



**Minutes of the Regular Meeting of the
Springfield City Library Board of Commissioners**

Place: Central Library Community Room

Date: December 7, 2016

Attending: Commissioners Stephen Cary, Matthew Reilly, Timothy Moriarty, Meghan Lunghi, Lorna Simmons, and David Maynard

Absent: Krysta Fyntrilakis

Staff: Molly Fogarty, Library Director
Jean Canosa Albano, Assistant Director for Public Services
Carol Leaders, Library Business Manager
Jessica Blasko, Community Relations Coordinator (minute taker)

Call to order: Mr. Cary called the meeting to order at 5:38 p.m.

Agenda Item	Discussion & Decisions	Action Items
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1. Approval of Minutes from the November 2, 2016 Library Commission Meeting	<p>Mr. Moriarty signed the November 2016 minutes. Commissioner Reilly made a motion to accept the minutes of the November 2, 2016 meeting of the Springfield Library Board of Commissioners. Commissioner Lunghi seconded the motion.</p>	
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The motion passed.

2. Staff Presentation: Diane Houle, Manager, Indian Orchard and Brightwood Branches	<p>Ms. Houle reviewed some of the work being done at the Indian Orchard and Brightwood Branches, specifically looking at population and demographic information to gauge how to improve library services. Brightwood has a built-in audience of teens due to its shared location in the Chestnut Accelerated Middle School, and therefore Ms. Houle is focusing on increasing the number of adult library users. Brightwood staff have recently done outreach in local hospitals and even a Pride station. Ms. Houle is in talks with the Ronald McDonald House about having a “deposit collection” at that location for families to use. Indian Orchard has a dedicated set of older users, and so the focus is on reaching out to local families and nontraditional library users. Ms. Houle also outlined a plan to turn a staff workroom into a small community room, which will be added to</p>	
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the list of rooms that can be reserved and used by community groups.

In addition to serving as a manager, Ms. Houle is also the Team Leader for the Elementary Team, which plans programs for Elementary-aged children. Ms. Houle explained that as school library services are cut, children are no longer introduced to the concept of reading for pleasure, and that public librarians can help bridge this disconnect. The ElementaryTeam is also putting together a Winter Reading Club for children, wherein children are rewarded for reading.

**3. Commission
Committee Reports**

Meeting Room Guideline Revision – Vote Needed

Ms. Canosa Albano reviewed the updated Meeting Room Guidelines. Changes include: removing outdated information, clarifying language, and adding language about the upcoming new online reservation system. Ms. Canosa explained that the Central Library Computer Lab would be added to the list of community/meeting rooms, as would the Indian Orchard Community Room once its transformation was complete.

A number of questions/concerns were raised, including:

Changing the language about the Central Library ramp to clarify that it is being renovated, not just out of commission indefinitely.

Changing the language about equipment to encourage community groups to communicate their technology needs ahead of time, instead of a few hours before their meeting.

Adding a link to the Library’s Behavior Policy and clarifying that community groups are expected to abide by that policy.

Whether community groups may deny a member of the public from attending their meeting or event, and whether it makes a difference if they have paid the security fee for an event that runs after the library has closed. The Library will seek legal advice from the City of Springfield.

The motion was tabled until the January 4th, 2017 meeting.

Mr. Reilly stated that he attended the East Forest Park Civic



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Association meeting on Nov. 9th, and that the conversation at the meeting led him to question whether it will be a challenge to get the City of Springfield to invest in the new East Forest Park branch.

Ms. Fogarty responded that she will be attending the City Council meeting on Dec. 19th and will be discussing the transfer of the portion of the Mary Dryden Property that will be used for the East Forest Park Branch Library from the School Department to the Library Department. Ms. Fogarty also reported that the Library will be starting a feasibility study to assess fundraising capability.

4. Chairman's Report

Mr. Cary reported that Focus Springfield had taped Spanish FAFSA instructions with Maria Luisa Arroyo, and that he would like to visit her FAFSA sessions (here at the Central Library Computer Lab) to interview the students who are receiving help with their FAFSA forms.

5. Director's Report

Ms. Fogarty reported

- Between 75-100 names are needed for the feasibility study; these are stakeholders and possible donors who will be interviewed as part of the study. Commissioners are asked to send names to Ms. Fogarty.
- The State Aid application was approved by the MBLC. This is the first year the Library has not needed a waiver, and as a result will receive funding much earlier.
- The Read/Write/Now students' push to get a bus shelter outside of Library Express has succeeded; a new shelter was just installed.
- The library's new document stations are a success; they have been used 1100 times in the last month.
- Ms. Fogarty, Ms. Canosa Albano, and Ms. Blasko all attended the Western MA Business Expo on November 3rd. Ms. Fogarty and Ms. Canosa Albano attended a session on working with different age groups. Ms. Canosa Albano also attended a session on workplace violence.
- Ms. Fogarty reported that the Springfield Police will be conducting a training on workplace violence for library staff in February 2017.
- Ms. Canosa Albano reported that the library would be



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participating in the Connect Home and Connect ED projects. Supported by the Davis Foundation and the Urban Libraries Council, the library will be giving books out at housing authority sites in Indian Orchard; the date is TBD, likely in the spring of 2017.

- East Forest Park's Books & Brew program starts Wednesday, January 4th from 7:30-8:30 PM.
- Sixteen Acres is working with local students to plan a mural inside the library branch.
- The Winter Reading Club will begin on January 17th, 2017.
- Mason Square's Book and Bake Sale will be held on Thursday, December 15th from 3-7:30 PM.
- The next grant proposal for East Forest Park is due January 26th.
- Ms. Canosa Albano asked Commissioners to track their volunteer hours.

6. Other Business None.

7. Executive Session Not necessary.

Adjournment: Mr. Cary adjourned the meeting at 7:44 p.m.

Lorna Simmons, *Secretary*