

## ***Board of Library Commissioners***

### ***August 18, 2004: MINUTES***

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Barbara Garvey, Chair called the meeting of the Springfield Library Board of Commissioners to order at 5:30 p.m.

#### **Library Commissioners Present :**

- Janet Denney
- Janet Edwards
- Barbara Garvey, Chair
- Vera O'Connor
- Rudy Ruggeri
- Bettye Webb

#### **Library Staff Present:**

- Emily Bader, Library Director
- Lee Fogarty, Assistant Library Director

A motion to approve the minutes of the July 21, 2004 meeting passed unanimously.

**Library Foundation :** Ms. Garvey presented a report for the Springfield City Library Foundation. The Library Foundation has been incorporated as a 501.c3 non-profit entity and has received a Federal ID certificate and a Federal ID tax exemption number. The Foundation received a \$100.00 donation from an anonymous donor and a \$50,000 bequest from Henry Bosley Wolfe to purchase books in the Humanities. Both checks have been deposited in the Foundation account. Mrs. Marjorie Phillips, a former employee of the Library left a bequest to the Library in the amount of \$300,000. The foundation has been in contact with Fleet Bank to transfer this amount to the Foundation account. These funds cannot be used to purchase a building. The Foundation is waiting for the process to be completed. The first Annual meeting of the Foundation will be scheduled in September to establish by-laws for the Foundation and to review the Treasurer's report.

Ms. Edwards inquired about the status of the transfer of existing Library Endowments and Trusts from SMA to the Foundation. This transfer will require a court process and there is still some disagreement as to the exact number of endowments that will be transferred. The total Endowment is valued at approximately \$10,000,000.

**Library Behavior Policy:** Ms. Bader discussed changes to the existing Library Behavior Policy. After some discussion, the Policy was amended. Ms. O'Connor entertained a motion to approve the amended policy, Ms. Webb seconded. Motion carried. The new policy will be posted on the Library website.

**Director's Report:** The Read/Write/Now Adult Literacy Program has been approved for the second year of a four-year funding cycle from the Massachusetts Department of Education. The program is administered by the Library and has been funded by outside grants since 1987. The program is currently located in the Pine Point Meeting room and

provides literacy services through day and evening classes. At this point there are about 200 people on a waiting list. Ms. Denney recommended that census data be used to evaluate the best location for the program. The Commissioners expressed interest in visiting the program and hearing from Janet Kelly, the program manager, at a future meeting.

The library received notification from the Community Foundation that they have been awarded \$4000.00 toward the *On the Same Page Project* to help fund the James McBride concert. Additional funding will also be requested from the Springfield Cultural Council.

#### **Advisory Committee Reports :**

Mason Square: Mayor Ryan met with the Mason Square Advisory Committee on July 27 to discuss possible actions related to the sale of the Mason Square Branch Library to the Springfield Urban League. There are ongoing discussions with the City Solicitor to determine the proper course of action between the City of Springfield, the Springfield Museums Association and the Springfield Urban League. The Mayor will report on his findings and recommendations at a meeting on August 31st at 6:00 p.m. at the Deberry School.

Forest Park: Three architects responded to the RFP for the design and construction of a lift at the Forest Park Branch to increase accessibility. Interviews will be scheduled. The Forest Park Advisory Committee will resume meeting in September to discuss fund-raising for library materials for homework assistance. Individuals could donate specific books. It was suggested that bookplates acknowledging the donor be placed in all donated books and in books purchased with donated funds.

East Springfield: Concern was expressed about the Library sign on Page Boulevard that is obscured by trees. It was suggested that Ed Casey at the Park Department be contacted. Attendance at story hours has increased due to signs posted in neighborhood locations and in pre-schools. The advisory committee is interested in raising funds for the branch. It was mentioned that Mass Mutual would match employee donations. The committee has donated games to the branch. They plan to recruit High School students to volunteer at the Branch. Laura Rancetelli will appear on the Tom Devine radio program to discuss library advisory committee activities.

East Forest Park: Names are being collected to join the committee for a meeting to be scheduled in late August. The group is interested in working with students of all ages to solicit their input.

Central Library: Carol Costa is working with Jean Canosa-Albano. They have planned a program survey and are recruiting new members for the Library Advisory Committee. This will be discussed at the August 31 st meeting of the Armory-Quadrangle Civic Association.

Indian Orchard, Sixteen Acres, Liberty and Brighwood will further organize and meet in September.

#### **Other Business :**

Ms. Webb asked whether grant and Foundation income Funds could influence future city appropriations to the Library Department. According to state regulations Foundation and Grant income cannot be included as part of the Municipal Appropriation in order to be eligible for State Aid to Public Libraries.

In response to a question concerning the structure of the Foundation, it was reported that the Foundation is governed by two members of the Library Commission, and representatives from City Government including the Chief Financial Officer of the City and the City Auditor as well as the President of the Friends of the Library. The Library Director serves as Clerk of the Foundation.

At this point there is no legal agreement between the City and SMA. The agreement was signed by Mayor Albano and the SMA and is therefore illegal since the Library Commissioners did not sign it. The Library Commission will have to discuss and approve any new agreement.

A meeting will be scheduled to discuss fund raising activities for the Springfield City Library System. Commissioners Garvey, Denney and Edwards will attend the meeting, as well as Branch Managers, representatives from the Branch Advisory Committees and the Friends of the Library. Emily Bader will schedule and coordinate the meeting. Topics of discussion will include the coordination of fund-raising activities. It was suggested that the Branch Advisory Committees could apply for funding from the Springfield Cultural Council.

The next meeting is scheduled for September 15, 2004 at 5:30 pm in the Central Library Community Room.

Meeting adjourned at 6:40 p.m.

Respectfully submitted by:

Rudy Ruggeri

Approved: October 13, 2004