

## Board of Library Commissioners

### Meeting Minutes: September 13, 2006

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**Place:** Brightwood Branch Library  
**Date:** Wednesday, September 13, 2006  
**Attending:** Patrick Markey, Chair (presiding)  
Commissioners Barbara Garvey, Craig Givens, Vera O'Connor,  
Sheila McElwaine, Rudy Ruggeri  
**Absent:** Commissioner Madeline Landrau  
**Staff:** Emily Bader, Library Director  
Lee Fogarty, Assistant Director  
Carol Leaders, Business Manager  
Janet Stupak, Volunteer Coordinator  
**Call to order:** 5:32 p.m.

<b>Agenda Item</b>	<b>Discussion &amp; Decisions</b>	<b>Action Items (follow up)</b>
<b>1. Opening reading</b>	Commissioner Ruggeri	
<b>2. Minutes of the September 13, 2006 Meeting</b>	It was moved and seconded that the minutes of the August 2, 2006 regular meeting of the Springfield Library Board of Commissioners be approved following a change to page 2, section 7. Should read "Flooding was found to be the result of a Library drainpipe that is too small to handle runoff during heavy rain." The motion was adopted.	
<b>3. State Street Project Report</b>	Phil Dromey, City Planning Department, along with John Bouchard of VHB Design Consultants presented proposed planned changes and renovations to State Street. Concentrating on the area in front of and near Central Library, using detailed drawings, they discussed roadway resurfacing, lighting, specific landscaping, pedestrian crosswalks and sidewalks, as well as the planned four handicapped parking spaces to be located in front of St. Michael's Cathedral. Mr. Bouchard explained that construction would begin in spring 2007 on this three mile \$11 million dollar state funded project. All Commissioners took part in a lengthy question and answer period specifically focusing on the handicapped parking spaces and Library crosswalk issues. In addition, upgrades to sidewalks and lighting are proposed for the Mason Square Branch area.	
<b>4. Library Advisory Committee Reports</b>	Ginna Ondricek, <b>Forest Park Branch</b> , relayed continued concerns regarding the parapet repair happening before winter. Director Bader advised that	

	<p>this project is to go out to bid, and is hopeful that work will be completed before winter. A letter will be sent to the Forest Park Civic Association in order to promote the membership to and activities at the Forest Park Branch library.</p> <p>Mary Rivest, <b>Liberty Branch</b>, voiced concerns about building repairs, especially the safety of the stairs at the Liberty Branch library.</p>	
<p><b>5. Library Commission</b></p> <p><b>Committee Reports</b></p> <p>A. Ad Hoc Committee on Library Advisory Committees</p> <p>B. Policy Committee- Computer Use and Internet Policy</p> <p>C. Building &amp; Grounds Committee- Update on roof projects</p>	<p>A. Using Commissioner McElwaine's excellent outline, extensive dialogue ensued with the Commission beginning the process of setting policy for Branch Library Advisory Committees, which are still "in their infancy." With a goal of enhancing their stature while giving them direction, it was decided that the Commission should set organizational guidelines, for example: membership qualifications, need for taking of meeting minutes, agendas, mission statement, fundraising, and the importance of staff involvement. <i>The Commission will set a schedule in order to address these systematically during upcoming meetings.</i></p> <p>B. Commissioners received a handout with changes highlighted in red. These changes were deemed reasonable and sensible.</p> <p>Motion was adopted to accept.</p> <p>No discussion.</p>	
<p><b>6. Commissioner Reports</b></p> <p><b>Library Visits, etc.</b></p>	<p>Questions from Commissioner McElwaine concerning weeds, fencepost caps, and flagpole lighting at Indian Orchard Branch Library.</p>	
<p><b>7. Director's Report</b></p> <p><b>FY07/08 Action Plan</b></p> <p><b>8. Other Business</b></p>	<p>Director Bader asked that Commissioners call Ms. Fogarty with any questions or comments in view of the fact that the Massachusetts Board of Library Commissioners must receive this report by October 1, 2006.</p> <p>Director Bader distributed the Staff Development brochure that employees will receive during Staff Development Day on September 29, 2006.</p>	
<p><b>9. Adjournment</b></p>	<p>In accordance with the approved schedule of meetings, the next regular meeting of the Springfield City Library Board of Commissioners will be held on Tuesday, October 3, 2006 at the East Forest Park Branch, starting at 5:30 p.m.</p> <p>The meeting was adjourned at 7:30 p.m.</p>	

Accepted: October 3, 2006