

# Board of Library Commissioners Meeting

## March 1, 2004: MINUTES

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Barbara Garvey Chairman called the meeting of the Springfield Library Board of Commissioners to order at 5:40 p.m.

### Library Commissioners Present:

- Helen Boyle
- Bettye Webb
- Barbara Garvey
- Rudy Ruggeri
- Janet Edwards
- Vera O'Connor

### Library Staff Present:

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

Barbara Garvey, Chair entertained a motion to approve the minutes of the February 17, 2004 meeting. Minutes were approved with one correction. Commissioner O'Connor asked that the actual time that the meeting began be changed to 5:40 p.m.

Motion to accept the minutes as corrected passed unanimously.

A proposed meeting schedule was distributed. The next scheduled Library Commissioners Meeting will on March 23rd, 2004 with a Board of Library Commissioners Sub-Committee to discuss the Facilities Use Policy at 4 p.m. followed by the Commissioners Meeting at 5:30 p.m. at the Sixteen Acres Branch Library.

Appointment of Standing Committees - Barbara Garvey announced the following committee appointments:

### Buildings and Grounds Committee

- Rudy Ruggeri, Chair
- Vera O'Connor

### Finance Committee

- Barbara Garvey, Chair
- Janet Edwards
- Janet Denney
- Rudy Ruggeri

### Planning and Program

- Bettye Webb, Chair
- Helen Boyle

Barbara Garvey suggested that members of the neighborhood advisory groups be allowed to attend and participate in all the Committee Meetings.

East Forest Park Lease - Director Bader along with Commissioners Edwards and Ruggeri met at the East Forest Park Branch with Judy Carpenter, who represented the East Forest Park Advisory Group, to review the current lease. The City of Springfield Law Department and City Solicitor are working on negotiating a new lease agreement.

FY04 Budget Update - Lee Fogarty, Assistant Library Director, distributed a summary sheet outlining the year to date revenues and expenditures as of January 31, 2004. The only concern at hand right now is the small amount of income from the endowments recently received from the SMA. As it stands, all investments are being handled by Fleet Bank. The City is studying the formation of a Foundation which would then be in control by its Board who would in turn govern the investments. The next meeting will be devoted to looking at the FY04 preliminary budget.

Barbara Garvey reported that Mayor Ryan has requested that partial funding of the SMA audit come from the Library Budget.

At this time, Barbara Garvey, with gratefulness and admiration, complimented both Emily and Lee and their assistants, for all of their hard work in going from a non-profit organization to a City Department.

Computer Use & Internet Policy - Director Bader reported that the sub-committee of the Library Commission along with Library Staff reviewed the policy in great detail. At this time public access computers in the branches and in the Children's Room at the Central Library are being filtered. The sub-committee of the Library Commission voted 4-1 in favor to remove all filters.

Barbara Garvey requested that staff be pro-active in enforcing the policy with beefed up warnings that will be displayed at all computer workstations.

#### Branch Library Advisory Committees - Motion & Vote

The following motion was presented by Barbara Garvey:

Because the ordinance creating the Library Commission mentions specifically the desirability of involving volunteers in the affairs of the Springfield Library Department, I submit the following motion:

The members of the Library Commission endorse, welcome, and express our gratitude for persons who are organizing and forming Advisory Committees for the libraries in their neighborhoods. We consider these groups to be an integral part of the Springfield Library Department entitled to the recognition and cooperation that such dedicated volunteers deserve.

The members of the Library Commission join with the Director of the Department in welcoming the participation of the Advisory Committees in the decision-making of each Library as it pertains to community issues and interests, to the extent that this participation does not impinge upon the accepted policies and the professional standards of the Department.

Commissioner Edwards moved to accept motion and Vera O'Connor seconded.

Commissioner Boyle suggested that Branch Advisory Committees join forces with the Friends of the Springfield Library and concentrate on fundraising.

Commissioner O'Connor stated that the Branch Advisory Committees should be empowered to do whatever it takes.

Barbara Garvey stressed it is her intention that Branch Advisory Committees be encouraged to deal with their respective branches and look at ways to help. Some examples: look at ways to improve the building; form book discussion groups; develop special programs; create wish lists. All Branch Advisory Committees are encouraged to attend Commission Meetings where they will have a designated time to report periodically. Director Bader suggested that Branch Advisory Committees ask Branch Managers to attend their meetings.

Barbara Garvey indicated that this is a learning process and will be reviewed in 6 months.

Motion passed unanimously.

Other Business - Director Bader reported that the contractors are back at the Central Library working on the punch list.

Barbara Garvey reported that discussions regarding Mason Square with SMA and the City are progressing.

Concerned citizens inquired about the Liquor License expansion that was requested by the SMA.

Mary Ann Maloney, President of the Friends of the Springfield Library, requested volunteers to help with stuffing envelopes for the Library Campaign. Barbara Garvey will provide the names of Branch Advisory Committee members to Mary Ann Maloney.

Commissioner Edwards requested periodic updates on the progress of the Library Campaign. The first update will be in April.

Other fundraising projects in the works include: dinner parties; Spring Raffle at each branch location; walk-a-thon in the Fall.

It was suggested that a webpage be developed that would promote Friends of the Springfield Library activities.

Meeting adjourned at 7 pm.

Respectfully submitted by:

Rudy Ruggeri

Approved March 23, 2004