

**Meeting Minutes: November 4, 2009**

Place: Central Library Community Room

Date: November 4, 2009

Attending: Chairman Stephen Cary, Craig Givens, Sheila McElwaine, Timothy Moriarty, and Vera O'Connor.

Staff: Lee Fogarty, Interim Library Director  
 Carol Leaders, Business Manager  
 Janet Stupak, Community Relations Coordinator (minute taker)

Call to order: 5:37 p.m.

<b>Agenda Item</b>	<b>Discussion &amp; Decisions</b>	<b>Action Items</b>
<p>1. Approval of Minutes from the October 7, 2009 Library Commission Meeting</p>	<p>Commissioner Givens moved with Commissioner McElwaine providing the second, to accept the minutes of the October 7, 2009 meeting of the Springfield Library Board of Commissioners, following four changes, listed with appropriate agenda number, suggested by Ms. O'Connor:</p> <p>1) Correct date to read " approval of minutes from the September 2 , 2009;" 2) "Ms. O'Connor asked if the search for a new Library Director would be nationwide." 3) Insert "Ms. O'Connor raised the question regarding terms of service for current Library Commissioners." 5) Add "Ms. McElwaine suggested Jerry Gardener" regarding having Mason Square represented on the Library Commission.</p> <p>The motion passed.</p>	
<p>2. Helen Caulton Harris:</p>	<p>Ms. Caulton-Harris asked the Commissioners to read over the Library Director job description and recommend changes for her to take to the Personnel Committee. Ms. McElwaine asked that "establish contacts and collaborative relationships with community partners and agencies" be added. And also add as a skill "the ability to communicate with diverse populations." Ms. Caulton-Harris explained the timeline to the Commission:</p> <ul style="list-style-type: none"> <li>• The position is posted on the City website and has been listed in the Sunday Republican, the Boston Globe newspaper, and the Mass Library and Information Network. The cutoff date for applications is November 17.</li> <li>• The search interview committee will convene soon.</li> <li>• Interviews will start in December.</li> <li>• Library Commissioners should prepare a draft of questions and submit those to Stephen</li> </ul>	<p>Helen Caulton-Harris asked to be put on the Library Commission December 2 Meeting Agenda.</p>

	Cary, Chair of the Library Commission.	
3. Maria Puppolo:	<p>City Attorney Maria Puppolo reported that she is currently working on the Library Commission By-Laws, and has emailed a draft of the proposed changes to Lee Fogarty to review. They will be distributed shortly for review by the Commission and discussion at the December 2 Library Commission meeting. (Changes can be inserted and highlighted in red and sent to Commissioners.)</p> <p>Ms. Puppolo is reviewing the library's proposed Social Media Policy for possible liability concerns.</p>	
4. Library Advisory Committee Reports:	None.	
5. Commission Sub-Committee Reports:	<p>Ms. McElwaine happily noted that there are now signs marking the handicapped parking spaces at the Pine Point Branch Library . Ms. Leaders reported that they were recently installed by library maintenance staff, who will also install signs in the East Forest Park Branch parking lot.</p> <p>Status of the Mason Square Branch Library was discussed. The Commissioners would like an update from City Solicitor Ed Pikula on the timeline for the relocation of the Urban League and would also like to see Pat Sullivan's "facilities assessment report." Ms. Fogarty explained that the Library Department would need 6-8 months to set up the Mason Square Branch Library. As done with the Forest Park Branch Library Lift Project, the library website would give updates on the progress.</p> <p>Commissioner Moriarty reported that he had met with Ms. Fogarty, Regional Reference and Internet Services Librarian Donna Goldthwaite, and Community Relations Coordinator Janet Stupak to discuss the library's proposed Social Media Policy. Ms. Goldthwaite has provided glossaries of terms for distribution at today's meeting. Commissioners requested a computer presentation of some sort to help them better understand the issues involved.</p>	
6. Chairman's Report:	None.	
7. Director's Report:	Ms. Fogarty reported that the Forest Park Branch Library will reopen on Saturday, November 21st, and a formal Open House/Ribbon-Cutting by Mayor Sarno will take place on Saturday, December 5th .	
8. Other Business:	All branches of the Library will be closed on Friday, November 6th for Staff Development Day. If any Commissioners would like to join staff for lunch that day they are asked to call the Director's Office.	

Adjournment: Mr. Cary adjourned the meeting at 6:52 p.m.

Vera O'Connor  
Approved: December 2, 2010