

Board of Library Commissioners

Meeting Minutes: November 1, 2006

Place: Forest Park Branch Library

Date: Wednesday, November 1, 2006

Attending: Patrick Markey, Chair (presiding)
Commissioners Barbara Garvey, Vera O'Connor, Rudy Ruggeri

Absent: Commissioners Craig Givens, Madeline Landrau, Sheila McElwaine.

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

Call to order: 5:38 p.m.

Agenda Item	Discussion & Decisions	Action Items (follow up)
1. Opening reading	Chairman Markey	
2. Minutes of the October 3, 2006 Meeting	It was moved by Ms. Garvey and seconded by Mr. Ruggeri to accept the minutes of the October 3, 2006 regular meeting of the Springfield Library Board of Commissioners. The motion was adopted.	
3. Library Facilities Report:	<p>Dave Meehan, City of Springfield, Municipal Zone Chief, addressed the Commission. He has toured all branch libraries in order to come up with a "game plan" and estimate repair costs. He gave updates on work planned and underway at some branch locations:</p> <p>Sixteen Acres: new roof installed on back section; trees have been trimmed; has quotes to repair the carpet and front area. Tile is being considered and all monies will come out of Facilities budget.</p> <p>Pine Point: Roofing construction today and out to bid next week. Job to be done "before the snow flies." In preparation debris will be cleared and fencing repaired. Monies from Facilities budget. Estimate of \$150,000.</p> <p>Forest Park: Repair of roof and parapet planned for early spring due to necessary lead-time required (14-16 weeks) for preparation. Referring to blueprints of the Library, Mr. Meehan explained that</p>	

	<p>rushing would compromise the repair, as some of the terra cotta panels must be rebuilt. He explained that it might be necessary to go before the historical commission to find out what is allowed. Estimate for the entire project is in the \$175,000 range, which will come from Facilities budget.</p> <p>The large tree, which had been in front and was damaged in a storm, has been taken out. Forest Park Advisory Committee to be involved in decision to replace tree or install fountain or flower plantings.</p> <p>East Springfield: The City is soliciting bids for new carpeting; with monies to come out of Facilities budget "Cosmetic" upgrades are planned. \$15,000 total budget.</p> <p>Liberty: Property exterior cleanup and debris removal to be done by City department. Front steps to be done within 2 weeks.</p> <p>Pine Point: New roofing, gutters and downspouts are planned.</p> <p>Mr. Meehan then answered questions posed by the Commissioners and also by Mr. Bill Malloy, who represented the Forest Park Advisory Committee. The Siemons Company energy study was discussed as well as the use of money from Community Development Block Grants.</p>	
<p>4. Library Advisory Committee reports:</p>	<p><i>Forest Park</i> : Bill Malloy voiced the concerns of their Advisory Committee on the proposed Branch Library Advisory Committee Guidelines document.</p> <ol style="list-style-type: none"> 1. Under Purposes , there should be tie in to the Friends of the Library and advocacy thereof. 2. Requirements are too constricting. Move away from the word "must." In favor of stating that Springfield residency is not a requirement for membership. 3. Under Operating procedures they are in favor of striking part d, regarding publicity of meetings. Also fundraising should be dedicated to the branch involved. 	
<p>5. Library Commission Committee reports:</p> <p>Fundraising by Advisory Comm.</p>	<p>Ad Hoc Committee on Library Advisory Committees-</p> <p>The goal would be to strike a balance to know what Committees are doing and not duplicate projects.</p> <p>Ms. Bader would communicate with committees to</p>	

	<p>give them feedback.</p> <p>It was mentioned that the form could be put out for comment to the Friends of the Library.</p> <p>All Commissioners were given a copy of a letter from Laurel Rancitelli of the East Springfield Advisory Committee.</p>	
6. Commissioner Reports - Library visits etc.	<p>Ms. O'Connor stated that she was very pleased with the appearance of the Sixteen Acres branch.</p> <p>Chairman Markey read a thank you note from Jan Denney.</p>	
7. Director's report	<p>Results from Custodial and Branch Security RFP's-</p> <p>Kleenrite was the low bidder for Central Library cleaning services with a meeting planned for November 6, 2006.</p> <p>Command Security will take over for Jackson Security with an anticipated savings of \$35,000 per year. There will be a three-month trial period for both cleaning and security.</p> <p>New signs have been installed at East Springfield, Liberty, and Pine Point Branches. A new electric sign will go up at East Forest Park on November 6, 2006.</p>	
8. Other Business	None.	
9. Adjournment	<p>In accordance with the approved schedule of meetings, the next regular meeting of the Springfield City Library Board of Commissioners will be held on Wednesday December 6, 2006 at the Indian Orchard Branch, starting at 5:30 p.m.</p> <p>It was moved by Ms. Garvey and seconded by Ms. O'Connor to adjourn. The meeting was adjourned at 7:00 p.m.</p>	

Vera O'Connor

Accepted: December 6, 2006