

Board of Library Commissioners

Meeting Minutes: May 7, 2008

Place: Sixteen Acres Branch Library

Date: May 7, 2008

Attending: Stephen Cary, Chairman (Presiding)
Commissioners Sheila McElwaine, Timothy Moriarty,
Vera O'Connor, Hector Toledo.
Absent: Commissioners Craig Givens, Madeline Landrau.

Staff: Emily Bader, Director (*minute taker*)
Lee Fogarty, Assistant Library Director
Carol Leaders, Business Manager

Call to order: 5:35 p.m.

Agenda Item	Discussion & Decisions	Action Items (follow up)
1. Approval of Minutes from the April 2, 2008 Library Commission Meeting	Commissioner McElwaine moved, with Commissioner Moriarty providing the second, to accept the minutes of the April 2, 2008 meeting of the Springfield Library Board of Commissioners with the following addition: <i>The Commission also discussed the loss of library materials and Commissioner McElwaine reminded Commissioners of a fall 2008 symposium on library security that will be sponsored by the Mass Board of Library Commissioners (MBLC).</i> The motion passed.	
2. Library Advisory Committee Reports	None	
3. Commission Sub-Committee Reports	Buildings and Grounds: Commissioner McElwaine reported that she is continuing to work with Antonette Pepe to resolve the procedural mistakes made after the Traffic Commission had approved a revision to parking restrictions on Oakland Street that would have provided additional parking for visitors to the Forest Park Branch Library. The parking issue should go before the City Council for final approval in May.	
4. Director's Report <i>Report on the Capital Improvement</i>	Director Bader reported that the Capital Improvement Committee meeting scheduled for May	Ms. Bader to contact Commissioners Cary &

<p><i>Committee meeting</i></p>	<p>6 has been postponed.</p> <p>The Library has not learned when City Council budget hearings will be held, but will notify Commissioners as soon as a date has been set.</p> <p>Ms. Bader informed that truancy has been a problem at the Central Library this winter and spring. She recommended that Commissioners develop a policy on truancy that can provide guidance for staff on how to deal with truants. There was general consensus that a policy should be developed.</p>	<p>Moriarty.</p>
<p>5. Other Business</p>	<p>Commissioner O'Connor asked about the status of site selection for the Mason Square Branch Library. Director Bader responded that the architect is currently conducting a feasibility study of the old Mason Square fire station and that a City Council meeting has been scheduled for May 13 at 6:00 p.m. to discuss traffic safety issues at the fire station site. Commissioner McElwaine will ask Scott Hanson of the Planning Department to outline steps that might be taken to mitigate the safety concerns.</p> <p>Commissioners McElwaine and Moriarty reported on the recent Mass. Library Trustees Association conference that they attended. Of particular interest were presentations on library security and outreach to diverse populations.</p> <p>Commissioners McElwaine, Moriarty and Cary also attended a workshop for new trustees conducted by the Western Massachusetts Regional Library System. As a follow-up to that meeting, Commissioner McElwaine requested that Commissioners Cary and Moriarty develop an evaluation instrument for evaluating the library director. The workshop also discussed the open meeting law and related handouts were distributed.</p> <p>Commissioner Moriarty suggested that Commissioners begin to research issues related to library security and that a policy on library security should be drafted.</p> <p>Commissioner McElwaine asked Ms. Bader and Commissioner Cary to develop an annual calendar of activities that Library Commissioners should be aware of.</p> <p>Ms. McElwaine asked about the status of the vacant Community Relations Coordinator position. Ms. Bader reported that interviews have been completed and a candidate has been recommended for hire, however the City has established a hiring "slowdown." Because of the importance of the</p>	<p>Director's Office to distribute copies of the open meeting law material to all Commissioners.</p> <p>Director's Office to distribute MBLC materials on library security.</p> <p>Ms. Bader to provide Ms. McElwaine & Mr. Cary with a list of projects that have been postponed because of the vacancy.</p>

	<p>position, Commissioners McElwaine and Cary will advocate for filling the position with the Finance Control Board.</p> <p>Commissioner McElwaine also asked Ms. Bader to report at the next meeting on follow-up Customer Service activities.</p>	
6. Adjournment	<p>Chairman Cary adjourned the meeting at 6:35 p.m.</p> <p>The next meeting will be held on June 4, 2008 at 5:30 p.m. at the Central Branch Library.</p> <p>Commissioners who wish to receive a behind-the-scenes tour of the Central Library and/or to have an ID badge made may arrive early at 5:00 p.m.</p>	

Vera O'Connor

Approved: June 4, 2008