

Board of Library Commissioners Meeting

February 16, 2005 : MINUTES

Barbara Garvey, Chair, called the meeting of the Springfield Library Board of Commissioners to order at 5:30 p.m.

Library Commissioners Present :

- Barbara Garvey
- Sheila McElwaine
- Vera O'Connor
- Rudy Ruggeri
- Bettye Webb

A Moment of Silence was held in memory of Mayoral Aide, Stephen Pegram.

Mr. Ruggeri entertained a motion to congratulate Ms. Webb on the recent recognition of her many achievements in the Springfield Republican. Ms. McElwaine seconded. Motion Passed.

Ms. Garvey, on behalf of the Springfield Library Commission, congratulated Sheila McElwaine on her recent appointment as a Library Commissioner and welcomed her to the Commission.

A motion to approve the minutes of the January 19th, 2005 Library Commission meeting passed unanimously.

Ms. Garvey asked Commissioners to review the current By-Laws and to contact her with any revisions. Ms. Garvey recommended the following changes to the existing By-Laws for review and discussion at the next meeting by the Commission:

- **Article III, Section 1**- Offices, the words "The officers shall be elected to no more than two successive terms " will be eliminated.
- **Article IV** (Library Director and Staff), the words "pending approval at its next meeting" will be eliminated.
- **Article V, Section I**, Committees, Development Committee insert "with the Library Foundation after Library Department.
- **Article VI, Section 3**: Duties of the Library Commissioners, omit "Detailed statements of all receipts, expenditures and liabilities for the presiding fiscal year shall be included in each such report". **Section 5** " Select, appoint and regularly evaluate a competent library director" was discussed. Commissioners will review the evaluation forms provided in the Mass Trustee's Handbook.
- **Article VII, Section 15**: Duties of the Library Commissioners, "Visit libraries within the Springfield system on a regular basis." Ms. McElwaine encouraged Commissioners to visit all of the Branch Libraries to observe the facilities and activities, talk to staff and report on observations at scheduled Commission meetings. At the request of Mr. Ruggeri for some form of identification, it was determined that Commissioners will be provided with Business Cards

to identify them to staff. Ms. Bader requested that Commissioners report their observations to her before the Commission meetings in order to address and correct any problems identified by Commissioners.

Election of Officers:

Ms. O'Connor nominated Ms. Garvey as Chair, Ms. Webb seconded.

Mr. Ruggeri nominated Ms. O'Connor as Secretary, Ms. McElwaine seconded.

Ms. Webb nominated Mr. Ruggeri as Vice-Chair, Ms. McElwaine seconded.

Move to vote on Slate. Motion passed.

Committee Appointments: Ms. McElwaine was appointed as Chair of the Buildings and Grounds Sub-Committee. Mr. Ruggeri and Ms. O'Connor will remain on the Committee. Ms. Webb was appointed as chair of the Program and Planning Committee and will contact Ms. Edwards and Ms. Denney to see if they will stay on the committee.

Safe Child Policy: Ms. Bader discussed several wording changes to the existing policy. Attorney Puppolo has researched Mass General Laws and has determined that library staff are not mandated reporters of child abuse. Ms. McElwaine entertained a motion to accept the policy as amended. Mr. Ruggeri seconded. Motion passed. The new Safe Child Policy will be available on the Library Website.

Inclement Weather Issues: After some discussion, it was decided that Ms. Bader would be authorized to determine delayed openings and closings on evenings and weekends in consultation with Ms. Garvey.

Easter Sunday: After some discussion whether the Library will be open on Easter Sunday, Ms. O'Connor entertained a motion to close the Library on Easter Sunday, Ms. McElwaine, Seconded. Motion to approve voted on by Ms. O'Connor, Ms. McElwaine, Mr. Ruggeri, Ms. Webb. Opposed: Ms. Garvey. Motion passed.

Report on AAB Complaint: Attorney Puppolo and Ms. McElwaine discussed the AAB complaint filed by the Commission against the Springfield Museums Association. Attorney Puppolo, Ms. Hannon and Ms. McElwaine will attend a Hearing before the Architectural Access Board in Boston on March 14. The purpose of the Hearing is to discuss a variance for the Museum of Fine Arts requested by the SMA.

Key issues addressed by the complaint include:

- Handicapped parking spaces in the lot between GWVS Art Museum and the Springfield Science Museum and the distance to the accessible entrance.
- Van accessible space does not have a sign designating it "Van Accessible".
- Small signs on State Street are blocked by tree branch and hanging basket.
- Parking is more than 200' to an accessible library entrance.
- Handicapped accessibility to the Museum of Fine Arts, Chestnut St. signage, general public entrance should be accessible. Distance from accessible parking is excessive. The pad at the top of the ramp is too shallow. The button to signal attendant is too high and is not well -maintained. This is the shipping and receiving door and it is on the opposite side of the building from the door used by the general public.

- The Yertle the Turtle exhibit invites children to interact with the sculpture but provides no access via a ramp or walkway. **(The situation has been resolved. The sign was removed and a new sign " Please do not Climb on Sculpture" was installed.)**

- The Doors at the Welcome Center cannot be opened with a closed fist.

- Heritage Park behind the Central Library, bucket placed 12 ½ " out from gate at head of Heritage Park, 13 ½" tall. Bollards between gate and accessible entrance to the Central Library have a 2 ½" rim jutting out from the bottom. Steep grade from corner of State and Chestnut to gate.

- Gate at head of Merrick Park as a proposed drop off area does not have a flat pad at the top of a slope.

- Lot on North side of Edwards Street does not have an accessible passenger drop-off area provided within 100 feet of an accessible entrance, when handicapped parking spaces are located more than 200 feet of an accessible entrance. There is no sign at the entrance indicating Handicapped or Van spaces. West curb cut has 1" rise, 45 ¾"long, 2 ¾" rise and broken paving. East curb cut is 47" long, 3 ¾" rise. Lot is over 400" from accessible library entrance.

- State St. Parking Lot does not have an accessible passenger drop-off area provided within 100 feet on an accessible entrance, when handicapped parking spaces are located more than 200 feet of an accessible entrance. Handicapped parking space is not level and does not have a uniform, paved or hard packed smooth surface. There is no sign at the entrance to the parking lot indicating accessible spaces. Ramp to street shared with cars and pavement is uneven. Handicapped visitors are directed to the lot across the street according to the lot attendant.

- Lot of South side of Edwards St.: Van accessible space does not have a sign designating it " Van Accessible", Handicapped parking space is not identified by a sign indicating that it is reserved. A sign is not located at the head of each space. Passenger loading zones do not provide an access aisle at least 60 inches wide, adjacent and parallel to the vehicle space. There is not sign on the street indicating handicapped parking is available. 3 hatched access aisles, 1 van accessible sign is over 400' from accessible library entrance.

Library Commission Committee Reports: None.

Director's Report: Ms. Bader discussed the Massachusetts Board of Library Commissioners FY2006 Legislative Agenda and provided information about Legislative Breakfasts scheduled at the Ludlow Public Library on March 10 and the Emily Partyka Library in Chicopee on March 11. Commissioners were invited to attend.

Advisory Committee Reports: None. Ms. Denney and Ms. McElwaine will review existing Branch Advisory Committees to determine whether any are in need of assistance.

Meeting was adjourned at 7:05.pm.

Ms. Garvey entertained a Motion to enter into Executive Session to discuss the deployment of security personnel; Secretary O'Connor will call the roll call vote: Mr. Ruggeri- yes, Ms. McElwaine-yes, Ms. O'Connor -yes, Ms. Garvey-yes, Ms. Webb. -yes. It is the unanimous vote of the Commission to enter into Executive Session. The Commission meeting will not reconvene in an open meeting after the Executive Session is over.

Approved: March 30, 2005