

Board of Library Commissioners

Meeting Minutes: February 6, 2007

Place: Pine Point Branch Library

Date: Tuesday, February 6, 2007
Patrick Markey, Chair (presiding)

Attending: Commissioners Barbara Garvey, Craig Givens, Sheila McElwaine, Rudy Ruggeri, Vera O'Connor.

Absent: Madeline Landrau

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

Call to order: 5:30 p.m.

Agenda Item	Discussion & Decisions	Action Items (follow up)
1. Opening reading	None <i>[Next month: Ms. Landrau]</i>	
2. Minutes of the January 4, 2007 Meeting	Ms. Garvey moved, with Ms. O'Connor providing the second, to accept the <u>minutes of the January 4, 2007 meeting</u> of the Springfield Library Board of Commissioners with one correction. This correction as proposed by Ms. McElwaine: Under 6. Other Business: Ms. McElwaine questioned the erroneous listing of some Library telephone numbers under the headings "Springfield Library & Museums Assoc." and "Springfield Museum and Dr. Seuss National Memorial." The motion passed.	
3. Library Advisory Committee Reports:	Marge Guess of the Mason Square Advisory Committee requested that all meetings of the Mason Square Steering Committee be announced in the newspapers. Director Bader will ask the Library's Community Relations Coordinator to handle this. The Director's Office will send meeting notices to City Hall so that the dates of the Steering Committee meetings will be posted on the City's web site. Ms. Guess also asked if the Library could post on its web site answers to the frequently asked questions pertaining to the	

	<p>new Mason Square Branch Library. Ms. Bader explained that there is a page on the Library's web site giving updates, meeting notes, and meeting dates. http://www.springfieldlibrary.org/branches/mscommittee.html</p>	
<p>4. Library Advisory Committee Guidelines:</p>	<p>Ms. Bader reported that Library staff had discussed the Library Advisory Committee Guidelines document at its most recent manager's meeting held on January 8, 2007. On the whole they liked and welcomed the structure, stating that Library managers would be the key contact for and would provide a link between Branch Advisory Committees and Library Administration.</p> <p>At this point Jean Canosa-Albano, Manager of Youth and Outreach Services, as spokesperson for the Library managers, explained their views and proposed changes to the <i>Branch Library Advisory Committee Guidelines</i> document, and the <i>Proposed Guideline and Procedures for Fundraising</i> document. See below for proposed changes.</p> <p>PROPOSED GUIDELINE AND PROCEDURES FOR FUNDRAISING:</p> <p><i>Changes proposed by Library Managers are highlighted in red font. Outcome of vote of Library Commission follows in brackets.</i></p> <ul style="list-style-type: none"> • Before planning any fundraising activity, the library advisory committee should consult with the appropriate branch or Central Library manager to ascertain whether or not funds are available in the library department's operating budget to accomplish the goals of the proposed fundraising project. <i>[Motion to delete the word "fundraising" made by Ms. McElwaine and seconded by Mr. Givens. Motion passed.]</i> • If there are no funds in the library department's operating budget, library advisory committees must submit an application to the Library Director prior to initiating any fundraising. <i>[Motion to reject change made by Ms. Garvey and seconded by Ms. McElwaine. Motion passed.]</i> • The Library Director will review the application to ensure that the proposed project is consistent with the library department's current goals, objectives and annual action plan. • It is expected that branch-specific fundraising efforts will be neighborhood-based. In-kind donations will be strongly encouraged. • (Applications reviewed and approved by the Library Director) All requests to fundraise will be presented to the Library Commission, with the recommendation by the Library Director, at its next scheduled Commission meeting following submission of the application. <i>[Motion to change wording to aforementioned made</i> 	

by Ms. McElwaine and seconded by Ms. Garvey. Motion passed.]

- (The status) Approval or denial of any library advisory committee fundraising (effort) application will be provided in writing within one month of receipt (of the application.)
[Motion for the first change was made by Ms. Garvey and seconded by Ms. McElwaine. Motion passed.] [Ms. McElwaine moved and Mr. Ruggeri seconded to accept the rest of the changes. Motion passed.]
- Library Commission responses to applications will provide comments regarding the appropriateness of any proposed fundraising efforts and may suggest changes in fundraising approaches.
[Ms. McElwaine moved to reject the change and Ms. O'Connor seconded. Motion passed.]
- All funds raised by the library advisory committee must be promptly submitted to the Library Director's Office for deposit into the library department's donation account.
- Deposited funds will be restricted to the purpose for which they were raised.

BRANCH LIBRARY ADVISORY COMMITTEE GUIDELINES

Changes proposed by Library Managers are highlighted in red font. Outcome of vote of Library Commission follows in brackets.

1. Purposes:

- a) To help branch staff (enhance) fine-tune library services by communicating neighborhood needs and preferences.
[Motion to accept word change made by Ms. Garvey and seconded by Ms. McElwaine. Motion passed.]
- b) To encourage maximum use of branch libraries by informing citizens about library programs and services.
- c) To provide a forum for library administration to inform and discuss issues related to library operations. [~~strike "discussion of library operations including budget, staffing, maintenance schedules, materials acquisition, physical plant issues, etc."~~]
[Motion to change wording to the following was made by Ms. Garvey and seconded by Mr. Ruggeri. Motion carried.]

To provide a forum for library personnel and members of branch library advisory committees to discuss issues related to library operations.

2. Requirements:

	<p>a) Membership selection must be fair and open.</p> <p>b) Membership should be broadly representative of neighborhood demographics including its racial and ethnic diversity.</p> <p>c) Members should [strike "may"] be users of the branch or connected with a local business, institution or service provider. <i>[Motion to accept word change made by Ms. Garvey and seconded by Mr. Ruggeri. Motion passed.]</i></p> <p>d) While Springfield residency is not a requirement for membership, a majority of members must live in the city.</p> <p>3. Operating procedures:</p> <p>a) The committee should maintain a prominently placed bulletin board in its branch library posting the following: a meeting schedule giving day, date and time; an agenda for the next meeting; meeting notes [strike "minutes"] of the immediate past meeting. <i>[Motion to accept word change made by Ms. O'Connor and seconded by Ms. Garvey. Motion passed.]</i></p> <p>b) Meetings of established library advisory committees will be held in a public place, preferably one that "is accessible to people with disabilities [strike handicap accessible]." <i>[Motion to change wording to the following was made by Ms. McElwaine and seconded by Ms. Garvey. Motion passed.]</i></p> <p>Meetings of established library advisory committees will be held in a public place, preferably one that provides universal access.</p> <p>c) Meetings will be publicized in the media and on the library department Web site.</p> <p>d) Branch library advisory committees should endeavor to reach consensus on all issues they consider.</p> <p>e) Any [strike "All"]branch library advisory committee fundraising efforts, however modest, require approval by the Library Director [strike "Commission"] and the Library Commission [strike "Director"]. <i>[Motion to accept word change made by Ms. Garvey and seconded by Mr. Ruggeri. Motion passed.]</i></p>	
<p>5. Library Meeting Room Policy</p>	<p>It was noted that a Democratic Ward Committee meeting was recently held in a Forest Park Branch Library meeting room. This violated the Library's current meeting room use policy. Therefore, Ms. Garvey made a motion to change the section "They are not available for liturgical, political or partisan purposes," to "They are not available for liturgical purposes" in the Library's <u>Meeting Room Use Statement</u>. Ms. McElwaine seconded it.</p>	

	<p>The motion passed.</p> <p>Director Bader voiced concerns about the Open Access section that states, "All meetings must be open to the public". Ms. Garvey made a motion, seconded by Ms. McElwaine, to strike the sentence: " All meetings must be open to the public."</p> <p>The motion passed.</p> <p>It was noted that perhaps the City of Springfield already has a policy for meeting room use in public buildings, which would then cover all Library buildings as well.</p> <p>It was suggested that the Policy Committee (Chairman Markey, Commissioners Garvey and Ruggeri) meet in order to make recommendations.</p> <p>Following concerns voiced by Library staff, Ms. Bader asked the Commission make one change to the Library's Internet Policy concerning the Group Use Limit.</p> <p>Staff felt that allowing more than one person at a computer was disruptive. Ms. Garvey moved and Ms. McElwaine seconded to change the Springfield City Library <u>Computer Use and Public Internet Access Policy</u> under Group Use Limit to:</p> <p>"Only one person may participate in a session at one computer at any one time, unless prior permission to hold a group session has been obtained.</p> <p>The motion passed.</p>	
<p>6. Director's Report:</p> <p>Request for funds from Annie Curran Endowment;</p> <p>Facilities Report:</p>	<p>Ms. McElwaine made a motion, which was seconded by Mr. Ruggeri requesting the release of \$135,000.00 from the Annie Curran Endowment fund to be used for general operating expenses for the Mason Square Branch Library for FY07.</p> <p>Ms. Bader reported on the process for receiving and resolving Library building issues. Ms. Leaders keeps a paper record on file for each reported problem, with public hazards given top priority. If the problem cannot be resolved within 1-2 days Ms. Leaders follows up with the staff that reported the problem. Ms. Bader explained that Dave Meehan, Municipal Zone Chief, Facilities Division, has been very busy and has not able to meet with her on a monthly basis, as hoped.</p> <p>Ms. McElwaine asked about the Pine Point Air Quality Report, which Ms. Bader has not received yet.</p> <p>Roof work on the Pine Point Branch has not been done, but temporary downspouts have been installed to help alleviate water leakage.</p>	

<p>7. Other Business</p>	<p>Mr. Givens suggested ID badges for all Library Commissioners. Ms. Bader asked the Commissioners to contact Ms. Leaders if they wish to come to the Central Library to have a badge made.</p> <p>Ms. Bader announced the Legislative Breakfasts to be held in E. Longmeadow and W. Springfield and encouraged the Library Commissioners to attend.</p>	
<p>8. Adjournment</p>	<p>The next regular meeting of the Springfield City Library Board of Commissioners will be held on Monday, March 5, at the Sixteen Acres Branch Library, starting at 5:30 p.m.</p> <p>It was moved by Ms. McElwaine and seconded by Mr. Givens to adjourn. The meeting was adjourned at 7:20 p.m.</p>	

Vera O'Connor

Approved: March 5, 2007