

Board of Library Commissioners

## **Special Meeting Minutes: May 22, 2006**

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### **Library Commissioners Present:**

Patrick Markey  
Yasmin Cortes  
Barbara Garvey  
Sheila McElwaine  
Vera O'Connor  
Rudy Ruggeri

### **Library Staff Present:**

Emily Bader, Director  
Lee Fogarty, Assistant Director  
Carol Leaders, Business Manager  
Janet Stupak, Volunteer Coordinator

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

Director Bader reported on the FY06 Action Plan, stating that it was an update of the January document. Completed as well as postponed or changed items were addressed. Organized by goal areas, Director Bader discussed the following:

**Staffing and Structure** was an important component involving a great deal of time and consideration, with the emphasis on staff development. A staff development committee was created in January and their recommendations will be incorporated in the FY07 action plan. Annual employee evaluation will be reinstated. For FY08 non-bargaining staff performance raises will be based on this evaluation process.

**Marketing & Outreach** areas highlighted were the huge success of the One Book, One Springfield project along with discussion regarding procuring NEA grant money for next year. The Library website now provides links to both the Friends of the Library and the Library Foundation. New signage for E. Springfield, E. Forest Park, Pine Point and alternately the Liberty branch are in the bidding process.

The city employee marketing initiative is postponed due to several issues and will carry over to FY07. We will try to make the city employees aware of the library services and the benefits of library cards.

The Vietnamese cultural program had been postponed in order to coordinate it with an anonymous gift to expand the Vietnamese collection at Forest Park.

**Funding** goals were discussed. It was mentioned that The Friends of the Library will have a couple of smaller book sales as opposed to one large one, with the first one scheduled for June 2nd and June 3rd. Bylaw changes were made in order to expand our participation with the FOL. Many completed goals are defined in this section of the Action Plan update.

**Support for Springfield Youth** areas discussed were the implementation of the Story time for babies (under 12 months) program; and the ongoing STARR (Springfield Tots Are Reading Ready) program. Funded by Grant money,

which must be used by September 30, 2006, Director Bader stated that this is a very important project for the recently hired full-time Volunteer Coordinator.

**Libraries As Community & Information Centers** discussion focused on the upcoming 75th anniversary of the Liberty Branch planned for the weekend of June 10th. The building has been spruced up with new carpeting and furniture as well as wireless technology. A wonderful commemorative quilt will be on display at the Open House.

The Reader's Advisory Grant money was used to train staff to help people to find a good book. The focus is on mysteries, which is one of the most popular genres. A women mystery writers' panel discussion is planned for June 7. A murder mystery dinner in conjunction with the Friends of the Library is planned for this fall.

Director Bader thanked Commissioner McElwaine for her continued help. Through the Commissioner's hard work and determination active Branch Advisory Committees have been established at most branch libraries.

Staff at Sixteen Acres are excited about the improvements to be made in the Teen area at this branch.

**Collection Development and Access** section of the Action Plan required little explanation as most items were completed. One item postponed due to open Volunteer Coordinator position. This post recently filled.

The **Technology** section involved a great deal of input from the Commissioners. Possible areas to use the Comcast Cable endowment money, which must benefit cable subscribers, were discussed. Wireless technology as well as expansion of the self-check-out system was named as possible areas. Emily is preparing a proposal to submit to the cable endowment.

This concluded Director Bader's presentation of the May update of the FY06 Action Plan. Commissioner Garvey questioned the Director's printed format, stating that it would have been easier for her to follow if kept in the original format. Chairman Markey agreed with this point and Director Bader stated that she is comfortable with whatever format the Commissioners want.

The commissioners will review the report as presented by Director Bader and discuss their findings at the June 6th meeting.

Commissioner Ruggeri commented on possible ways to market the Library to the community. Director Bader stated that marketing and customer service would be the focus of the fall staff development day.

The Library Commissioners welcomed new member Yasmin Cortes to the group.

Commissioner McElwaine requested that a copy of the Trustee Manual Handbook as well as a copy of the ordinance forming the Library Department be made available to Commissioner Cortes.

Meeting adjourned at 6:50 p.m.

Respectfully submitted:

Vera O'Connor

Secretary, Springfield Library Commission.

Approved: June 6, 2006