

## Board of Library Commissioners Meeting

### April 5, 2004: MINUTES

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Barbara Garvey, Chair, called the meeting of the Springfield Library Board of Commissioners to order at 5:37 p.m.

Library Commissioners Present:

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

Library Staff Present:

- Emily Bader, Library Director
- Lee Fogarty, Assistant Library Director
- Sharyn Holstead, Volunteer Coordinator
- Carol Leaders, Administrative Assistant

A motion to approve the minutes of the March 23, 2004 meeting passed unanimously.

The proposed meeting schedule was accepted; Emily Bader, Library Director, will confirm the May meeting and will post on Library Webpage.

Report from Volunteer Coordinator - Sharyn Holstead distributed a written report outlining the progress of the volunteer program.

- New policies, procedures and guidelines have been established
- Job descriptions have been created with help from Library Staff
- Volunteer Information Meetings have been held throughout the City
- Potential Volunteers have been CORI checked
- Volunteers are being trained to help with shelving and shelf reading
- Other volunteers are assisting with crafts; homework/term papers; Internet Use
- Volunteers are helping with special projects throughout the Library System
- Bookmarks and pins have been purchased and will be given to volunteers as a thank you

Barbara thanked Sharyn for doing an excellent job with the Volunteer Program. All applauded.

Proposed By-Law change - A recommendation to amend the existing By-Laws, Article IV, second sentence. Remove 'pending Commission approval at its next meeting.'

A motion by Vera O'Connor and seconded by Helen Boyle to remove 'pending Commission approval at its next meeting' was passed unanimously.

A motion by Vera O'Connor to remove the fourth sentence, Article IV; 'In the case of part-time or temporary employees, the director shall have interim authority to appoint without approval of the Commission provided that any such appointment shall be reported to the Commission at its next regular meeting', passed unanimously.

#### Library Director's Report - Proposal to Create Library Department Positions

Emily and staff have been working with the City Personnel Department on the proposal which is now complete; all existing library positions were merged into City position descriptions and pay scales; staff will be transferred with existing pay ranges. This will have no impact on the budget. Before presentation to the Personnel Policy Board the proposal must be approved by the Library Commission and the Mayor.

A motion by Helen Boyle and seconded by Janet Edwards to support the proposal to create Library Department Positions was endorsed and passed unanimously.

Barbara publicly acknowledged both Emily and Lee for their continued professionalism throughout this process.

Emily presented the newly designed Library Card, which has the City of Springfield seal, to the Commission.

#### Advisory Committee Reports -

Marge Guess, Mason Square - public not happy with current situation at the Mason Square Branch. Space is not adequate.

Victor Davila, Pine Point - need more volunteers for grounds keeping; would to see more signage; requesting a crosswalk (will send request to the Mayor); working on press release to invite more members to join Branch Advisory Committee.

Carol Costa, Central Library - Civic Association will be aggressively watching crosswalk situation at the Central Library; maintenance of grounds has improved; would like to see the traffic speed slowed down also.

Barbara reported that the Mayor had received a letter from a patron complimenting two Library Staff, Judy Cmero and Deana Schwarzenbach, who were helpful and professional. The Mayor has sent both staff a thank you letter.

A letter, from Attorney Shrair regarding the newspaper archives, stated that the items will remain at the Connecticut Valley Historical Museum.

Gates Issue - The City of Springfield is negotiating with the SMA on a new agreement.

#### Other Business -

Martha Hannon, Chair of the Springfield Disabilities Commission, reported that an ADA investigation is underway regarding the handicap parking issue on the Quadrangle.

Back lot has no stanchions depicting handicap parking; yellow signs on ground are worn off; State Street is properly painted but not accessible (crossing State Street can be dangerous).

The Architectural Access Board will ask the Association to comply; if compliance is not met, a grievance will be filed.

Emily and Ms Hannon will set up a meeting with Mr. Carvalho to discuss options before a complaint is filed; they will submit their report at the April 22 meeting.

Barbara reported the SMA has withdrawn their liquor license application.

Meeting adjourned at 7:08 pm.

Respectfully submitted by:

Rudy Ruggeri

Approved: April 22, 2004