

Board of Library Commissioners

Meeting Minutes: January 12, 2006

Barbara Garvey, Chair called the meeting of the Springfield Library Board of Commissioners to order at 5:38 p.m.

Library Commissioners Present:

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

Library Staff Present:

Emily Bader, Library Director
Lee Fogarty, Assistant Library Director
Carol Leaders, Administrative Assistant

Audience:

Jean Kaiser, Jeri Stolk, Beryl Kress, Jean Mathiesen, Ginna Ondricek and Bill Malloy.

Opening Reading by: Sheila McElwaine

A motion to approve the minutes of the December 15, 2005 meeting passed unanimously with the following amendment: Page 2, Committee Reports – end of first paragraph "*relationship with community police and Open Pantry.*"

Members of the Commission, overwhelmingly, extended farewell remarks to Commissioner Webb and a letter from Mayor Ryan was presented to Bettye Webb thanking her for the two years of service to the Springfield Library Commission.

Advisory Committee Reports

Jean Mathiesen, representing the Indian Orchard Branch Advisory Committee, reported she has scheduled a meeting for January 23.

Introduction of the newly named Commissioner

Barbara Garvey announced that Patrick Markey was appointed Library Commissioner by Mayor Ryan to replace Commissioner Webb.

Election of Officers:

Commissioner Ruggeri nominated Patrick Markey to serve as Chairman of the Library Commission. Nomination seconded by Commissioner Givens. Nomination approved.

Commissioner Garvey nominated Rudy Ruggeri to serve as Vice Chairman of the Library Commission. Nomination seconded by Commissioner McElwaine. Nomination approved.

Commissioner McElwaine nominated Vera O'Connor to serve as Secretary of the Library Commission. Nomination seconded by Commissioner Ruggeri. Nomination approved.

Commissioner Garvey identified the standing committees and gave a brief explanation of each committee. Her recommendation was to establish a Policy Committee and remove the Development Committee. The Policy Committee should be an ongoing committee that would review policies periodically.

Since the Friends of the Library along with the Springfield Library Foundation are involved in raising funds for the Library, it is no longer necessary to have a Development Committee.

A recommendation to form an ad hoc Advisory Committee to assist branch neighborhood advisory groups will be voted on at the February 8, 2006 meeting.

Commissioner McElwaine would like to have each branch advisory committee have some involvement in the budgetary process as the budget is developed in the coming months.

Director Bader indicated that the Library Department must develop a Program Budget as required by the Finance Control Board and the Mayor. Commissioner Garvey suggested that Branch Advisory Committees be given the opportunity to pass their budget recommendations along to the Library Administration for discussion and incorporation in the final budget.

A Motion to adopt the new Committee Structure, adding a Policy Committee, maintaining the Finance Committee, Buildings & Grounds Committee and Program Committee and deleting the Development Committee was made by Commissioner McElwaine and was approved. A second vote will be made at the February 8, 2006 Library Commission Meeting.

Director's Report

Staff ID Badges – Director Bader recommended two options:

- Springfield School Department has the equipment and ability to make staff ID's for the Library Department.
- Or, the Library Department can purchase its own equipment.

After a meeting with Library Managers, it was recommended that Staff Badges would include a picture ID along with first name (in large print); department and position on the front side of the ID badge. The back of the badge would have the employee's full name and a place for signature.

After a brief discussion, the Commissioners all agreed with the above recommendation with implementation by April 1 st.

Central Library Security – Director Bader distributed a memo to the Commissioners highlighting her assessment of Central Library Security.

- SMA Security provides back-up services in a timely manner when disruptive situations occur.
- Staff training is critical; staff needs to be more proactive in calling for security or the police directly if needed in critical situations.
- Present Security conditions have improved since last winter.
- A scope of services document needs to be developed that would outline services as well as address the possibility of a more formal uniform.

Director Bader also distributed a cost analysis that she developed comparing services provided by Jackson Security and the SMA Security for the Mayor.

Assuming there are no violations of any public procurement laws, Director Bader’s preference is to continue utilizing SMA security services.

Advisory Committee Reports

Jean Kaiser, representing the Forest Park Advisory Committee, addressed her concerns regarding the parapet at the Forest Park Branch and presented a letter to the Buildings and Grounds Committee addressing how and when repairs will take place.

A fence has been erected to keep patrons out of harms way with repairs to commence in the spring.

Library Visits

Commissioner McElwaine reported that she had visited both the Indian Orchard and Forest Park Branches. Commissioner Garvey recently visited the Pine Point Branch, the East Forest Park Branch and the Central Library and encouraged all Commissioners to visit libraries in other areas and report back their observations.

Commissioner McElwaine composed a thank you letter to Deanna Chrislip thanking her for designing and producing a recruitment poster/flyer for the advisory committees. The letter was signed and will be sent out immediately.

Commissioner McElwaine met with library managers to discuss the role of branch library advisory committees and answer any questions branch managers may have concerning their branch advisory committees.

Assistant Director Fogarty announced that the annual Legislative Breakfast will be held on Friday, March 10 and will be sponsored by the Friends of the Springfield Library.

Commissioner Garvey and Commissioner Givens will develop an evaluation document to be used to evaluate the Library Director to be reviewed by the Library Commission. A committee will be formed to do the evaluation.

Meeting adjourned at 7:40 pm.

Respectfully submitted by:

Vera O'Connor

Approved: February 8, 2006