



Library Board of Trustees
**SPECIAL MEETING rescheduled from
January 9th due to bad weather**
Springfield Town Library
43 Main Street Springfield, Vermont
Tuesday, January 16, 2024 at 5:30 PM

FINAL MINUTES

- 1. Call to order:** patrice called the meeting to order at 5:31
Attending in person: Sue Dowdell, Library Director
Attending over Zoom: patrice jones, Char Osterlund, Chris Goding,
Sharon Ayer, Suzette Chivers
Not Present: Christine Boardman
- 2. Additions or subtractions to the agenda:** no additions or subtractions made
- 3. Public Comments:** no public in attendance
- 4. Review and approval of minutes of December 12, 2023:** the Minutes from December 12, 2023 were reviewed, with no suggested changes. Sharon moved to approve the minutes of the December 12, 2023 meeting. Char seconded. Suzette and Chris abstained due to their absence at last month's meeting. There was no further discussion. Motion passed 3-0-2.
- 5. FOSTL report:** Suzette attended the FOSTL meeting in January. She reported the following.
 - a. Future book sales are in a state of flux, with FOSTL discussing a pivot toward alternate fundraising, the potential of a scaled back book sale, or a combined sale with other local libraries.
 - b. The group is seeking new members. Additional support is necessary for future book sales and fundraising efforts.
 - c. The group discussed changes to policy and funding for passes, particularly the Edgar May Health and Recreation Center pass. It was noted that the Parks and Recreation Department will likely not operate the town pool at Riverside Park in 2024, so there will be an increased demand for the EdgarMay.
 - d. Christine Boardman will attend the February FOSTL meeting
- 6. Director's report:** Please see the complete report attached at the end of this document. Sue provided some additional highlights and updates, as follows.

- a. The fifth bench is ready to be installed in front of the co-op, when the weather allows. When the sixth bench is earned it will be installed at a bus stop.
- b. The ALA grant has been approved, with plans for further publicizing after authorization from ALA.
- c. Staffing had one new item: STL will be working with HireAbility VT to train a student in professional skills at the library. The student will work with librarians for one month and be paid through HireAbility, at no further cost to STL.
- d. Statistics for the NexTrek plastic recycling will become available in February, marking the end of one full year participating.
- e. The State of Vermont will no longer provide free Covid tests to libraries. STL has run out of tests and does not intend to distribute more at this time. There was some discussion about possible private funding to supply tests to the public for free, but no movement towards further action was decided.
- f. The overall number of visitors to the library has increased. This is likely due in part to increased foot traffic from plastics recycling.

7. Old Business

- a. **Budget Update:** STL's budget was approved without reductions as part of the town budget proposal. At the next town meeting it will be decided if the overall budget will pass.
- b. **Policy Committee: review and possible approval of Request for Reconsideration Policy:** The revised policy was reviewed, with the ultimate decision to edit and resubmit. Trustees were unanimously interested in finding legal counsel for a policy review, with Sue noting that the counsel would need to be specialized and outside of Springfield. Sue and Sharon will consult with a contact from the VT Department of Libraries for further clarification of language, with the aim to bring the edited document to next month's meeting.
- c. **Nominating Committee: re: Trustee opening:** Sue spoke in lieu of Christine regarding the one year term opening. No one has yet petitioned for the office, and Trustees acknowledged the time limit of one year as potentially prohibitive; patrice asked about an appointment to the office to finish out the term, with a renewed effort to fill the vacancy when the next three-year term begins.
- d. **Public Relations/Advocacy Committee: appointment/establishment:** Sue is working on a marketing plan with staff and Trustees to create a public relations committee, and is hoping to have a working plan by June. Sharon and patrice offered to serve on the committee.

8. New Business: There was no discussed new business.

- 9. Future agenda items:** The 2026 statewide celebration of Vermont's 250th anniversary was discussed, with the note that the town of Springfield may be commemorating the anniversary throughout the year with events. Sue spoke to the role of the local historical society in the 250th anniversary, and confirmed that two instrumental volunteers will be leaving the town, resulting in the historical society needing additional support. Further support of the historical society will be a future agenda item.
- 10. Set date of next meeting: Wednesday, February 14, 2024,** with future meetings held on the second Wednesday at 5:30, with a physical presence at the Springfield Town Library unless otherwise posted.
- 11. Adjournment:** Sharon moved to adjourn. Chris seconded the motion. There was no further discussion. Motion passed unanimously. Meeting adjourned at 6:15.

Respectfully submitted,
Kale Burr, Clerk

Springfield Town Library

Library Director's Report for December 2023

Submitted for discussion at January 9, 2024 meeting

Sue Dowdell

Sustainable Libraries Initiative, Building, and/or Grants:

(Environmentally Sound, Socially Equitable & Economically Feasible):

- Over 3275 pounds of plastic film recycled. Fifth bench has been ordered and will be placed at the bus stop by Co-Op.
- Library Director is spending 1+ hour each week documenting SLI certification details.
- Library Director is wrapping up report for ARSL grant before February 1st
- Awarded another American Library Association grant but cannot publicize it until receive authorization from ALA.

Staffing:

State report completed by the Library Director.

Two staff members wrapping up certificate of public librarianship trainings. One additional staff member due to start soon.

Patron Services:

December Circulation and Use Statistics:

- Visitors = 1760, compared to 1316 in December 2022 (34% increase).
- Patrons = 1366 total, including 59 non-residents
- Reference questions answered = 91 questions
- Tech help: 23 people for individual help sessions
- Website visits: 1630
- Computer users: 184 people used library computers, for over 116 hours in December
- Volunteer hours: 8.5 hours
- Circulation of physical/traditional library items = 1891 compared to 1921 in December 2022 (slight decrease, open one fewer day due to holidays, staff meeting)
- Circulation of nontraditional library items = 60
- Circulation of digital items
 - EBooks & EAudiobooks & Movies: 474
 - Database Usage: 263+ views (NewsBank totals will not be available until 15th of the following month)
- Interlibrary loan:
 - Items lent to those in other libraries: 421
 - Items borrowed/received for our patrons: 421

December Programming: 23 events serving/interacting with 405 people

- Adult:
 - Ask Your State Reps: A Community Conversation
 - Trans 101: A Community Conversation
 - 1800 and Froze to Death
 - Jar of Winter Cheer
 - 2 Book Club meetings & 1 Page Turners sessions
 - Scribble Society writing group
 - Individual Tech Help
- Youth:
 - Holiday Sticker Walk
 - Thursday after-school programs (Scavenger Hunt, Cookie Decorating, New Year's Calendar)
 - Bookworm Wiggle
 - Preschool story time
 - Golden Dome Book Club
- Intergenerational
 - Petite Sewn Journals
 - Community Puzzle