

## **Board of Library Commissioners**

### **August 12, 2003: MINUTES**

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The meeting of the Springfield Library Board of Commissioners was called to order by Grisel Gonzalez at 5 p.m.

Present:

Helen Boyle  
Grisel Gonzalez  
Bettye Webb  
Jennifer Dugan Murphy

Staff Present:

Emily Bader  
Carol Leaders  
Lee Fogarty

Ms. Gonzalez reported that the City Finance Committee will submit a supplemental budget, within the next two weeks, that will include \$335,000 for the Library.

Ms. Bader reported that all Trusts and Endowments designated to the Library will be transferred sometime after the SLMA audit; and that no other Trusts or Endowments are available to the Library.

It was reported that 3 branches were recently mowed by the Sheriff's department and that Mr. Markey is planning to meet with the Sheriff to work out a schedule for all branches.

Ms. Bader indicated that the number of open hours depends on receiving the \$335,000; checking the entire budget to make sure line items are not underfunded, especially the facilities line item; and confirmation of investment income. The goal is to be open 4 days at each branch location.

A date has yet to be determined for opening the closed branches due to a number of factors including some facility issues that need to be addressed first; and waiting for authorization from City Personnel to post positions and start call backs.

It was recommended to have Library Commission Meetings in the Community Room at the Central Library. Ms. Bader noted that the Central Library is not open on Tuesday evenings, and therefore we would be charged extra for security. The meeting room holds approximately 80 people. Ms. Gonzalez stated she preferred to meet at City Hall; Ms. Boyle preferred the Central Library. The Commissioners decided to table the meeting location issue.

Ms. Dugan-Murphy moved to change the meeting time to 5:30 p.m. Ms. Gonzalez seconded and the MOTION CARRIED.

Ms. Bader reported that she was meeting vendors regarding the painting and carpeting at the Forest Park Branch; cost estimates are due by August 20th.

Ms. Bader requested that perhaps volunteers would be interested in helping with the clean-up of the closed branches, which would include dusting; window washing; shelving books. The volunteer coordinator along with staff would organize this effort.

Ms. Webb asked that since the buildings have been closed for so long, was there any danger of mold. Ms. Bader indicated that if it becomes an issue, it will be addressed properly.

Ms. Bader reported that it has been a struggle to keep up with all of the facility issues due to the fact that we have only one maintenance person for all the branches as well as only 2 part time custodians. If the City Council adds back the \$335,000 we will be able to add an additional maintenance person.

Mary Rivest will coordinate a clean-up at the Liberty Branch. Sheila McElwaine will coordinate a clean-up at the Forest Park Branch. Ms. McElwaine will supply a list of volunteers to Ms. Bader.

A request was made by Ms. McElwaine to have the Library subsidize mailings that are being sent out by the community. Ms. Gonzalez reported that budget for postage is based on previous year actual expenses for sending out library overdue notices, etc. Ms. Dugan-Murphy stated that it was more appropriate for neighborhood communities to supplement the costs of the mailings. The Commissioners decided to table the postage issue.

It was decided that the Library Commission Meeting schedule would be posted at each branch location as well as on the Library website.

A request was made to have the Facility Engineering Study and the UMASS Study be posted on the Internet. Ms. Bader indicated that the Facility Engineering Study was outdated and that all the work had been done with exception for Forest Park; Liberty and East Springfield. Ms. Bader indicated that she would contact UMASS to see if that study was available in electronic format. Ms. Webb suggested that a copy of the Engineering Study be made available at each branch location.

A motion was made to provide a copy of the Facility Engineering Study at each branch location. MOTION CARRIED.

Ms. Bader submitted a draft position description of the Volunteer Coordinator to the Commissioners. The Commissioners will review and provide feedback on the position description. Ms. Bader noted that it must be reviewed by City Personnel Department as well.

All library position descriptions must be reviewed by City Personnel before final transfer can be made, which will probably take place sometime after January 2004.

Ms. Gonzalez addressed the issue of sub-committees that are being formed. Ms. Bader reported that she has been receiving feedback from staff that people from the community have been introducing themselves as the branch advisory group. Ms. McElwaine stated that she asked people to start these Ad Hoc Committees.

Ms. Bader stressed that a reporting system with the Commission and the Library Director's Office be established. Ms. Gonzalez encouraged the community to contact her directly with any concerns and she would communicate these concerns back to the Commission. Ms. Webb stated her understanding of the Commission was to work in the best interest of the Library System as a whole.

Ms. Bader distributed cost estimates from John Mastrangelo, City Facilities Management Department, to repair the Forest Park boiler and replace the East Springfield boiler. Ms. Webb moved to accept recommendation to repair the Forest Park boiler and replace the East Springfield boiler. After some discussion, Ms. Webb withdrew her motion and the issue of the repairs was tabled till the August 26th meeting.

Meeting adjourned 6:20 p.m.

Approved: August 26, 2003