

**Meeting Minutes: December 2, 2009**

Place: Central Library Community Room

Date: December 2, 2009

Attending: Chairman Stephen Cary, Commissioners Sheila McElwaine, Timothy Moriarty, and Vera O'Connor.

Absent: Commissioner Craig Givens

Staff: Lee Fogarty, Interim Library Director  
 Carol Leaders, Business Manager  
 Janet Stupak, Community Relations Coordinator (minute taker)

Call to order: 5:35 p.m.

Agenda Item	Discussion & Decisions	Action Items (follow up)
1. Approval of Minutes from the November 4, 2009 Library Commission Meeting	<p>Commissioner McElwaine moved with Commissioner Moriarty providing the second, to accept the minutes of the November 4, 2009 meeting of the Springfield Library Board of Commissioners.</p> <p>The motion passed.</p>	
2. Helen Caulton Harris: Update - Library Director Search	<p>Ms. Caulton-Harris reported that a Library Director Interview Committee consisting of Helen Caulton-Harris, Bill Mahoney, Lucy B. Gangone (Worcester MA Head Librarian) and Steve Cary has been formed. Thirteen applications for the position have been received. The interview committee will meet on December 11 in order to develop and discuss a concrete timeline as well as budget for travel expenses for applicants. The committee will provide monthly updates to the Library Commission. Mr. Moriarty asked if relocation expenses would be offered.</p>	
3. Scott Pierce: Update, Mason Square Branch Library	<p>Mr. Pierce explained the estimated costs and needed repairs at the Mason Square Branch Library (the City took ownership on September 18, 2009), enumerating both capital expenses and yearly operating expenses. Ms Fogarty explained that all expenses would be paid out of the Annie Curran Endowment Fund. Discussion covered needed repairs and or improvements to the windows and doors, lighting, boilers, roof, garage and fencing, with total estimated Capital Expenses of approximately \$163, 740.00. In addition yearly operating expenses were discussed, totaling an estimated \$50,060.00. Mr. Pierce explained that the City and Library Department would be working with an architect and interior designer on the building.</p> <p>Ms. McElwaine asked where the Urban League relocation process stood. Mr. Pierce explained that the Springfield Library Foundation has an attorney and</p>	

	<p>would get an update soon.</p> <p>Ms. McElwaine suggested that the Library Commission review the Policy on Fundraising at next month's Library Commission meeting.</p>	
4. Library Advisory Committee Reports:	Ms. McElwaine suggested that more programs be offered at the Mason Square Branch Library and that they be well publicized.	
5. Commission Sub-Committee Reports:  Social Media Policy	<p>Mr. Moriarty talked about the development of the library's Social Media Policy and Ms. Fogarty introduced Librarian Matthew Jaquith who gave a very informative PowerPoint presentation on various social media sites that library staff would like to use.</p> <p>A draft of this policy is currently being reviewed by Maria Puppolo of the City Law Department, and will be reviewed and discussed at the January 2010 Library Commission meeting.</p>	Place Social Media Policy on the January agenda.
6. Chairman's Report:  By-Law Changes	<p>Ms. Puppolo explained that she had looked over the Springfield Board of Library Commissioners Mission Statement and Bylaws located on the library website. Commissioners were given a handout to review. The Commissioners were asked to review the proposed changes to Article 4 (page 3) regarding the hiring of a Library Director. Article 7 (page 6), concerning the signing of city contracts was discussed. The proposed change would allow the Chair of the Library Commission to sign contracts up to a certain dollar amount. In order to give the Commissioners more time to look at the proposed changes, Commissioner O'Connor made a motion to table the By-Law changes until the January meeting. Ms. McElwaine seconded the motion.</p> <p>The motion passed.</p>	Place Bylaw Changes on the January agenda.
7. Director's Report:	<p>Ms. Fogarty expressed her satisfaction with the November 6 th all Staff Development Day, calling it a productive "retreat." Library staff responded in good number (75%) to the pre-survey sent out by Lyrasis consultant/facilitator, Stephen Spohn, and contributed many excellent ideas for improving workflow. Mr. Spohn will be returning to the Library on Tuesday, December 15 in order to conduct follow up interviews with staff. He will explain his recommendations for streamlining procedures in order to optimize use of staff time while continuing to provide good customer service. Ms. Fogarty explained that as a way of "trying to do more with less," additional computers would soon be installed in Wellman Hall and the Computer Lab at the Central Library would be closing during the afternoon. This will provide 21 hours of additional computer time for the public while saving staff time.</p> <p>The upcoming 100th Anniversary/Ribbon Cutting at the Forest Park Branch Library was discussed. The</p>	

	Commissioners were encouraged to attend. An additional Forest Park security guard has been added as well as new security cameras. Ms. McElwaine suggested a mirror in the lower level hallway.	
8. Other Business:	None.	

Adjournment: Mr. Cary adjourned the meeting at 7:32 p.m.

Vera O'Connor

Approved: January 6, 2010