $538,000. A 20% increase for Springfield would be over $100, 000 that we would use for increased services, programs and capital improvements. Governor Healey’s House One budget included Level Funding for the MBLC line items. Commissioner Moriarty asks if this was an increase or bringing us to a previous level. Ms. Fogarty stated that this is a substantial increase. Commissioner Moriarty asks if we can advertise the importance of this state, funding to our Legislative Delegation as well as to our City Administration and City Council Ms. Fogarty thanked him for this excellent suggestions. The Fiscal 25 budget is in process and the city has asked that the library go over its roster to insure everyone is listed at the right title and pay scale etc. Ms. Jackson has been going through each line item to be prepared so that when the request to submit the budget comes, we will be ready. We are also working on the Budget Narrative as well as Library Metrics. The East Springfield Construction grant is a top priority and we will do our absolute best to secure this funding. We are meeting with TSM tomorrow to begin planning our Library Card Registration Campaign which we will kick-off during National Library Week (April 7 -13). Ms. Medina-Nova will be working closely with TSM to develop materials that will be used during National Library Week, Summer Learning programs, and National Library Card Registration Campaign in September. We currently have approximately 55 000 Springfield Residents that have Library Cards which is approximately 38% of Springfield residents. In addition, we will set a realistic goal to increase that number. In comparison, 42% of Worcester residents; 41% of Holyoke; 38% of Chicopee residents and 42% of Pittsfield residents have Library Cards. Commissioner Moriarty asks if we need to bid this project. Ms. Fogarty replied that as long as the project costs are under $10,000 we do not need to bid. The Library Foundation is providing funding for this project. Commissioner Moriarty suggests that we work with local hospitals to include Library Card Registration materials in all welcome packets for newborns and their families. Ms. Fogarty replies that this is a great suggestion. Ms. Brown suggested outreach sites such as the Park Department’s Movies in the Park, National Night Outs, and including Library Card Registration packets in welcome packets for new residents, promotion at Little Free Libraries and summer Park Department programming. Commissioner Fyntrilakis states that this is a great idea. Commissioner Lunghi asked if the Springfield Public Schools, especially the Student Assignment Services Center, can also be used to register new Library Card holders and Ms. Canosa responded that the Library currently does do that and will look to expand those efforts. Commissioner Cary commends Ms. Medina -Nova for her excellent work and her knowledge of the City that will be very helpful in her work with TSM. |  |
| **6. New/ Other Business-**  |  Commissioner Cary introduces Commissioner Sanders. Commissioner Sanders states that she is excited to be appointed to the Library Commission. She has recently moved to Springfield in 2022. Libraries have always been central to her life and wants to make sure that Libraries are sustained for generations, for her children and for her grandchildren. Commissioner Sanders has a background in human resources and is currently working for Behavioral Health Network supporting staff to accomplish their career goals. East Forest Park Branch is her neighborhood Library and she uses it frequently with her family. Commissioners welcomed her and look forward to working with her as a Library Commissioner. Commissioner Cary commends the Forest Park Branch staff on their services and for rearranging furniture and computers to create a new Teen area. Commissioner Moriarty asks if the new phone system at Forest Park is a VOIP system. Ms. Fogarty states that the City is using their fiber to host the VOIP system at Forest Park and that eventually all of the Library Phones will be incorporated into the City VOIP system. Ms. Fyntrilakis asks if the Sixteen Acres phones are working now and Ms. Fogarty states that they are. Ms. Fogarty and Library staff welcome Commissioner Sanders. Commissioner Moriarty states that the Library Department is the most organized Department in the City.  |  |
| **7. Executive Session** | Not Needed |  |
| **8. Adjournment** | **6:17 PM**  |

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