



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

**Place:** Central Library Community Room

**Date:** December 4, 2013

**Attending:** Chairman Stephen Cary, and Commissioners Krysta Fyntrilakis, Timothy Moriarty, and Vera O'Connor, Lorna Simmons, Matthew Reilly,

**Absent:** Meghan Lunghi , Janet Stupak

**Staff:** Molly Fogarty, Library Director  
John Ramsay, Assistant Library Director  
Carol Leaders, Business Manager (*minute taker*)

**Call to order:** Mr. Cary called the meeting to order at 5:32 p.m.

<b>Agenda Item</b>	<b>Discussion &amp; Decisions</b>	<b>Action Items</b>
<b>1. Approval of Minutes from the November 6, 2013 Library Commission Meeting</b>	Commissioner Fyntrilakis made a motion to accept the minutes of the November 6, 2013 meeting of the Springfield Library Board of Commissioners. Commissioner Reilly seconded the motion. <u>The motion passed.</u>	(follow up)
<b>2. Library Advisory Committee Reports:</b>	There were no Library Advisory Committee reports.	
<b>3. Commission Committee Reports:</b>	Commissioner Fyntrilakis attended the Friends of the Springfield Library meeting and reported on the upcoming Valley Gives Day, December 12, 2013. The Friends of the Springfield Library have set up a Razoo page on the Valley Gives Day website to promote contributions to the Friends of the Springfield Library. Everyone is encouraged to give and share the Valley Gives Day webpage. The Friends of the Springfield Library will host a coffee hour in the Community Room at the Central Library from 10 am to noon and the Computer Lab will be open to the public during that time to help promote donations. All donations will go directly to the Friends of the Springfield Library to help support ongoing Library sponsored programming.  Commissioner Fyntrilakis also mentioned that the Friends of the Springfield Library are planning a Forest Park Reading Garden event in the spring. Details to follow.	



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Commissioner O'Connor reported that she frequently visits the Sixteen Acres Branch. She also noted that the new Library hours were incorrectly printed in the newspaper. Assistant Library Director, John Ramsay, had been notified earlier in the day of the error and contacted the Republican to make the correction.

Commissioner Simmons reported that while the hours have increased at Mason Square, the neighborhood would like even more hours.

Library Director, Molly Fogarty, stated that all branches are open every afternoon and all but the Brightwood Branch are open on Saturdays.

Commissioner Reilly requested more publicity regarding the new hours.

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#### **4. Chairman's Report:**

Chair, Stephen Cary attended the all staff meetings that were held earlier in the week and thanked the staff for all their hard work on behalf of the Library Commission. A formal written letter signed by the Commissioners will be presented to staff at a later date. A letter to welcome new staff will also be sent.

In addition, a formal letter thanking the volunteer who helped develop the Library's new website will go out as well.

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#### **5. Director's Report:**

Library Director Fogarty reported on a collaboration effort with Springfield College interns. One project will be creating an on-line newsletter with teens at the Central Library; and a creative writing project at the East Springfield Branch.

Ms. Fogarty has received positive feedback on the new hours.

The Library Administration recently met the Library's financial analyst to develop a program budget. This will help define the impact the Library has on the community.

Work continues on the planning and design grant for a new East Forest Park Branch due on January 16, 2014.

Renovations have begun at the Pine Point Branch. Books are being packed and Read/Write/Now will move into the Library space the week of December 16, 2013.

Attendance at recent programs has been overwhelming. Puppet Fiesta had 400 attendees; and 1200 attended the Civic Engagement Series.



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Assistant Director Ramsay gave a brief demonstration on the Library's new website that went live on November 18, 2013. The homepage now shows what is going on each day; databases are better organized; and staff will be able to update branch activities as needed.

Ms. Fogarty reported that the hiring of the Development Manager has been put on hold due to lack of funding.

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### **6. Other Business:**

Mr. Ramsay announced the Legislative Agenda would be addressing the 2015 Funding Request for State Aid to Libraries. It is more important than ever to get State Representatives support by holding area Legislative Breakfasts.

Commissioner Moriarty suggested the Library do more programming for non-English speaking communities and work with community volunteers. Commissioner O'Connor made a motion to cancel the January 1, 2014 Commission Meeting. Commissioner Fyntrilakis seconded the motion.

**The motion passed.**

**Adjournment:** The meeting adjourned at 7:20 p.m.

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Vera O'Connor, *Secretary*

Approved: March 5, 2014