

**Board of Library Commissioners**

**Meeting Minutes: December 6, 2006**

**Place:** Indian Orchard Branch Library

**Date:** Wednesday, December 6, 2006

**Attending:** Patrick Markey, Chair (presiding)  
Commissioners Craig Givens, Madeline Landrau, Sheila McElwaine, Rudy Ruggeri.

**Absent:** Commissioners Barbara Garvey, Vera O'Connor

**Staff:** Emily Bader, Director  
Lee Fogarty, Assistant Director  
Carol Leaders, Business Manager  
Janet Stupak, Volunteer Coordinator

**Call to order:** 5:40 p.m.

Agenda Item	Discussion & Decisions	Action Items (follow up)
<b>1. Opening reading</b>	Commissioner McElwaine	
<b>2. Minutes of the November 1, 2006 Meeting</b>	It was moved by Ms. Landrau and seconded by Mr. Ruggeri to accept the minutes of the November 1, 2006 regular meeting of the Springfield Library Board of Commissioners. Ms. McElwaine is not able to vote, since she did not attend the November 1st meeting. The motion was adopted.	
<b>3. Guidelines for Library Advisory Committees and Fundraising - Public Comment</b>	<p>Chairman Markey opened the discussion on the Library Advisory Committees/Fundraising document being developed, explaining that final voting will take place at the February, 2007 regular Commission meeting. It was noted that to this point there has been no staff input, which indeed will be essential. Director Bader will have "Guidelines for Library Advisory Committees/Fundraising" added to the January manager's meeting agenda for staff input.</p> <p>Chairman Markey read aloud each of the Advisory group's submitted comments and each were then discussed in detail. The Board of Directors of the Friends of the Springfield Library, Inc. sent a letter to the Commission, which was also read aloud. [Copies of these letters are on file in the Library Director's office at 220 State St., Springfield.]</p> <p>Representatives from some of the Advisory</p>	"Guidelines for Library Advisory Committees/Fundraising" will be added to the January Library manager's meeting agenda for staff input.

	<p>Committees then were given the opportunity to express the concerns of their respective groups.</p> <p>Results of this discussion:</p> <p><b>2. Requirements, part b)</b></p> <p>Ms. McElwaine made a motion and Mr. Ruggeri seconded to change " <i>must</i>" to " <i>should</i>", reading</p> <p>b) Membership <b>should</b> be broadly representative of neighborhood demographics including its racial and ethnic diversity.</p> <p>The motion was adopted.</p> <p><b>2. Requirements, part d)</b></p> <p>Ms. Landrau made a motion and Mr. Givens seconded to change "<i>must</i>" to "<i>should</i>" reading</p> <p>d) While Springfield residency is not a requirement for membership, a majority of members <b>should</b> live in the city.</p> <p>The motion was adopted.</p>	
<p><b>4. Library Advisory Committee Reports:</b></p>	<p>Jean Mathisen, Indian Orchard Branch Advisory Committee, introduced Karen and Ed Kamuda. The Kamudas have recently donated their time and expertise to lovingly repair and restore the banjo clock, which is again hanging over the fireplace at Indian Orchard Branch Library. The Commission thanked the Kamudas for their generosity with Mr. Ruggeri making a motion to have a plaque installed to recognize their efforts. Ms. Landrau seconded the motion.</p> <p>The motion was adopted.</p> <p>A press release will be sent out when the plaque is completed and the program time set.</p>	
<p><b>5. Appointment of Committee to Review Library Circulation Policies</b></p>	<p>Per Chairman Markey, no Circulation Policy Committee needed. The matter was referred to the standing Policy Committee, which will work with Director Bader and her staff and then report back to the Commission at a future meeting.</p> <p>There was some discussion concerning good customer service in regard to rules for library cards for minors. It was suggested that the Library communicate to agencies working with young parents its practice of purging delinquent patron records after seven years.</p>	

<b>6. Commissioner Reports</b> - Library visits etc.	None.	
<b>7. Other Business</b>	<p>Ongoing issue of the Springfield City Library telephone book listing, still inappropriately listed with the Museum Association.</p> <p>Suggestion to use demographic data in order to tailor branch collections. Currently being done, but Commissioners may wish to solicit additional data from the Pioneer Valley Planning Commission.</p>	<p>Carol Leaders, Business Manager, will follow-up with ITD rep at City Hall.</p>
<b>8. Adjournment</b>	<p>In accordance with the approved schedule of meetings, the next regular meeting of the Springfield City Library Board of Commissioners will be held on Thursday, January 4, 2007 at the Liberty Branch, starting at 5:30 p.m.</p> <p>The meeting was adjourned at 7:05 p.m.</p>	

**Vera O'Connor**

**Approved: January 4, 2007**