

# Board of Library Commissioners

## August 26, 2003: MINUTES

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The meeting of the Springfield Library Board of Commissioners was called to order by Chairman Patrick Markey at 5:30 p.m.

Library Commissioners Present: Helen Boyle, Grisel Gonzalez, Bettye Webb, Jennifer Dugan- Murphy, Patrick Markey

Staff Present: Lee Fogarty, Assistant Library Director; Carol Leaders, Admin. Assistant

Guests: Joseph Hopkins, Chairman, Mass. Board of Library Commissioners; Robert Maier, Executive Director, Mass. Board of Library Commissioners; Dianne Carty, Head of State Aid & Data Coordinator, Mass. Board of Libr. Comm.

Mr. Markey called the meeting to order and introduced Mr. Hopkins, Mr. Maier and Ms. Carty from the Massachusetts Board of Library Commissioners.

Mr. Hopkins expressed his pleasure on being part of this new endeavor between the Library and the City of Springfield.

Mr. Maier gave a brief overview of the Mass. Board of Library Commissioners. The MBLC, was established in 1890 to work with cities and towns throughout Massachusetts to maintain and strengthen free libraries; provide statewide and regional programs for improvement of library services; support resource sharing and electronic information technology; and provide specialized library services to blind and physically handicapped residents. Mr. Maier distributed handouts including a basic brochure that includes MBLC's Mission Statement and an outline of programs available to Libraries.

Dianne Carty gave a brief overview of all the programs and specific services provided by the MBLC that are available to Libraries including Regional Library Systems; Automated resource sharing; and State-Aid.

Mr. Hopkins and Mr. Maier suggested that the new City of Springfield Board of Library Commissioners attend workshops, training programs and any symposiums that are sponsored by the MBLC. Mr. Maier noted that the Trustee Handbook was another helpful resource for the Commissioners.

After a five minute recess, the meeting continued.

A motion to approve the August 12th minutes with one correction (reference to Aug 24th should have been Aug 26th) was made by G. Gonzalez and seconded by Jennifer Murphy. All approved and the **MOTION CARRIED**.

Mr. Markey reported the City Council approved the supplemental budget that included \$335,000 for the Springfield Library Department. Thanks to all who made it possible.

Motion made which would allow the public to have 5 minutes to address each agenda item at the end of each agenda item. **MOTION CARRIED**.

Mr. Markey reported that the City Council approved to add two new members to the City of Springfield Board of Library Commissioners to be appointed by Mayor Albano. The Mayor will accept recommendations from the public. All who are interested should submit letter of interest, resume and qualifications to the Mayor.

Grounds keeping at the branches - Mr. Markey reported that the Sheriff's department would not be able to mow the lawns at the branches. Therefore, authorization was given to Ms. Bader to hire services for the remainder of the year.

School Department Contribution to the Library Budget - Mr. Markey reported that \$50,000 from the school department will go to the Library Budget toward providing services at the Brightwood Branch.

Meeting location and time - After some discussion, it was suggested that a committee be appointed to look at all library meeting room spaces; schools and neighborhood council offices. Ms. Dugan-Murphy made a motion to form a sub-committee to look at a time to meet and available meeting room spaces in Springfield. Ms. Webb seconded and the **MOTION CARRIED**.

Ms. Gonzalez nominated Ms. Dugan-Murphy and Ms. Boyle to serve on the sub-committee. A motion was made by Ms. Gonzalez and seconded by Ms. Webb to accept the nominations. **MOTION CARRIED**.

Mission Statement - Ms. Dugan-Murphy made a motion to form a sub-committee to draft a Mission Statement. **MOTION CARRIED**.

Ms. Dugan-Murphy nominated Ms. Gonzalez, Ms. Webb, Ms. Boyle to serve on the sub-committee and Ms. Gonzalez nominated Ms. Dugan-Murphy to serve on the sub-committee to draft a Mission Statement.

Formation of Advisory Committees to the Library Commission - A motion by Ms. Dugan-Murphy to form a sub-committee to study what role the Advisory Committees would take in regards to the Library Commission was seconded by Ms. Gonzalez. All members of the Library Commission were nominated to serve on the sub-committee. **MOTION CARRIED**.

Mailing List/Publicity in regards to Library Events and Issues - After some discussion, a motion by Ms. Dugan-Murphy to fund mailings concerning Library issues as determined appropriate by the Library Commissioners passed and the **MOTION CARRIED**.

A motion to authorize the use of the Library Study Committee list for library events and issues mailings was passed and the **MOTION CARRIED**.

Public input on hours and days - A motion to hold a public speak out on Tuesday, September 9, 2003 at 5:30 p.m. at City Hall, Room 220 was made by Ms. Webb and seconded by Ms. Gonzalez. **MOTION CARRIED**.

A motion to draft a press release advising citizens about the public speak out was passed and the **MOTION CARRIED**.

Timetable for calling back employees and hiring additional employees - The Library Department is in the process of meeting with the City Personnel Department to get some guidance on how long it will take.

Authorization for the Chairman to sign contracts and documents on behalf of the Commission - A motion to authorize Patrick Markey, Chairman of the Springfield Board of Library Commissioners be granted to sign contracts and documents on behalf of the Commission was passed and the **MOTION CARRIED**.

Term for Chairman of Commission - A motion to draft a set of By-Laws to be reviewed at the next meeting was passed and the **MOTION CARRIED**.

Issues regarding Municipal Bond Used for Renovation of Libraries - Information regarding the bond that was used for library renovations was requested by a citizen in the audience. Mr. Markey agreed to facilitate the acquisition of such documents for those interested.

Motion to adjourn the meeting at 8:05 p.m. **MOTION CARRIED**.

