

## *Board of Library Commissioners Meeting*

### *April 22, 2004: MINUTES*

---

Barbara Garvey, Chair, called the meeting of the Springfield Library Board of Commissioners to order at 5:38 p.m.

Library Commissioners Present:

- Helen Boyle
- Barbara Garvey
- Rudy Ruggeri
- Janet Edwards
- Vera O'Connor

Library Staff Present:

- Emily Bader, Library Director
- Lee Fogarty, Assistant Library Director
- Judy Cmero, Manager of Borrowers' Services
- Carol Leaders, Administrative Assistant
- Reggie Wilson, Branch Manager

A motion to approve the minutes of the April 5, 2004 meeting passed unanimously.

Library Fines and Fees - The Mayor has requested all city departments to evaluate their fines and fees schedules in order to increase revenue.

Judy Cmero, Manager of Borrowers' Services gave a brief outline on the structure of the Library's fines and fees existing policy.

Standard Loan periods are: 1 week for videos, DVDs, and periodicals; 2 weeks for new books; and 3 weeks for everything else. The Standard Fine Policy is .10 cents a day per item with a maximum of \$3 per item; and \$1 a day for videos and DVDs up to a maximum of \$5 per item. Springfield has 3 exceptions: 1) keep the fine for videos and DVDs at 10 cents a day up to \$3 per item max; 2) not to charge overdue fines for juvenile, senior citizens, handicapped and homebound patrons; and 3) to give Springfield teachers a 50% reduction in overdue fines.

The Springfield City Library's membership of the C/WMARS network provides access to a shared online computer system and combined collections of more than six million items at all 140 plus member libraries; direct borrowing with a single library card and one combined circulation record from more than 80 libraries in Central and Western Mass; simple loan periods and fine policies at member libraries and do it yourself requests for materials and renewals. Loan periods and fines are shared by all participating libraries which makes it easier to implement.

Recommendations:

1. Continue to use a collection agency for delinquent borrowers
2. Continue to follow network policies for loan periods and fines
3. Charge senior citizens overdue fines

Charge the network overdue fine for videos and DVDs - \$1 a day to max of \$5 per item

Charge out of state residents for a Springfield Library card

Charge teachers in the Springfield school system full overdue fines

Janet Edwards thanked Judy for her report and made a Motion to implement the recommended changes to the policy as stated above.

After a brief discussion, all voted in favor of implementing the recommendations and the motion was accepted unanimously.

Forest Park Accessibility Proposal - Jean Kaiser, Chair of the Forest Park Advisory Committee reported that Volunteer Architect Phil Burdick recommended a lift be installed at the branch which would allow handicap access to the lower level as well (which is where the restrooms are located). Preliminary costs came in under \$100,000.

Helen Boyle recommended including a person with disabilities to assist with the proposal.

Other issues addressed were:

may need to apply for waiver from the Architectural Access Board to install the lift  
needs to be a permanent improvement for the building  
may need to ask the SMA permission to install lift (Emily will pursue this issue with City Solicitor, Pat Markey)  
Since the building is eligible for Historic Status, may need to contact the Historical Commission

Reggie Wilson recommended that more research is needed on the project; not at stage to make a final decision.

Janet Edwards suggested that Mr. Burdick be invited to attend the June 1st meeting.

#### Director's Report

Meeting Schedule was approved with the following changes:  
Wednesday, May 5th, 5 pm, Library Commission Meeting, Brightwood Branch  
Tuesday, May 18th, 5-6 pm, Policy Meeting, Central Library  
Tuesday, June 1st, 5:30 pm, Library Commission Meeting, Pine Point Branch  
Tuesday, June 15th, 5-6 pm, Policy Meeting, Central Library  
Tuesday, June 29, 5:30 pm, Library Commission Meeting, Indian Orchard Branch

Lee Fogarty handed out information on the House Ways & Means Budget which includes increases in State Aid and Library Technology & Resource Sharing; Emily asked everyone to call their Representatives to support the budget.

Emily extended an invitation to attend the Poetry Contest Award Ceremony scheduled for Sunday, April 25th.

Emily has scheduled a meeting with Joe Carvalho, Rudy Ruggeri, Al Chwalek and Martha Hannon to discuss the handicap parking issues at the Quadrangle.

Barbara reported that she is looking into establishing a Foundation that will handle all trusts and endowments for the Library.

Barbara also indicated that the East Forest Park Lease has been finalized and will be for one year only.

There were no Branch Advisory Committee Reports.

Janet Edwards asked for a report from the Friends of the Springfield Library regarding the fundraising campaign. Mary Ann Maloney, President reported that approximately 1500 letters have been send and the response from the Community has been great. Additional letters are going out weekly. Dinner parties are going well too.

An author event is scheduled for Thursday, June 10th at the Central Library with Suzanne Strempek Shea and Michael White followed by a reception in the Rotunda.

Meeting adjourned at 6:53 pm.

Respectfully submitted by:

Rudy Ruggeri

Approved: May 5, 2004