

**Board of Library Commissioners**

**Meeting Minutes: February 6, 2008**

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**Place:** Indian Orchard Branch Library

**Date:** February 6, 2008

Stephen Cary, Vice-Chair (Presiding)  
Commissioners Craig Givens, Timothy Moriarty, Vera O'Connor.

**Attending:**

**Absent:** Commissioners Madeline Landrau, Sheila McElwaine, and Hector Toledo.

**Staff:**

Emily Bader, Director  
Lee Fogarty, Assistant Director  
Janet Stupak, Volunteer Coordinator (*minute taker*)

**Call to order:**

5:45 p.m.

<b>Agenda Item</b>	<b>Discussion &amp; Decisions</b>	<b>Action Items (follow up)</b>
<b>1. Opening reading</b>	None.	
<b>2. Welcome: Norma Couture, Branch Manager</b>	Branch Supervisor Patti D'Amario welcomed the Commissioners to the Indian Orchard Branch Library.	
<b>3. Approval of Minutes from the January 9, 2008 Library Commission Meeting</b>	Commissioner Givens moved, with Commissioner Moriarty providing the second, to accept the minutes of the January 9, 2008 meeting of the Springfield Library Board of Commissioners.  The motion passed.	
<b>4. Library Advisory Committee Reports</b>	Jean Mathisen, Indian Orchard Branch Advisory Committee, commented that their group would be meeting with Norma Couture, Branch Manager, in order to begin planning for the 100th Anniversary of the Indian Orchard Branch Library that will be celebrated in 2009.	
<b>5. Commission Sub-Committee Reports -  Policy Committee, Commissioner Cary</b>	Director Bader explained that two laptop computers have been purchased for a pilot laptop borrower program to begin about March 1st at the East Springfield Branch Library. The Commission then discussed the newly drafted Springfield City Library " <b>Laptop Borrower Agreement</b> " which was reviewed by the Springfield City Library Policy	

	<p>Committee recently.</p> <p>Mr. Moriarty made a motion to accept the agreement with one change to section 10) to state <i>"I agree that lost or damaged material fees for laptops will be based on the Library's reasonable assessment of the cost or repair of the laptop, not to exceed \$1500."</i> Mr. Givens seconded the motion.</p> <p>The motion passed.</p> <p>The Commission then discussed the Library's <b>"Computer Use and Public Internet Access Policy"</b> which was recently updated by Director Bader and reviewed by the City Law Department and the Springfield City Library Policy Committee.</p> <p>Page 2, section b. 1) should read</p> <p><i>"Never give out identifying information, such as <b>name</b>, home address, school name, or telephone number."</i></p> <p>With this correction in place Mr. Moriarty then made a motion to accept the policy. Mr. Givens seconded the motion.</p> <p>The motion passed.</p>	
<p><b>6. Results from Traffic Commission Hearing, Commissioner Moriarty</b></p>	<p>Director Bader informed the Commissioners that although the proposal requesting parking changes near the <b>Forest Park Branch Library</b> had been approved by the Traffic Commission this week, today she had received an e-mail from Al Chwalek stating that the school department had changed its mind. Ms. Bader was awaiting a follow up phone call from Mr. Chwalek.</p>	
<p><b>7 . Director's Report - FY 08 Action Plan Update</b></p>	<p>Ms. Bader gave a progress report on a number of objectives and activities from the Springfield City Library FY08/FY09 Action Plan. Areas touched on included: a 22% increase in Adult Programming; completion of mid-year performance reviews for all employees; planning of the new teen area at the <b>Forest Park Branch Library</b> by the staff and new 20-member Teen Advisory Board using LSTA grant money; planning and implementing a bi-annual city-wide poetry contest planned for April of this year; and expanding wireless internet access to <b>East Springfield , Sixteen Acres, and Forest Park Branch Libraries.</b></p>	
<p><b>8. Other Business:</b></p>	<p>Mr. Givens brought up the subject of the planned Mason Square Branch Library. He reported that the Mason Square Advisory Committee has requested that Mayor Sarno make a decision regarding a location within three months. There was discussion about the "McKnight home" as a possible site. Mr.</p>	

	<p>Givens made a motion that Mr. Cary, Vice-Chair, contact Pat Markey, City Councilor, in order to get a status update on the Mason Square Library. Mr. Moriarty seconded the motion.</p> <p>The motion passed.</p>	
<b>9. Adjournment:</b>	<p>It was moved by Commissioner Moriarty and seconded by Commissioner Givens to adjourn.</p> <p>The meeting was adjourned at 7:30 p.m.</p> <p>The next meeting will be held on March 5, 2008 at 5:30 p.m. at the Liberty Branch Library.</p>	

Vera O'Connor

Approved: March 5, 2008