

Board of Library Commissioners

Meeting Minutes: December 3, 2008

Place: Central Library Community Room

Date: December 3, 2008

Attending: Stephen Cary, Chairman (Presiding)
Craig Givens, Sheila McElwaine, Timothy Moriarty, Vera O'Connor, Hector Toledo.

Absent: Madeline Landrau

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

Call to order: 5:30 pm

Agenda Item	Discussion & Decisions	Action Items (follow up)
1. Approval of Minutes from the October 1, 2008 Library Commission Meeting	Commissioner Givens moved, with Commissioner Moriarty providing the second, to accept the minutes of the October 1, 2008 meeting of the Springfield Library Board of Commissioners. The motion passed.	
2. Library Advisory Committee Reports	Forest Park: Ginna Ondricek and Maria Mazzaferro voiced their concerns about the planned lift project at the Forest Park Branch Library . First thanking Commissioner McElwaine for her tireless efforts on their behalf, then sharing an e-mail response from Forest Park resident Joy Mavredakis. A discussion about the possibility of an exterior ramp, instead of an interior lift, at the Library ensued. The Commissioners listened and responded to those concerns, with Commissioner McElwaine voicing her surprise at the Forest Park Advisory Group's change of direction. She explained that the lift project (building accessibility), a major library project for 2009, is fully funded "in cash" for \$361,617. It was explained that due to the grade, a ramp would have to be too long. Also all three levels of the Library would be accessible with the lift, while the ramp would only give access to the main level. (The Forest Park Community Room is on the lower level, as well as the restrooms.) The Commissioners, as well as the Library Director Emily Bader, expressed a preference for the lift and the project will go forward as planned.	

3. Commission Sub-Committee Reports:

Policy Committee: Draft Attendance Policy;
Revisions to library card policy for minors --

The Commissioners listened as Judy Cmero, Manager of Borrowers' Services, highlighted the proposed changes to the Library Card Policy on the issue of a minor child's overdue fines and billed items. Commissioner Moriarty, a member of the Library Policy Subcommittee, led the discussion. As explained by Ms. Cmero, the policy is a "statement of moral principle" meant to alert and inform parents of the Library's expectations as well as a communication tool to let parents know that they will be held responsible for their minor child's overdue fines. Ms. McElwaine made a motion to accept the changes to the Library Card Policy as recommended by the Policy Subcommittee, and Commissioner O'Connor seconded the motion.

The motion passed.

The Commission next discussed the draft of "Supporting the Springfield Public School's Attendance Policy: Guidelines for Springfield City Library Staff." This policy will include a document for library staff listing the contact telephone numbers for the Springfield Public Schools' Attendance Supervisor and the Attendance Specialists. Once approved this document will be forwarded to the Superintendent's Office and to the Attendance Supervisor. Mr. Moriarty made a motion to accept the policy with two words changed in the first paragraph: "These guidelines outline steps to take regarding youth who appear to be of school age and who are in the Library during school hours, 9:00 a.m. **to 2:30 p.m.** ." Ms. McElwaine seconded the motion.

The motion passed.

Building & Grounds : Capital Projects Report --

With Commissioners viewing copies of the FY 2009 to FY 2013 Capital Improvement Plan by Department (Libraries) document, Ms. Bader highlighted a few projects. The first being a proposal for a new circulation desk at the **Forest Park Branch Library** , which will be a "permanent millwork installation" necessary to accommodate wheelchair access at that desk. A plan for RFID (Radio Frequency Inventory Device) for all branches was discussed. Per Ms. Bader, with RFID library inventories could be done regularly and efficiently, and installation could be phased in, possibly beginning with the new Mason Square Branch

	<p>Library, or perhaps East Forest Park or Pine Point.</p> <p>Ms. McElwaine talked about a "capital improvement projects prioritization system," as used by the City Park's Department, as a possibility for the Library Department.</p> <p>Removal of underground oil tanks at two branch libraries (Forest Park and East Springfield) was discussed, as any tank not in use must come out starting with the 2010 inspections.</p>	
4. Chairman's Report:	Mr. Cary reported that a company that makes guards for laptop computers might use a Springfield City Library as a test site.	
5. Director's Report: FY 10 Budget Process	<p>Ms. Bader gave the Commissioners a copy of the "library budget calendar," explained how it related to the city's budget and the Mayor's budget initiatives, stating that each of his budget initiatives support the expansion of library branch hours. Discussion centered on the timing of upcoming budget meetings. The Library Department budget narrative information is due on December 19. Fiscal Year 2010 Department Budget numbers must be submitted to the Finance Department by January 16, 2009. Ms. Bader will meet with the Library's Finance Committee (Mr. Cary and Commissioner Toledo) for discussions.</p> <p>Ms. McElwaine questioned the progress of the planning for the new Mason Square Branch Library and the Library Commission's role in the process. The next Springfield Library Foundation meeting will be held on Monday, December 8th, with Mr. Cary expected to be in attendance. He stated that he would keep the Commissioners informed.</p> <p>Commissioner O'Connor questioned the status of Library Commissioner Madeline Landrau. Mr. Cary said that the Mayor is aware of the situation.</p>	
6. Other Business:	Ms. O'Connor shared the concerns of previous resident of Springfield who was recently in town and visited the Central Library. According to Ms. O'Connor, this gentleman's concern was that "much of the oak shelving has been removed from the Library," remembering how the library atmosphere had "inspired" him. Ms. Bader said that she would respond to him.	
7. Adjournment	Chairman Cary adjourned the meeting at 7:00 p.m.	

Submitted by: Vera O'Connor
Approved: February 4, 2009