

**Board of Library Commissioners**

**Meeting Minutes: November 14, 2007**

---

**Place:** East Forest Park Branch Library

**Date:** November 14, 2007

**Attending:** Barbara Garvey, Chair (presiding)  
Commissioners Craig Givens, Sheila McElwaine, Vera O'Connor,  
Rudy Ruggeri.

**Absent:** Madeline Landrau, Hector Toledo.

**Staff:** Emily Bader, Director  
Lee Fogarty, Assistant Director  
Carol Leaders, Business Manager  
Janet Stupak, Volunteer Coordinator (*minute taker*)

**Call to order:** 5:42 p.m.

<b>Agenda Item</b>	<b>Discussion &amp; Decisions</b>	<b>Action Items (follow up)</b>
<b>1. Opening reading</b>	Commissioner McElwaine.	
<b>2. Minutes of the October 3, 2007 Meeting</b>	Commissioner McElwaine moved, with Commissioner Ruggeri providing the second, to accept the minutes of the October 3, 2007 meeting of the Springfield Library Board of Commissioners.  The motion passed.	
<b>3. Library Advisory Committee Reports</b>	GINNA ONDRICEK, <b>Forest Park Branch Advisory Committee</b> , talked about a plaque planned for the Forest Park Branch Library in memory of Dee Phillips, longtime library supporter, who died recently. Ginna thanked Reggie Wilson, Forest Park Branch Library manager, for recent programs such as the "Meet the City Council Candidates Forum."  JEAN MATHISEN, <b>Indian Orchard Branch Advisory Committee</b> , extended thanks to library staff and others for helping with "Negatives from the Cellar: Historical Photographs from Indian Orchard's Past" now on display at that branch library.	
<b>4. Review of FY07/08 Action Plan, continued</b>	Ms. McElwaine had some questions about the format of the Library's current Action Plan. Director	

	Bader described it as basically an "in-house" document. Discussion ensued. Most commissioners were satisfied with the format.	
<b>5. Development of an orientation manual for new Library Commissioners</b>	Chairman Garvey opened the floor to discussion regarding the idea of developing an orientation manual for new Library Commissioners. Talk centered on the <i>City of Springfield's Library Commission Ordinance</i> document and the <i>Manual for Library Trustees</i> .  No further action is planned at this time.	
<b>6. Commission Sub-Committee Reports</b>	Carol Leaders, Library Business Manager, provided a facilities update handout for the Commissioners outlining issues at various branches and action being taken. There was some discussion.	
<b>7. Director's Report - Friends of the Library Activities</b>	Ms. Bader first related to the Commissioners that the Library's annual Staff Development Day was highly successful, creating much enthusiasm among employees.  The <b>Friends of the Library</b> generously support many programs at the Central Library and its branches. For example, author visits, and the "Open House" and gifts to the branch libraries, most recently a digital camera and custom framing for a painting at the <b>East Springfield Branch Library</b> . The Friends of the Library Book sale will be held in conjunction with the Central Library Open House on December 1st and 2nd. The group also has already pledged \$10,000 for next summer's reading program.	
<b>8. Other Business:</b>	Ms. Garvey asked that the Commissioners be prepared to select and elect a Vice-Chairman of the Library Commission at the next month's meeting.	
<b>9. Adjournment:</b>	It was moved by Commissioner O'Connor and seconded by Commissioner Ruggeri to adjourn.  The meeting was adjourned at 7:00 p.m.  The next meeting will be held on December 5th at 5:30 p.m. at the East Springfield Branch Library.	

Vera O'Connor

Approved: December 5, 2007