

Board of Library Commissioners

November 3, 2003: MINUTES

Chairman Patrick Markey called the meeting of the Springfield Library Board of Commissioners to order at 5:30 p.m.

Library Commissioners Present:

Helen Boyle
Patrick Markey
Bettye Webb

Absent:

Grisel Gonzalez
Jennifer Dugan-Murphy
Jerold Duquette

Library Staff Present:

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

All Commissioners present introduced themselves.

Chairman Markey entertained a motion to approve the minutes of the October 21, 2003 meeting. Commissioner Webb motioned to approve the minutes, Commissioner Boyle seconded and the Minutes were approved.

The next meeting of the Commissioners is scheduled for December 2, 2003 at 5:30 p.m. The meeting will be held in the Community Room of the Central Library at 220 State St.

Director Bader reported that the last 2 part time clerical positions have been filled; and training sessions for the professional staff and clerks were held last week.

A press release announcing the re-opening of branches was mailed Friday, October 31st with the Liberty Branch re-opening on November 3; Forest Park re-opening on Nov. 8th and Pine Point will have additional hours starting the week of November 3rd.

East Springfield and Mason Square will re-open the week of November 10th.

The Forest Civic Association will host an event on Saturday, November 8th to celebrate the re-opening of the Forest Park Branch Library.

A coffee hour is being planned to introduce the new Assistant Branch Manager at the Liberty Branch Library within the next few weeks.

Director Bader indicated that there had been some discussion with the Urban League in regards to incorporating signage for the Mason Square Branch with the Urban League's sign. Commissioner Markey suggested that Mason

Square should install its own sign as well as keeping the Annie Curran sign on the building itself. Commissioner Boyle agreed.

Al Chwalek, director of the DPW, agrees with the Library Commission that the handicap parking which is located in the State Street parking lot across from the Central Library is not acceptable. Commissioner Markey will be meeting with SLMA authorities to discuss the issue.

Use of Main Library for Community Events - Director Bader distributed packets which included Library Bill of Rights and the current Library Facilities Use Policy for review. The Library Commission will need to determine what sort of public events are acceptable. Ms. Bader indicated that any changes made will have to be reviewed by the City's Law Department.

Library Director's Report -

Director Bader reported that Janet Kelly, Director of R/W/N Literacy Center, received a Statewide Award sponsored by Verizon in recognition of her many years of outstanding service.

A contract for custodial services has been awarded to Kleen Rite Janitor Services for the branches.

Jackson Security has been hired to provide security guards at six branches for after school hours, evenings and Saturdays.

In the process of getting quotes for snow removal services for the branches. Also, working on getting quotes to repair the old roof at the Sixteen Acres Branch. Architect, Steve Jablonski is in the process of drawing up specifications (at not charge) for the repairs. Estimated cost is between \$6,000 and \$8,000.

Fundraising - Director Bader distributed a proposal, submitted by a local consultant, that would develop a Library Foundation; Planned Giving and a Plant Fund. The plan would include finding seed monies that would fund the consultant.

Ms. Bader reported that she had received two resignations from the IT department. Ms. Bader has requested that these positions be filled as soon as possible.

Proposed By-Laws - Commissioner Markey tabled further discussion due to lack of a quorum.

The meeting was adjourned at 6:50 p.m.

Approved: December 2, 2003