

Board of Library Commissioners

July 29, 2003: MINUTES

The meeting of the Springfield Library Board of Commissioners was called to order by chairperson Patrick Markey at 9 a.m.

Present:

Patrick Markey, Chair
Helen Boyle
Bettye Webb
Jennifer Dugan Murphy
Grisel Gonzalez

Staff Present:

Emily Bader
Carol Leaders
Lee Fogarty

Mr. Markey reviewed the list of Trusts and Endowments that were provided to the Commission by SLMA. These trusts and endowments will be transferred to the City after they are verified with the City Treasurer's Office, City Auditor's Office and SLMA.

Mr. Markey gave an update on the condition of the Forest Park and East Springfield Branches' boilers.

Ms. Bader reported that John Mastrangelo, Director of City Facilities Management will provide a report and cost estimates regarding the repairs. Forest Park Branch boiler can be repaired, whereas the East Springfield Branch boiler will have to be replaced.

Mr. Markey will follow up with the Sheriff's department regarding mowing at the branches.

Ms. Bader thanked the Forest Park Civic Association for doing a great job with groundskeeping at the Forest Park Branch and Kerry Noonan for mowing at the Liberty Branch Library.

Ms. Bader requested several quotes for mowing and trimming at the branches and has received only one response to date. Ms. Bader noted that approximately \$15,000 had been budgeted for those services. Snow removal costs are also included in the \$15,000 budget.

It was suggested that the Clean City Program may be called upon to help with other projects.

Ms. Bader informed the committee of 3 resignations from the professional staff. These positions cannot be filled by call backs and will need to be posted. Waiting for approval from the Commission to post. Also need to post a Part Time Volunteer Coordinator Position.

Mr. Markey requested that the Commission be consulted with the posting of the Volunteer Coordinator position. Ms. Bader will provide Mr. Markey with a copy of the job description.

Mr. Markey moved to post the vacant librarian positions. Ms. Webb seconded and the MOTION CARRIED.

Mr. Markey moved to post the Part Time Volunteer Coordinator position with the understanding that the Commission be informed of all applicants. MOTION CARRIED with Ms. Boyle opposing.

Ms. Bader will use the City's process to request to fill vacant positions.

Mr. Markey requested that resumes and qualifications be discussed with the Commission.

Mr. Bader stressed that the Library Department will need to abide by City rules and regulations and will consult with the City Personnel Department.

Mr. Markey asked to withdraw his original Motion regarding the Volunteer Coordinator.

Mr. Markey then moved that the Part Time Volunteer Coordinator position description be presented to the Commissioners at the next scheduled meeting for discussion. Ms. Gonzalez seconded and the MOTION CARRIED.

Ms. Bader reported that the Volunteer Coordinator will work directly with the Branch and Central Library supervisors regarding volunteer orientation and training. Ms. Bader is aware that the City has its own policies and procedures regarding volunteers.

Helen Boyle thanked the Library Staff for all their hard work and dedication.

Mr. Markey reported that the clean-up at Forest Park had been adequately completed.

It was agreed that a schedule of Library Commission meetings and minutes of the Commission be posted on the Library's website.

Mr. Markey moved that all meeting minutes be posted on the Library website and at the Branches as soon as practical after each meeting. Ms. Boyle seconded and the MOTION CARRIED.

Mr. Markey reported on the status of the amendment to the ordinance. The Mayor proposed to increase the members of the Library Commission by two; but was sent to committee by Councilor Foley.

Mr. Markey's personal feeling was to welcome additional members representing other neighborhoods, as there is a lot of work to be done.

Mr. Markey moved to support the amendment that has been proposed by the Mayor to add two additional members to the Library Board Commission. MOTION CARRIED.

Mr. Markey moved to specifically advocate that additional seats be filled by the Indian Orchard; McKnight; Mason Square; Brightwood and East Springfield neighborhoods. MOTION CARRIED.

Mr. Markey reported that there would be a meeting on August 6 at 5 p.m. to discuss the \$500,000 budget cut by Councilor Foley. Mr. Markey is hopeful that additional funding will be restored to the Library budget so that state funding will not be in jeopardy.

Mr. Markey moved that the \$500,000 which was cut be restored forthwith. MOTION CARRIED.

Ms. Bader reported that a downsized Mason Square Branch will operate out of the space formerly occupied by the Read/Write/Now program. Computers will be made available to the public in the front space of the Urban League's new reception area. Interest from the Annie Curran Endowment will help fund the Mason Square Branch. It will be a City Library in Urban League Space.

Program Space will also be made available. Library Staff will work with Urban League staff regarding scheduling.

After some questions from the public, Mr. Markey explained that the sale of the Mason Square Branch happened before the City assumed responsibility of the Library Department.

Meeting adjourned 6:30 p.m.