

## **Board of Library Commissioners**

### **Meeting Minutes: June 6, 2006**

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#### **Library Commissioners Present:**

Patrick Markey, Chair  
Barbara Garvey  
Sheila McElwaine  
Vera O'Connor  
Rudy Ruggeri

#### **Staff Present:**

Emily Bader, Director  
Lee Fogarty, Assistant Director

Patrick Markey, Chair called the meeting of the Springfield Library Board of Commissioners to order at 5:34 p.m.

#### **Opening Reading: Commissioner Garvey**

A motion to approve the minutes of the May 4th and May 22nd, 2006 meetings passed unanimously. Commissioner McElwaine requested that the Commission review the two tag line options presented by Susan Edwards and discuss them at the next Commission Meeting.

#### **Library Advisory Committee Reports:**

**Indian Orchard Advisory Committee:** Jean Mathieson thanked Director Bader for attending the Open House. The Banjo Clock is being repaired. Ms. Garvey stated that a letter of thanks would be sent from the Library Commission to all of the individuals who are helping to repair the clock. The Advisory Committee has met with Brian Hale to discuss the use of the Indian Orchard Branch to display artwork provided by Artists at the Indian Orchard Mills on Main St. Director Bader stated that this was an excellent idea and would be discussed with the Manager and staff of Indian Orchard.

**Forest Park Advisory Committee:** Ginna Ondricek requested an update on the repair of the Parapet at Forest Park. Director Bader will follow up with Patrick Sullivan and report back at the next Commission Meeting.

**Central Library Advisory Committee :** Commissioner McElwaine reported that the committee is hosting a lunch for Central Library staff on June 7th. She also mentioned the open house at the Central Library scheduled for June 12th in the evening for Fifth grade students and parents from the Milton Bradley School.

**Mason Square Advisory Committee:** Chairman Markey reported on a meeting with Police Commissioner Flynn regarding the incident at the Mason Square Library on April 5th. (see Meeting Minutes: May 4, 2006) Commissioner Garvey wrote a letter to Commissioner Flynn requesting a review of that incident. Jennifer Flagg reviewed the letter and responded that she could not establish that any calls came in complaining about the event and that there may have been some confusion due to the timing of the change in shifts.

**Library Commission Committee Reports:** none presented.

#### **Library Director's Performance Evaluation:**

Commissioner Garvey gave a brief overview of the evaluation process. The Commission By-Laws mandate that the Commission periodically evaluate the Library Director. Several American Library Association Evaluation tools were reviewed and the one most appropriate to the process was selected. The Goals and Objectives, in the Library Strategic Plan and the FY06 Action Plan were used as the basis for the evaluation. Rankings from 1 -5, 5 being excellent, were applied to achievements for each objective.

These rankings were averaged to determine an overall ranking for the Library Director.

Commissioner Garvey recognized Helen Caulton-Harris, Head of the Health and Human Services Division. Ms. Caulton-Harris was attending this Commission meeting to observe the evaluation. Commissioner Garvey stated that it is her understanding that the FY07 Department Head Evaluations will be performance based and will be used to determine salary increases.

Chairman Markey asked whether the Commission should conduct this evaluation in Executive Session. Commissioner Garvey stated that based on her review of the Open Meeting Law, the evaluation needed to be conducted in open session.

Rankings for each goal and related objectives were reviewed and discussed by the Commissioners. The overall ranking for Director Bader was 4.9 out of a possible 5.

The Library Commission congratulated Director Bader on her achievements and excellent administration of the Library Department. Chairman Markey commended Director Bader for her commitment and leadership of the Library Department.

Highlights of FY06 accomplishments discussed included:

- Contract negotiations with both Library Unions, resulting in salary increases. The contracts include salary and step increases through FY11.
- Approval of a new position for marketing and outreach to lead the Library's plans to focus attention on increasing marketing and public relations activities.
- Development of a five-year technology plan that includes wireless technology. Wireless technology was installed at the Central Library and Liberty in FY06.
- Citywide programs including One Book, One Springfield and the Poetry Contest, which included a Spanish Division.
- Revisions to the Library Collection Development policy to include significant community input.
- Staff Development initiatives with a focus on reader's advisory services.
- Development of Key Messages and a marketing plan for the Library, documented in a report entitled 'Building Our Brand, A Bridge to the Community.'

Commissioner McElwaine thanked Director Bader for the smooth and professional transition of the Library Department from the Springfield Library and Museums Association to the City of Springfield.

Commissioner Garvey thanked the members of the commission for their input and participation in this evaluation process. Chairman Markey thanked Commissioner Garvey for undertaking this task.

Director Bader thanked the Commission for her evaluation and mentioned that key program initiatives for FY07 include the development of a comprehensive after school program for Springfield Youth, expansion of services to senior citizens, and a city-wide Library Card registration initiative.

Commissioner Garvey requested changes to the FY07 Action Plan format to include quantitative as well as qualitative evaluation data.

**Director's Report:** Director Bader mentioned that the Library exterior signage bids were opened on May 26 and the Bid was awarded to Adams Ahern for \$21, 896 for the first phase of this project. The First Phase includes: East Forest Park, Pine Point, East Springfield and Liberty Branches.

Director Bader also discussed the changes in facility management. On July 1, 2006, Facilities Management will assume responsibility for Fire Stations and Library Branch Buildings. A Municipal Zone Chief will be hired to oversee the maintenance of all Library Branches and Fire Stations. This will include grounds maintenance and snowplowing. Director Bader will meet with the Municipal Zone Chief, once he is hired, to discuss the transition and will report at the next Commission Meeting.

**Other Business:**

Chairman Markey, in response to a letter that he had received regarding a bike rack at the Central Library, requested that Director Bader contact the Springfield Museums Association to request installation of a bike rack in the parking lot adjacent to the Visitor Center. The Library Department will pay for the bike rack.

Beryl Cress requested a review of Library circulation policies related to the use of library cards by family members. Currently library cards are non-transferable.

Meeting adjourned at 7:45 p.m.

Minutes Approved: August 2, 2006