



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

Place: Central Library Community Room

Date: January 4, 2017

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

Absent: Krysta Fyntrilakis, Lorna Simmons

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 5:33 p.m.

Agenda Item	Discussion & Decisions	Action Items
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1. Approval of Minutes from the December 7, 2016 Library Commission Meeting	<p>Commissioner Cary signed the December 2016 minutes, with the following amendments:</p> <ul style="list-style-type: none"> -Under Meeting Room Guideline Revision, clarify that the library will seek legal advice relating to the question about whether public groups using meeting rooms must allow other members of the public to join. -Under Director's Report, clarify that the Winter Reading Club will be starting on January 17th, 2017, the Mason Square Book and Bake sale was held on December 15th, 2016, and the next grant proposal for East Forest Park is due January 26th, 2017. <p>Commissioner Cary moved to accept the minutes of the December 7, 2016 meeting of the Springfield Library Board of Commissioners. Commissioner Maynard seconded the motion.</p>	
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The motion passed.



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**2. Staff Presentation:
Raeshaun Holmes,
Volunteer Coordinator
Katie & Robert
Glasgow, Volunteers**

Ms. Glasgow stated that she and her husband have been volunteering with the Springfield City Library for over ten years. Ms. Glasgow helps the Technical Services department and assists with periodicals in Wellman Hall. Mr. Glasgow assists the Borrowers' Services department preparing new card envelopes.

Ms. Holmes explained that she gets volunteers through the library website's online form, and also via Twitter, Facebook, and phone calls. Volunteers interview with Ms. Holmes, pass a CORI check, and are placed in a library. There are currently about 47 volunteers working in the Springfield City Libraries. Demand is high in the summer, especially for literacy volunteers. Ms. Holmes also pulls together groups of volunteers to help with large library events.

Ms. Holmes is about to start training Literacy Volunteers, who will work with adults on ABE (Adult Basic Education). The goal is to have students go on to further education or employment, according to their personal goals. Ms. Holmes said that ideally, she would like to see the library addressing citizenship needs, such as preparing for the citizenship test. She and Janet Kelly at Read/Write/Now are applying to an MBLC grant that would provide citizenship assistance.

Ms. Holmes added that she is planning a celebration in April for National Volunteer Week. Date and time TBA.

**3. Commission
Committee Reports**

Meeting Room Guideline Revision – Vote Needed

Ms. Canosa Albano reviewed the updated Meeting Room Guidelines. The City's law department clarified that public groups using library meeting rooms are not required to let other members of the public join their events. The library will supply "meeting in progress" signs for all meeting rooms for public groups to use if they would like.

It was decided that the meeting room capacity be simplified to simply state a number, rather than saying "auditorium style".

Commissioner Cary moved to accept the revisions to the Meeting Room Guidelines. Commissioner Lunghi seconded the motion.

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4. Chairman's Report

Commissioner Cary noted that former Commissioner Vera O'Connor recently passed away and that he had attended a service in her honor. Commissioner Cary, on behalf of the Commission, recognized Vera O'Connor's dedication and commitment to the Library.

5. Director's Report

Ms. Fogarty reported

- On December 12th, Ms. Fogarty and Ms. Canosa Albano visited the East Springfield Branch and met with a vendor from Brodart to explore new furniture options. Moveable bookshelves would be very useful for the small library space, which lacks a community room. East Springfield staff members are busy weeding to make space.
- Ms. Fogarty attended the December 19th City Council meeting. There was unanimous support to move forward with the 99 year lease needed for a new East Forest Park Branch.
- There is another City Council meeting on January 9th, authorizing the Library to apply for the East Forest Park grant, and to look at preliminary schematics.
- Ms. Fogarty, Ms. Canosa Albano, Ms. Leaders, and Ms. Blasko met with Matt Blumenfeld on December 28th to discuss a feasibility study and a timeline for interviews for the study, which will help the Library's capital campaign. The study will be funded by the Library Foundation and the Davis Foundation.
- The East Springfield Branch was surprised with an award from the Springfield Police Department for community partnership.
- Borrowers' Service Manager Patti D'Amario has been regularly visiting the Hungry Hill senior center, and they love having her.
- The AFSCME and SOLE union contracts have both been ratified. The new contracts grant staff retroactive pay.
- Ms. Canosa Albano reviewed a new service that the library will be using, called Niche Academy. Niche provides online instructional videos for patrons to use that explain many of the library's databases and other digital resources. Using Niche is expected double the use of the library's online services. The cost is \$3230 per year. The videos will be featured on the library's website.



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- The Books & Brew program at Nathan Bill's (run by the East Forest Park Branch) starts tonight at 7:30 PM. The librarian who planned the program, Lizzie Meier, just earned her MLIS degree.
 - Diane Houle and her staff have been doing successful outreach at a local Pride station, as well as providing a bilingual collection at the Ronald McDonald House.

6. Other Business

Commissioner Reilly pointed out some improvements that could be made to the website. His feedback will be passed on to Ms. Blasko.

Commissioner Moriarty asked about the possibility of working with using WiFi on busses to provide e-books and other digital library services. Molly stated that she would look into what options are available.

Commissioner Lunghi shared ideas to expand the teen Read Off Your Fines program, including accepting food donations, toiletry donations for local shelters, or volunteer hours in exchange for reduced fines. Molly stated that the library is looking into combining a fine forgiveness initiative with the 2017 Summer Reading Club, and that staff are looking at other ways to remove barriers to patron service.

Commissioner Moriarty asked about an MLS e-mail discussion regarding libraries selling books that their city paid for. Molly clarified that at the Springfield City Library, most books sold were donations that the library could not use. She also noted that valuable books have been found in closed stacks and that the library will work with the city to possibly sell them in the future.

7. Executive Session

Not necessary.

Adjournment: Mr. Cary adjourned the meeting at 7:13 p.m.

Lorna Simmons, *Secretary*