

Board of Library Commissioners

October 7, 2003: MINUTES

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

Library Commissioners Present:

Helen Boyle
Grisel Gonzalez
Bettye Webb
Jennifer Dugan Murphy
Patrick Markey
Absent: Jerold Duquette

Staff Present:

Emily Bader, Library Director
Lee Fogarty, Assistant Library Director
Carol Leaders, Admin. Assistant

All Commissioners present introduced themselves.

Chairman Markey entertained a motion to approve the minutes of the September 23, 2003 meeting. Commissioner Webb requested the minutes reflect her suggestion that someone from the Commission accompany Mr. Markey to the meeting with Mr. Henry Thomas of the Urban League. Commissioner Boyle requested the minutes reflect her opinion that it is not a good idea to use library facilities to film commercials. Commissioner Boyle approved the motion to approve the minutes as amended. Commissioner Gonzalez seconded and the **MOTION CARRIED**.

After some discussion it was agreed that the next scheduled Library Commissioners Meeting be held at the Central Library in the Community Room located on the ground floor. Commissioner Webb motioned to approve the change in location of the October 21st meeting; Commissioner Boyle seconded; and the **MOTION CARRIED**.

Commissioner Markey reported on his meeting with Mr. Thomas and Mr. Davis of the Urban League. The primary issue being evening hours and Saturday hours. Mr. Thomas and Mr. Davis agreed to one evening, Thursdays from 11 a.m to 7 p.m.; and Saturdays, 10 a.m. to 2 p.m.; Mondays, 9 a.m. to 5 p.m.; Tuesdays, Closed; Wednesdays, 9 a.m. to 5 p.m. and Fridays, Closed. They also agreed that access to the 8 Library Computers that are located in the Urban League will be made available on Tuesdays and Fridays when the Library is closed.

The Urban League would not agree to having a sign promoting the Mason Square Library on the outside of the building. However, they would consider an indoor sign. Commissioner Markey indicated that the Commission would address this issue at a later date. Ms. McElwaine stressed that the sign say SPRINGFIELD CITY LIBRARY.

The Urban League inquired as to what the Library would contribute to the utility costs; Commissioner Markey would like to address this issue at a later date as well.

Ms. Bader reported that an RFP has been submitted for Security at the Branches and will need to amend the RFP to include Mason Square.

The public asked if it was possible to move the Mason Square Branch to another location. Commissioner Markey's response was positive.

Commissioner Markey entertained a motion to approve Branch Library Hours submitted by Ms. Bader. Commissioner Dugan-Murphy motioned to approve the Branch Library Hours; Commissioner Gonzalez seconded; and the **MOTION CARRIED**.

Ms. Bader reported that East Forest Park; Brightwood; Indian Orchard and the Sixteen Acres branches will open the week of October 27th with expanded hours as approved. Based on rehiring; CORI checks, physicals and training, the remaining branches will open with expanded hours as staff become available. The interview process may be completed by October 27th. Laid-off staff been recalled and are re-hired with same salaries and benefits.

Ms. Bader will notify the Commissioners as soon as possible on the progress of the re-opening of the branches.

Commissioner Markey excused himself from the meeting and Commissioner Dugan-Murphy continued as Chair.

Ms. McElwaine inquired on what was being planned for the re-opening of the Forest Park Branch. Ms. Bader responded that Branch Supervisor, Reggie Wilson will work with Jane Hetzel and neighborhood volunteers and patrons.

The Commission encouraged the public to contact Ms. Bader with ideas on special programming at the branches. Someone also suggested that the schools be notified of the new branch hours; Ms. Bader indicated that the Branch Supervisors will need to get authorization from the School Dept. to distribute flyers. Press releases will be sent as well.

Ms. Bader reported that she would be meeting with Mr. Carvalho to discuss the handicap parking issue. As it stands, handicap parking has been designated in the parking lot across State St. from the Central Library. However, access to all levels of the Central Library is available from the State Street entrance.

The issue of the fence was addressed and discussed. Ms. Bader will discuss this with Mr. Carvalho as well.

Ms. Bader reported that the shelving is up at the Mason Square and welcomed volunteers who want to help shelve books.

Commissioner Webb inquired as to how lines of communication will work at the branches. Ms. Bader responded that each team has a Supervisor and one Assistant Supervisor. At any given time a Supervisor or Assistant Supervisor will be at an open branch.

Meeting adjourned at 6:25 pm.

Approved as amended: October 21, 2003