

Board of Library Commissioners

Meeting Minutes: April 5, 2007

Place: Central Library Main Floor Periodical Room

Date: April 05, 2007

Attending: Patrick Markey, Chair (presiding)
Commissioners Barbara Garvey, Sheila McElwaine, Vera O'Connor,
Rudy Ruggeri

Absent: Commissioners Craig Givens, Madeline Landrau

Staff: Emily Bader, Director
Lee Fogarty, Assistant Director
Carol Leaders, Business Manager
Janet Stupak, Volunteer Coordinator (*minute taker*)

Call to order: 5:35 p.m.

Agenda	Item Discussion & Decisions	Action Items (follow up)
1. Opening reading	Commissioner O'Connor.	
2. Minutes of the March 5, 2007 Meeting	Commissioner McElwaine made a motion to accept the minutes of the March 5, 2007 regular meeting of the Springfield Library Board of Commissioners. Commissioner Ruggeri seconded. The motion passed.	
3. Library Advisory Committee Reports:	Kat Wright, of the Mason Square Branch Advisory Committee, distributed invitations to the Commissioners to attend the second annual celebration of the Mason Square Library planned for Wednesday, April 18 th at 4 p.m. Ms. Wright explained the process for children and adults to vote on their choice of location for the "New" Mason Square Library, with the winner to be announced at the April 18 th event. Commissioner Garvey requested results for the first and second choices.	
4. Election of Officers:	Chairman Markey opened the floor for nominations for Chairman of the Library Board for next term, running from February 2007 - February 2008. Ms. Garvey nominated Mr. Markey. Ms. O'Connor seconded the nomination. All present voted in favor of Mr. Markey continuing	

	<p>as Chairman.</p> <p>Nominations were then accepted for Vice-Chairman. Mr. Ruggeri nominated Ms. Garvey with Ms. McElwaine providing the second. All present were in favor of Ms. Garvey serving as Vice-Chairman of the Library Commission.</p> <p>Nominations were accepted for Secretary and Ms. McElwaine nominated Ms. O'Connor. Ms. Garvey seconded the nomination and all present voted in favor of Ms. O'Connor continuing as Secretary of the Library Commission for another term.</p>	
<p>5. Library Commission Sub-Committee Reports:</p> <p>Policy Sub-Committee - Circulation Policy Recommendations</p>	<p>Ms. Garvey introduced Judy Cmero, Manager of Borrowers' Services for the Springfield City Library system. Ms. Cmero discussed proposed changes in the library card policy, explaining that there will be ID requirements, as well as options, in order to apply for a Springfield City Library card. Residence must be confirmed in order to obtain a card. Detailed information will be available in each branch library and on the library's website.</p> <p>Ms. McElwaine recommended a printer friendly summary of the policy for the website.</p> <p>Ms. Garvey made a motion to accept the recommendations of the Circulation Policy Sub-Committee and Ms. McElwaine seconded.</p> <p>The motion passed.</p> <p>This Committee's next meeting is planned for May.</p>	
<p>6. Library Director's Report:</p> <p>Employee Performance Evaluation Process</p>	<p>Director Bader delivered an update on the library's employee performance review process for bargaining staff, explaining that it is a three-part document. It touches on behavior in dealing with customers as well as fellow employees; consistency to customer service; and job standards for specific job descriptions. The Library's salaried staff will have another system.</p> <p>Planned changes will be implemented in the fall.</p> <p>The Commissioners commended Ms. Bader, Ms. Fogarty, and Ms. Leaders for this excellent and comprehensive document.</p>	
<p>7. Library Advisory Committees/Next Steps</p> <p>- Commissioner McElwaine</p>	<p>Discussion ensued questioning the next steps that could and/or should be taken in order to establish vibrant branch library advisory committees. The Commission talked about how much the branch managers and Library Commission itself should be involved. Branch manager support is essential,</p>	

	<p>agreed Ms. Bader.</p> <p>Ms. Garvey made a motion to nominate Ms. McElwaine to continue the organizing plan (starting with East Forest Park, as outlined in her handout) and Mr. Ruggeri seconded.</p> <p>The motion passed.</p> <p>Ms. Garvey made a motion to have a letter signed by Ms. Bader and Chairman Markey supporting the organizing plan for the branch library advisory committees. Mr. Ruggeri seconded the motion and the motion carried.</p>	
<p>8. Urban Land Institute Report</p> <p>- Commissioner McElwaine</p>	<p>Distributed to Commissioners by Ms. McElwaine.</p>	
<p>9. Other Business</p>	<p>Ms Bader reported that upon meeting with the acting Zone Chief she has learned that the Forest Park roof project may be delayed until fall due to the length of time it would take to repair or make new terracotta roof panels.</p> <p>Pine Point roof work is scheduled to begin about April 23 rd .</p> <p>Many improvements are in the works for the East Springfield Branch and a "Happy Birthday East Springfield" celebration is planned for fall.</p>	
<p>10. Adjournment</p>	<p>In accordance with the approved schedule of meetings, the next regular meeting of the Springfield City Library Board of Commissioners will be held on Wednesday, May 2, at 5:30 p.m., in the Central Library Community Room.</p> <p>It was moved by Ms. O'Connor and seconded by Mr. Ruggeri to adjourn.</p> <p>The meeting was adjourned at 7:30 p.m.</p>	

Vera O'Connor

Approved: May 2, 2007