

TOWN OF SPRINGFIELD LIBRARY BOARD OF TRUSTEES
Springfield Town Library
and via Zoom
TUESDAY FEBRUARY 14, 2023 – 5:30 pm

APPROVED MINUTES

- 1 Call to order – (Chair) pattrice jones called the meeting to order. In attendance were pattrice jones, Anna Boarini, Sharon Ayer, Myrton Graham and library director Sue Dowdell. Claire Trask and Suzette Chivers were not present. pattrice determined that a quorum was present. No members of the public were in attendance.
- 2 Additions and/or subtractions to the agenda –
 - 2.a Added to New Business - Borrowing by 16 and 17-year-olds.
- 3 Public Comments - No public comments.
- 4 Review and approval of minutes of the January 10, 2023 regular meeting – Anna motioned and pattrice seconded accepting the minutes of the January 10th meeting. The motion was carried unanimously with Myrt and Sharon abstaining.
- 5 FOSTL report –
 - 5.a Sue and pattrice reported that they had attended FOSTL’s FY2023 budget meeting. FOSTL plans to continue their financial support of the library in line with previous levels.
 - 5.b The Trustees suggested that FOSTL be asked to earmark the proceeds from each fundraiser for specific library expenses.
- 6 Director’s report – Sue presented the director’s report.

Building

- Roofing consultant’s report came in and is posted on the trustee part of the town web-site. Reached out to Jancewicz and received clarification of warranty.
- Otis Elevator completed required test in order to get full certification of elevator. However, a battery needs to be replaced before conditional certification runs out in March.
- Movement of shelving units should happen by the end of March.

Grants

- PLA Digital Literacy is completed by the end of February. One additional workshop (not grant-funded) will be held on Sat. March 4 to show how to better use the library’s web-site and catalog. Patron interest in ‘business’ workshops (spreadsheets).
- \$8580 ARSL grant funds arrived (gardens / little libraries). Will meet with SHA executive director and RVTIC instructor to discuss. Vermont Library Association grant paid for membership for Sustainable Library Initiative certification this year.
- Looking at possible VTLIB administered Treasury Funds grant for roof. If not that, then perhaps Building Communities grant (Sept application date).
- Preservation trust advisor came on January 31st. Will recommend consultant. Their grant will pay for ½ of fee, up to \$500. Evaluate the masonry and windows, slate roof, and windows in Flinn Room.

Patron Services:

January Statistics:

- New card holders: **37** additional card holders including 1 new non-resident card holder

- Visitors = 1524 (last January = 1299)
- Reference questions answered: 135
- Website visits: 2144
- Computer users
 - 154 people used library computers, for over 104 hours in January
 - Average 65 people per day logged into the Project Connect Wi-Fi
- Circulation of physical/traditional library items = **2204** (about 70% of circulation so far this year)
- Circulation of nontraditional library items (Library of Things, items mostly received from grants or FOSTL) = **53** includes 17 passes and 22 pairs of snowshoes among others
- Circulation of digital items: 1169* (about **29%** of circulation).
 - eAudiobooks: 408
 - eBooks: 145
 - eMusic: 12 songs streamed or downloaded
 - eVideos: 24 (since 1/9/23)
 - Database usage: 580* content views (World Book, A to Z World Food, A to Z World Travel, Consumer Reports, [or *NewsBank –does not report until after the 15th])

January Programs: **255** people/organizations participated/served

Organized by/for Adult Services:

- 3 book clubs & 2 sessions of Page Turners
- 2 separate deliveries to home-bound patrons
- What it's worth appraisal (Zoom program)
- DIY Sock Puppet craft (FOSTL sponsored)
- Local Author talk
- Writing group
- Community Movie– organized in conjunction with Family Center
- Puzzle table – passive activity, used 26 times
- Assessing online resources (presented to Chamber leadership class)
- 3 computer classes

Organized by Youth Services:

- 3 Story Time sessions
- 2 Maker Mondays
- Golden Dome Book Award club
- Red Clover Reading Club
- Teen Advisory Board
- 3 Dungeons and Dragons sessions
- 3 Deliveries to daycare facilities
- MLK Day – collaboration with school groups

- 7 Old Business –
 - 7.a FY24 Budget process update – The library budget is included in the town budget ballot item. The town budget will be up for public discussion at a meeting on Monday March 6th. The vote on the town budget will be held on Tuesday March 7th.
 - 7.b Pandemic response update – The town manager advised Sue that transmission is still low. Sue reported that masks are optional throughout the building. Masks and COVID-19 test kits are available at the front desk.
 - 7.c Strategic Plan Committee – Sue presented her analysis of the SPC’s community survey results. The SPC will review the results at their next regular meeting, Tuesday February 21st. patrice suggested using a website accessibility service to assay the ease of use of the library’s website.
 - 7.d Board of Trustees – one (1) vacancy – Sue noted that with last month’s appointment of Sharon Ayer there remains one vacancy. The one vacant seat will appear on March 7th’s town meeting ballot.
- 8 New Business –
 - 8.a Sustainable Libraries Initiative – Sue reported that she met with our library’s SLI mentor to review the requirements for certification. STL has two years to complete all of the requirements. We are one of 18 libraries in the state pursuing certification. In an undertaking that will count toward certification, STL is serving as a collection point for thin film plastic material recycling.
 - 8.b Programming Policy – Sue presented a draft Programming Policy statement. Myrt motioned and Sharon seconded that a subcommittee be created to help develop a Programming Policy. The motion was carried unanimously. Sue, patrice and Sharon volunteered to serve on the subcommittee.
 - 8.c Trustee Sponsored Event – Discussion on this item was deferred until August, 2023.
 - 8.d Borrowing by 16 and 17-year-olds – Sue reported that our insurer, Vermont League of Cities and Towns, notified the library that 16 and 17-year-olds cannot legally sign the waiver of liability that STL requires when borrowing from the Library of Things. VLTC recommended that a parent/guardian sign the waiver. STL’s position is that requiring a parent/guardian to sign a waiver would be a breach of confidentiality. Requiring a parent /guardian sign a blanket waiver when a patron turns 16 years old was discussed but not agreed upon. Sue will invite town manager Jeff Mobus to our March trustee meeting to get his input.
- 9 Future agenda items - none
- 10 Set date of next meeting: March 14, 2023 – 5:30 PM
- 11 Adjournment – Anna motioned and Myrt seconded that the meeting be adjourned. The motion was carried unanimously.

Respectfully Submitted,

Myrton Graham, Secretary