

Board of Library Commissioners

May 5, 2004: MINUTES

Barbara Garvey, Chair called the meeting of the Springfield Library Board of Commissioners to order at 5:37 p.m.

Library Commissioners Present:

- Helen Boyle
- Rudy Ruggeri
- Barbara Garvey, Chair
- Bettye Webb
- Janet Denney
- Vera O'Connor

Library Staff Present:

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

A motion to approve the minutes of the April 22, 2004 meeting passed unanimously with one correction, Janet Denney was not present at the meeting.

Central Library Rotunda Event Space - Ms. Bader distributed a brief report on existing Event Use Policy for City Departments.

Crosswalk Requests - Ms. Garvey reported that the Commission received a request for a crosswalk, with proper signage and lines painted in the road at the Pine Point Branch Library. The Commission voted to approve the request. The Mayor has approved a crosswalk at the Central Library as well; the Mayor will confer with Al Chawlek, Supt. of Public Works, regarding this request.

Ms. Bader presented the Library Pay Plan to the Personnel Policy Board which was approved. Next step will be to get approval from the City Council. She will check with the Council Clerk, Bob Arietti, for the official date.

The Library Department submitted a proposal to MassMutual to fund A+ Sundays which would include HiTech, Kids Click and family programs at the Central Library. Copies of the proposal will be reviewed by the Planning and Program Committee. When Ms. Bader asked if someone from the Commission would make a follow-up call to help shepherd the proposal along, Ms. Webb offered to do so.

East Forest Park Lease - with help from the City Law Department, Janet Edwards and Rudy Ruggeri were able to negotiate a new lease for less money for one year. Eventually, the East Forest Park Advisory Committee would like more space. Therefore RFP's will be drawn up with input from the staff, civic association and advisory committee along with the Library Commission for advertisement at the end of this lease.

Ms. Garvey reported that the Mayor met with representatives from the Mason Square Library Advisory Committee to discuss their concerns regarding their neighborhood branch. Mayor Ryan indicated that he wants the Mason Square Library building back. However the city's financial crisis is his first priority. He will continue to work on a solution after the budget crisis is settled. She also mentioned that a report on the progress of the audit of the Springfield Museum

Library Association will be given to the Mayor next week. The final report may be ready sometime in mid-June and will hopefully provide answers to the Mayor which will lead to further discussions.

Library Foundation - a meeting with the Atty. David Martel is scheduled for May 6 to discuss the final process. Members of the Foundation need to be identified and then appointed. The main responsibilities of the Foundation will be managing the Library trusts and fundraising for capital projects.

Reports from Branch Advisory Committees: The Sixteen Acres Advisory Committee collaborated with Boy Scout Troop 303 to clean and weed the landscaping of the Library throughout the Spring and Summer. The Sixteen Acres Advisory Committee would like community support in raising funds for a new sign that would have the hours their branch is open displayed so anyone driving by could read it.

Ms. Bader replied that she is aware that signage is important at all library locations and that the issue will be addressed; she also stressed the importance of a unified look throughout the Library System and indicated that there might be some money in the budget for design work.

Ginna Ondricek, from the Forest Park Library Advisory Committee met with Emily Bader, Jean Kaiser, Rudy Ruggeri and Phil Burdick regarding the placement of the lift at the Forest Park Branch. Ms. Bader reported that the group agreed where the lift should go. Rudy and Emily will meet with Eddie Corbin, City Purchasing Agent, to work out the details of a Request For Proposals for the project.

The following steps need to be completed:

- Approval from the Library Commission
- Plans need to be reviewed by the Historical Commission
- RFP needed for architectural design
- RFP needed for construction

Ms. Bader met with Martha Hannon, Chair of the City's Commission on Disabilities, Rudy Ruggerie, Al Chawlek and Joe Carvalho, President of the SMA, to discuss handicap accessibility at the Central Library. Mr. Carvalho agreed to erect appropriate signage. Ms. Bader agreed to contact Christ Church about the possibility of sharing their driveway for handicap drop off area.

Mr. Ruggeri did some measuring and will look at the Architectural Access Board guidelines to see if the parking spaces are in compliance. Ms. Garvey requested a time line be established for the resolution of all of the ADA access requirements.

After some discussion regarding program budgets for each branch location, Lee Fogarty agreed to develop a tracking expenditure budget for FY 05.

Meeting adjourned at 7:20 pm.

Respectfully submitted by:

Rudy Ruggeri

Approved: June 1, 2004