

Board of Library Commissioners

**Meeting Minutes: April 6, 2006**

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**Library Commissioners Present:**

Patrick Markey  
Jan Denney  
Barbara Garvey  
Craig Givens  
Sheila McElwaine  
Vera O'Connor  
Rudy Ruggeri

**Staff Present:**

Emily Bader, Director  
Lee Fogarty, Assistant Director  
Ann Keefe, Manager, Technical Services & Collection Development  
Carol Leaders, Business Manager

Patrick Markey, Chair called the meeting of the Springfield Library Board of Commissioners to order at 5:33 p.m.

Opening Reading by: Barbara Garvey

A motion to approve the minutes of the March 8, 2006 meeting passed unanimously.

Library Advisory Committee Fundraising - Commissioner McElwaine requested a directive from the Library Commissioners to the Branch Library Advisory Committees regarding the prospect of fundraising.

Commissioner Garvey reviewed an earlier Library Commission Motion related to Advisory Committees and stated that in the beginning Branch Advisory Committees should sit down with branch managers to discuss wishes and needs and create a partnership.

Commissioner Denney asked for clarification on fundraising by the Friends of the Springfield Library.

Maryann Maloney, President of the Friends of the Springfield Library (FOL) explained their work is to promote awareness of library resources, raise funds for special programming for all library locations that include One Book, the Summer Reading program, school vacation breaks and advocate on behalf of library interests. Ms. Maloney further stated that fundraising by Branch Advisory Committees would negatively impact the FOL fundraising activities.

Ms. Maloney added that all donations made to the FOL are tax deductible and encouraged Branch Advisory Committees to ask the FOL for assistance to help with certain projects.

After further discussion, a Motion by the Library Commission to inform Branch Advisory Committees that fundraising not conducive to ensuring equivalent programs and services throughout the library system and may also negatively impact the fundraising goals established by the Friends of the Springfield Library was passed unanimously.

The Library Commission asked that Branch Advisory Committees participate on the Friends of the Springfield Library Board. Emily Bader, Library Director recommended that the FOL nominating committee contact each Branch Advisory Committee for prospective nominees to serve on the FOL Board.

A Motion by the Library Commission encouraging The Friends of the Springfield Library to look for Library Advisory Committee members who may be interested in playing a more active role with the Friends passed unanimously.

Emily Bader will send an official letter to the Branch Advisory Committees informing them of the Library Commission's action and encourage all to be receptive to the invitation.

Library Director's Position Description and Evaluation Process - Commissioners Garvey and Givens discussed the process of the review and evaluation of the Library Director. Commissioner Garvey thanked both Commissioner McElwaine and Director Bader for their input. Evaluation process should have clear and specific expectations and guidelines along with achievement of objectives and goals based on the 5-year strategic plan. The Committee and the Library Director will look at the achievements and report back to the Library Commission at the May meeting. The Committee will then prepare a list of recommendations for review at the June meeting.

A Motion to adopt the evaluation process of the Library Director as drafted was passed unanimously.

Branch Library Advisory Committees - Forest Park Representatives Jeanne Kaiser and Ginna Ondricek expressed concern regarding the condition of the parapet at the Forest Park Branch. Director Bader reported that a meeting has been scheduled for Thursday, April 13, with the City of Springfield Facilities Director, Patrick Sullivan to discuss capital improvements for branch libraries. Commissioner Garvey encouraged the Forest Park Library Advisory Committee write a letter about their concerns to Mr. Sullivan to help reinforce the urgency of completing the repairs as soon as possible. Director Bader assured everyone that the building had been inspected for structural integrity and proved to be safe and sound.

The Buildings and Grounds Committee will meet to discuss and define the priorities on all capital improvement projects at all branch locations.

Director's Report - Signage Project final construction drawings and specifications are ready to be delivered to the Purchasing Dept; waiting for Zoning Dept. final approval.

Marketing Project - The Library Department has been working with ExtraMile Design, a library marketing, public relations and graphics firm to begin to identify key messages that will resonate with Springfield residents. Susan Edwards, and staff have conducted "man-on-the-street" interviews with Springfield residents at 3 Branch Libraries (BWD, SA, FP), YMCA daycare parents and staff, STCC students and faculty, selected Commissioners & FOL members, residents outside a local grocery store, and in other miscellaneous parts of the community. Susan Edwards will be invited to attend a future Commission Meeting to discuss her recommendations.

Personnel Changes - The former part-time Volunteer Coordinator and the vacant part-time office assistant positions were combined to create the full-time Volunteer Coordinator & Administrative Support Assistant.

The year-long vacant Information Technology Support Specialist position has been filled.

Also received approval to create a new Community Outreach Coordinator position. This person will be responsible for public relations efforts, provide graphics support to other library staff and help implement outreach programs with Jean Canosa-Albano with an anticipated starting date of July 1st.

Received approval to hire an additional copy cataloger in FY07. This position will improve turn-around time for getting new materials out to the public.

Carol Leaders has been promoted to the position of Library Business Manager, which reflects the additional responsibilities she has assumed since the Library's transfer to the city in 2003.

Chairman's Report - Central Library security now provided by the SMA; opinion from the City Law Department going forward is that security services needs to go to bid because the cost is over \$25,000. The SMA will be invited to bid. Director Bader will work closely with the Purchase Dept to put together an RFP.

Central Library neighbors have requested public access at all times to the Quadrangle. Commissioner Garvey will draft a letter to the SMA Chairman of the Board and cc the SMA Executive Director, for Chairman Markey's signature, requesting greater access to the Quad.

A Motion by the Library Commission to send a letter, inviting dialog on increased Quad access passed unanimously.

Commissioner McElwaine reported on the Central Library Advisory Committee as being a high-powered group with enthusiastic assistance from library staff representative, Anna Brandenburg.

Mary Rivest commented on the much-welcomed renovations at the Liberty Branch.

Policy Committee Report - Collection Development Policy

After a brief discussion on the issue of parental involvement in the draft of the Collection Development Policy, a Motion by the Library Commission to accept the policy as drafted, which will include a provision that will enable parents/guardians to restrict access to media items.

Congratulations to Commissioner Denney on her appointment as Director of Elder Affairs. Commissioner Chair, Markey thanked Ms. Denney for her service to the City of Springfield .

Meeting adjourned at 7:45 p.m.

Respectfully submitted:

Vera O'Connor  
Secretary, Springfield Library Commission

Approved: May 4, 2006