

Board of Library Commissioners

Meeting Minutes: October 5, 2005

Barbara Garvey, Chair called the meeting of the Springfield Library Board of Commissioners to order at 5:32 p.m.

Library Commissioners Present:

Barbara Garvey
Sheila McElwaine
Vera O'Connor
Bettye Webb

Library Staff Present:

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

Guest Speaker: Diane Ahern

A motion to approve the minutes of the September 15, 2005 meeting passed unanimously.

External Signage Project - Diane Ahern, Adams Ahern Sign Solution, Inc. gave a brief Power Point presentation on the proposed external signs for the Springfield City Library System. The proposal included freestanding signs, monument signs and wall signs. Ms. Ahern also discussed the need to unify door signage at each location that would include hours of operation. The decision to install monument signs at some locations will be scheduled according to budget constraints.

Library Behavior Policy Revision - Ms. Bader recommended three changes be made to the current policy.

Recommended Changes not allowed on library property:

- Playing any game not provided by the library
- Group activities that are disruptive to the library environment
- Bringing in articles that are larger than a standard backpack

A Motion, by Commissioner McElwaine and seconded by Commissioner Webb, to approve the above changes to the Library Behavior Policy was passed unanimously.

Commission Reports - Commissioner McElwaine, who attended the Forest Park Library Advisory Committee meeting, reported that the committee expressed their concerns and confusion regarding fundraising. Ms. Garvey recommended that the advisory committee send a list of their questions in writing to the Library Commission to be reviewed.

Ms. Garvey also recommended that an explanation of how the Library System works be provided by Branch Managers. Branch Managers are encouraged to work with their advisory groups in developing their branch's materials budget.

Ms. Fogarty discussed how expenses are tracked for each branch. Some expenses are estimated while others, like utilities, phone, salaries and materials are charged directly to a branch.

Ms. Bader and Ms. Fogarty suggested branch advisory groups be invited to tour the Central Library. This would enable the advisory groups to look at how library materials are processed for each location.

Director's Report - Ms. Bader asked for approval to have the Springfield City Library participate in the American Library Association's initiative to collect fines and fees for the week of October 21, 2005 in support of the Hurricane Katrina relief fund. Ms. Bader indicated that the Massachusetts Library Association was supporting this effort and encouraged all Massachusetts Libraries to play a part in this effort.

A Motion to approve the collection of fines and fees for the week of October 21, 2005 to be donated to the Hurricane Katrina relief fund was passed unanimously.

Meeting Changes - November 9, 2005 Commission Meeting will begin at 4:30 p.m. at the Brightwood Branch Library.

The February 1st 2006 scheduled meeting will be changed to February 8, 2006.

Meeting adjourned at 6:57 pm.

Respectfully submitted by:

Vera O'Connor

Approved: November 9, 2005