



**Minutes of the Regular Meeting of the
Springfield City Library Board of Commissioners**

Place: Central Library Community Room

Date: October 5, 2016

Attending: Chairman Stephen Cary, Commissioners Matthew Reilly, Krysta Fyntrilakis, and Timothy Moriarty

Absent: Lorna Simmons, David Maynard, Meghan Lunghi

Staff: Molly Fogarty, Library Director
Jean Canosa Albano, Assistant Director for Public Services
Carol Leaders, Library Business Manager
Jessica Blasko, Community Relations Coordinator (minute taker)

Call to order: Mr. Cary called the meeting to order at 5:31 p.m.

Agenda Item	Discussion & Decisions	Action Items
1. Approval of Minutes from the September 7, 2016 Library Commission Meeting	Mr. Cary signed the June 2016 minutes. The signing of the September 2016 minutes is postponed until the next Commissioners' meeting.	
2. Staff Presentation: Donna Goldthwaite, Reference Librarian	Ms. Goldthwaite reviewed the Funding Information Network (FIN). The FIN provides access to the Directory Online Database, the Foundation Grants to Individuals Database, and the Foundation Maps Database. Ms. Goldthwaite runs at least two classes per year for local nonprofits on topics such as grants and budgets. Ms. Goldthwaite also reviewed Grantspace.org and Foundationcenter.org. An upcoming event was announced: the Nonprofit Mingle, to be held in the Central Library Rotunda at 5:30 PM on October 27 th . Ms. Goldthwaite confirmed that the FIN is a resource that the library itself has used in the past to seek funding.	
3. Commission Committee Reports	None.	



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4. Chairman's Report

Mr. Cary reported:

- The East Forest Park Civic Association is meeting at St. Michael's School at 6:30 PM on November 9th to review plans for the new East Forest Park Branch Library. Matthew Reilly will attend the meeting.
 - The Rotunda Rhythms program on October 2nd, entitled "Words Meet Music", was wonderful. Mr. Cary praised both the event and Matthew Jaquith's hard work in pulling it together.
 - The Springfield Cultural District had local organizations film short videos introducing themselves. Members of the public will be able to download an app that senses when it is near one of these organizations and plays the video. A video featuring Ms. Fogarty has been filmed.
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5. Director's Report

Ms. Fogarty reported

- The State Aid application was submitted. The library does not need a waiver this year, meaning funding is received in December rather than April.
- Ms. Canosa Albano has been working with the Election Commission to host Early Voting sites at the Brightwood, Forest Park, Indian Orchard, Mason Square, Sixteen Acres, and Pine Point library locations.
- The Springfield City Library must submit a capital plan for approximately \$30,000,000. Phase 1 is funded. The Library must consider how to improve accessibility at the East Springfield Branch, fix the parking lots at the Mason Square and Library Express at Pine Point branches, and fix the ceiling and lighting at the Forest Park Branch. A bookmobile is desired, but would also incur additional costs.
- Ms. Canosa Albano is revising the Library's internet policy for Mr. Moriarty to review at the November Commissioner's meeting.
- The Library has been working with the design firm TSM to add signs at Central and branch locations. Ms. Blasko shared the style guide and example bookmark recently provided by TSM.
- The Library will participate in a "thank you proclamation" for the Bill and Melinda Gates Foundation, which has given \$350,000 in the past and helped fund the Library's



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- computer Lab.
- Ms. Canosa Albano reviewed the White Lion fundraiser, held on September 14th, 2016, which resulted in a small donation to the library.
- Ms. Canosa Albano reported that she and Ms. Blasko, along with Volunteer Coordinator Raeshaun Holmes and additional volunteers, represented the Library at the Puerto Rican Parade on September 18th, 2016.
- Ms. Fogarty reviewed some library statistics from FY16: there has been a slight drop in visitor counts (174,614 visitors). 4,999 programs were hosted. The Library has over 75,000 registered borrowers.
- The East Forest Park Branch has been chosen for the Stavros Award for helping disabled people.
- A letter of intent has been submitted for the new East Forest Park Branch Library.
- The East Forest Park Branch is planning a book club for patrons in their 20s-30s, to be held at Nathan Bill's pub.
- Ms. Fogarty passed around 3D model renderings of what the new rear entrance ramp will look like.
- Ms. Canosa Albano and Programs Librarian Matthew Jaquith visited the Springfield Housing Authority to discuss President Obama's national Connect Home initiative, which brings together HUD, internet providers, local libraries and the American Library Association to provide home internet access and local computer classes.
- Ms. Canosa Albano attended a meeting at the United Way about accessing public school student information without violating FERPA laws.
- The Library hosted a screening of the documentary "Undocumented" on September 28th, 2016. 12 people attended the screening and discussion afterwards. UMass provided the DVD and snacks; a copy of the DVD will be added to the Library's collection.
- Layla Johnson has arranged for Skillsmart sessions at the Central Library for workers who are interested in working at MGM Springfield in the future. Central Library staff members were trained on Skillsmart so that they are able to help patrons in the future. Ms. Fogarty commented on how proactive the staff are, and how pleased she is with their work.
- The "Springfield My Home" exhibit just went up at the



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Brightwood and Central Library locations.

- Ms. Fyntrilakis and Mr. Cary both praised library staff at all branches for jobs well done.
- Ms. Blasko reported that a short interview with new staff member Shadd Jamison had been posted on Facebook, and that additional interviews with new staff are to follow.

6. Other Business None.

7. Executive Session Not necessary.

Adjournment: Mr. Cary adjourned the meeting at 6:45 p.m.

Lorna Simmons, *Secretary*