

Meeting Minutes: October 7, 2009

Place: Central Library Community Room

Date: October 7, 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
Christina Metcalf Admin. Assistant (minute taker)

Call to order: 5:40 p.m.

Agenda Item	Discussion & Decisions	Action Items
1. Approval of Minutes from the September 2, 2009 Library Commission Meeting	Commissioner McElwaine moved with Commissioner Moriarty providing the second, to accept the minutes of the September 2, 2009 meeting of the Springfield Library Board of Commissioners. The motion passed.	
2. Helen Caulton-Harris - Timeline for Hiring new Library Director in process	- Ms. Caulton-Harris provided a Library Director position description for the Commissioners to look over and provide feedback on. Commissioner McElwaine inquired if the position description of the Library Director defined in the Library Commission By-Laws was used to determine the position description that Ms. Caulton-Harris had brought for review. It was not. She will also meet with the Personnel Director to determine the best advertising approach and area in which to search/post the position of Library Director. Ms. O'Connor asked if the search would be nationwide, and was told that the search would be closer, or region wide. Ms. Caulton-Harris also provided an estimated time-line for hiring a new Library Director. She proposed an interview team consisting of Ms. Caulton-Harris (Division Director), Stephen Cary (Chair-Library Commission), a Personnel representative, a Library Content expert, and a possible Mayoral representative to convene in the first week of November to design interview process, dates, and questions. In December the Interview team will conduct interviews (with the Library Commission to be included in interview process), make a selection recommendation, and make an offer to the final candidate. The new Library Director would ideally start in January 2010. - Attorney Maria Puppolo distributed and explained open meeting laws, Executive Session rules, and when it would be necessary for the Commissioners to go into Executive Session.	In between the October & November Commission meeting Commissioners may email Ms Caulton-Harris regarding the Library Director position description and it will be discussed at the November meeting. Also any questions for the Interview team need to be submitted to the Library Commission Chair, Stephen Cary.
3. Library Advisory	- Ms. O'Connor raised the question regarding terms of service for current Library Commissioners. The appointed Library Commissioners are still able to sit on the board (even though their terms have/will expire) until replaced/renewed by the Mayor's office. The two new Commissioners that were asked to be appointed will most likely be appointed after the terms of the current Commissioners expire or after the elections	

(possibly in December).

- The current Commissioners are able to change the By-Laws as needed as long as they are voted on and approved. The Commissioners discussed working with Attorney Puppolo so the By-Laws work with and do not conflict with the City Charter.

4. Commission Sub-Committee Reports:

- Building and Grounds Sub Committee, Commissioner McElwaine There is still no Handicap sign at Pine Point and East Forest Park. The spiral lights at Mason Square are glaring and should be changed/modified.

- Forest Park - The contractors are almost finished (substantial completion). The tentative opening date is November 14 th. The lift is in, there is still painting and cleaning that needs to be done, and occupancy certificate and punch list is needed. The restrooms (which were not included in the remodel) need to be renovated i.e. floor, fixtures, and painting. Commissioner McElwaine offered to organize fundraising for the Automatic Door-Opener for the exterior side door to the newly accessible entrance to Forest Park and also to organize a presentation on the history of the building for when it reopens.

- Commissioner Moriarty and Ms. Fogarty will be meeting to discuss the Facebook application for the Library, other social networking ideas, and to develop a Library Social Networking Policy for the Commission to approve and will report back to the Commission at the November meeting.

5. Chairman's Report:

- Chairman Cary spoke to the Mayor about the current Commissioners and the upcoming term endings as well as appointing two Commissioners to fill the two vacancies. He suggested that the additions consist of someone with a banking or corporate background that could bring in funds through business connections as well as a person in or knowledgeable in finance.

- Commissioners McElwaine and Givens will resign at the end of their terms. Commissioner Givens would like to have a Mason Square representative and Ms. McElwaine suggested Jerry Gardner as a possible candidate.

6. Director's Report:

- Ms. Fogarty reported that there would be 17% reduction in the budget for the Mass Board of Library Commissioners. This will include the elimination of the six Regional Reference centers in Massachusetts. The Springfield City Library is a Regional Reference Center and the Library receives \$78,000 for funding which are the funds that are used for Sunday hours at the Central Library. This will cause the Library to be 5 hours short of the 63 "unique" hours needed to maintain our state aid. Ms. Fogarty mentioned using other municipal funding or grant funding to offset the budget reduction in order to keep the Sunday unique hours or trying to find a corporate sponsor.

- The Mass Board of Library Commissioners will also be reducing the contribution for state networks, which will

increase our assessment. Also there may be a consolidation of regions, only one or two central service sites instead of the 6 there are currently. In November there will be a rally at the state house. Ms. Fogarty also suggested using social networking i.e. Facebook, Twitter to help with fundraising.

- On November 6th there will be a Staff Development Day. Two managers positions were combined into one manager of Public Services and at the Staff Day a consultant will facilitate a workshop for the staff to develop recommendations for how the staff can make operations easier i.e. combining services, cross training, new service models, and improving staff morale. The consultant will be coming in, developing an agenda, brainstorming with the staff how to provide better service, and writing a report on what was discussed and discovered during the staff development day. There will be an update of how the staff development day went. Ms. Fogarty invited the Commissioners to come by during lunch and meet the Library staff.

- Ms. Fogarty also handed out the updated Action Plan of FY09 along with a proposed Action Plan for 2010. Since the FY05-FY09 five-year Action plan is coming to an end the Commissioners would need a sub committee to work with the Director to develop an Action Plan for FY10-FY15. She also handed out a FY09 Annual Report (by Janet Stupak). Commissioner McElwaine asked that a notice be added to the Annual Report that we wanted to achieve more but were unable to because of budget cuts.

7. Other Business:

- With the upcoming flu season Commissioner McElwaine was concerned about how the Library would address flu containment for staff that works with the public. She suggested putting out hand sanitizer for the staff as well as the public.

- A farewell party for Emily Bader was brought up but determined to not be feasible. Another option would be to have a City Proclamation mailed to her. (Bob Arieti).

8. Adjournment: Mr. Cary adjourned the meeting at 7:32 p.m.

Vera O'Connor

Approved: November 4, 2009