



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

**Place:** Central Library Community Room

**Date:** September 7, 2016

**Attending:** Chairman Stephen Cary, Commissioners Meghan Lunghi, Krysta Fyntrilakis, and Timothy Moriarty

**Absent:** Lorna Simmons, Matthew Reilly, David Maynard

**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 5:35 p.m.

Agenda Item	Discussion & Decisions	Action Items
<b>1. Approval of Minutes from the June 1, 2016 Library Commission Meeting</b>	Commissioner Moriarty made a motion to accept the minutes of the June 1, 2016 meeting of the Springfield Library Board of Commissioners. Commissioner Lunghi seconded the motion. Signing the minutes is postponed until the next meeting. <b>The motion passed.</b>	
<b>2. Staff Presentation: Jessica Blasko, Community Relations Coordinator</b>	Ms. Blasko spoke briefly about her work improving print and digital marketing for the library. She intends to increase media exposure via press releases, media alerts, and pitch letters. She also discussed providing more materials in Spanish, and posting library staff interviews on Facebook to provide a more human face to the organization.	
<b>3. Commission Committee Reports</b>	None.	



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**4. Chairman's Report**

Mr. Cary praised the music programs held at the Forest Park Branch over the summer.

No updates on new branch in East Forest park.

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**5. Director's Report**

Ms. Fogarty reported

- Annual Staff Retreat was held at the Mason Square Branch on Friday, June 10<sup>th</sup>. The retreat went well, and the Rebranding Team is taking suggestions from the retreat and moving forward with them.
- Ms. Fogarty and Mr. Cary both attended Future Forward and discussed ideas to develop Springfield.
- September 14<sup>th</sup> 4-8 PM is White Lion Wednesday will be offered downtown; proceeds benefit the library.
- Summer was very busy and saw many staff vacancies. Those vacancies have now been filled with new staff, including: Diane Houle, Shadd Jamison, Ellen Sulzycki, Rebecca Bastron, and more.
- Jean Canosa Albano will be presenting at NEPL.
- City directories are now digitized and available to the public.
- Document stations that print, scan, and fax are now available at some of the branches. The stations are bought, not leased.
- Remote printing is now available at the Central Library.
- The Letter of Intent for the new East Forest Park branch will be ready soon. Ms. Fogarty plans to



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- have the grant 95% complete by November 25<sup>th</sup>, 2016.
- Preliminary soil testing is taking place behind the Central Library in anticipation of a new entrance ramp being built. The project is expected to be complete in one year. This is phase one in a multi-phase plan to improve building conditions.
- Caitlyn Kelly, Supervisor at the Mason Square Branch, received a \$36,426.50 grant from Lowes to improve the Mason Square community garden. The award will likely be in materials rather than funds.
- Exterior signage is continuing to be replaced at all branches.
- The Rebranding Team is reviewing policies concerning fines and fees after attending a webinar addressing the subject. Ms. Fogarty reported that 2116 children and 3000 teens are unable to use the library due to lost items on their cards.
- Library staff will be attending the Puerto Rican Parade on September 17<sup>th</sup> at 10am. Ms. Albano invited the Commissioners to attend as well.
- There will be early voting at many of the library branches starting in mid-October. Most branches will also serve as polling places on September 8<sup>th</sup>. The Civic and Community Engagement Team is planning a program entitled “Slots, Pots, Veal and Schools” to inform the public about ballot questions.
- Ms. Albano reported that the library does not yet have numbers for the



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Summer Reading Club. She also reported that many of the adult book reviews are on display at the Brightwood Branch.

- Ms. Fogarty reported that she expects the Central Library HVAC system to be replaced within the next three years.

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**6. Other Business**                      None.

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**7. Executive Session**                      Not necessary.

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

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Lorna Simmons, *Secretary*