



Library Board of Trustees
Springfield Town Library
43 Main Street Springfield, Vermont
Wednesday, February 14, 2024 at 5:30 PM

MINUTES

1. **Call to order:** pattrice called the meeting to order at 5:33
Attending in person: pattrice jones, Chris Goding, Char Osterlund,
Christine Boardman, and Sue Dowdell, Library Director
Attending over Zoom: Sharon Ayer, Suzette Chivers
2. **Additions or subtractions to the agenda:** no additions or subtractions were made
3. **Public Comments:** no members of the public were in attendance
4. **Review and approval of minutes of January 16, 2024:** the Minutes from January 16, 2024 were reviewed with suggested changes. These changes were: to correct item 2 to “additions or subtractions,” rather than “additions of subtractions”; to correct item 4, which had stated “pattrice [the chair] moved to approve the minutes” to “Sharon moved to approve the minutes”; to correct item 6e by adding the word ‘no’ to the phrase “The State of Vermont will [no] longer provide...” and striking the word ‘yet’ within “...but no movement towards further action was decided yet,”; to correct item 6f from “...likely due in part due to...” to “...likely due in part to...”; and correcting “pattrice moved to adjourn” to read “Sharon moved to adjourn”. Char moved to approve the minutes of January 16. Sharon seconded. Christine abstained based on her absence at last month’s meeting. There was no further discussion and the motion passed unanimously.
 - a. Finance Committee Minutes: There were no recommended amendments. Char moved to approve and Sue seconded; the Minutes were passed unanimously.
5. **FOSTL report:** Christine attended the FOSTL meeting in February. She reported that Barb, FOSTL’s treasurer, discussed asset management and hopes to reinvest current funds with a higher interest rate. Upcoming events for FOSTL include the April 5th annual meeting and the July 13th street festival, to be held on Main St. The Friends may hold a book sale on the first floor of the library during the festival. Additional fundraising strategies were discussed, and FOSTL acknowledged much gratitude to long-time members Bunny and Hugh Putnam, who have relocated. Future meetings will be at six pm, with Char attending the next meeting held on March 6th.
6. **Director’s report:** Please see the complete report attached at the end of this document. Sue provided some highlights, as follows:

- a. **Sustainable Libraries Initiative, Building, and/or Grants:** Sue is regularly logging details for the Sustainable Library Initiative certification and has spoken with staff members about how to implement sustainability into daily practice. Sue reported that the Town has received a MERP grant to conduct energy efficiency evaluations of the library, communication center, and town hall. Sharon asked if town departments are aligning with a sustainability mindset, which resumed discussion of a Town Committee on Sustainability, which is not active.
- b. **Collaborations:** Community collaborations were strong in January; SAPA, SSHP, HireAbility, Lifelong Learning, Project Action, and Lincoln Street, Inc were all programming partners. SAPA will be broadcasting a Meet the Candidates event from STL on 2/15, where Sue will publicize open town committee positions, in alliance with the Inclusion Committee’s goal to increase town committee engagement. The town notices board on the first floor is out-of-date, so Sue will work with Barbara at Town Hall on updating it. Sue and children’s librarian Jeni are working with Project Action as part of their town-wide efforts to develop youth spaces. Within STL, librarians are individually engaging with youth, building relationships, and setting limits around the Teen Space.
- c. **Patron services:** Sue has set a meeting with Cathy at Town Hall to discuss how to accept credit cards for patron fees. STL has changed to the pay-per-use model for Kanopy, a streaming service, with a budget of \$100 per month. Sue explained what patron limits are in place to prevent going over-budget, including a limit of two films per month per patron.

7. **Committee Reports and Possible Actions:**

- a. **Discussion regarding committee meetings:** In accordance with open meeting laws, the policy committee proposed that special meetings be more regularly used as workshops for policy, rather than editing policy within board meetings. Trustees clarified that new policy’s substance must be communicated before going into subcommittee special meeting, in order to establish group will.
- b. **Policy Committee (Sharon):**
 - i. **VT Legislative Bills concerning libraries:** Sharon briefed the board on the library-relevant bills of H.806, H.807, S.220. Trustees discussed how these bills could affect STL policy on patron confidentiality and safety, and Requests for Reconsideration. Trustees are tracking the development of the bills and will adapt policy as needed.
 - ii. **High-level discussion of policies to be added and workshop to be scheduled:** Sharon clarified how the policies were modeled on Sustainable Library Initiative documents, with adjustments made for STL.
 - 1. Sustainability Policy (1.2.7) **A special meeting to workshop policy will be held on February 26 at STL.**
 - 2. Sustainable Purchasing Policy (2.1.2) how to know limits of green purchasing— Trustees asked that wording in the policy be more specific regarding “green purchasing,” so Sue will reach out to Lisa from Sustainable Libraries Initiative to figure out how other libraries outline their green purchasing policies.
- c. **Nominating Committee (Christine)**

- i. **Update on petitions for trustee elections:** all trustees have submitted their petitions for election. The one-year open term will be filled by appointment, leaving available the three-year term for a future trustee.
- d. **Public Relations/Advocacy Committee** (patrice & Sharon)
 - i. **Meeting to be scheduled:** Sue will reach out and schedule with committee members via email before the next trustee meeting.
- e. **Finance Committee** (Char & Chris): discussion and possible action
 - i. **Budget update, if any:** the budget has been submitted and will be voted on during Town Meeting, held on March 5th.
 - ii. **Review of current expenditures:** expenditures are largely within normal ranges. Further data is included in the Minutes of the Finance Committee.
 - iii. **Trust funds:** Sue clarified differences between restricted and unrestricted funds. STL is asking for \$30,000 of unrestricted funds for library projects, primarily development of the Maker Space and the area behind the Library. Sharon suggested asking for additional unrestricted funds for the Flinn Room, but trustees decided that Flinn Room development should be handled by FOSTL. Sue asked that trustees approve \$30k, and to authorize patrice to write the necessary letter of support to the Selectboard. Sharon moved to approve, and Char seconded. The motion passed unanimously, with no vote from Trustee Suzette, who left the meeting at 7.

8. New Business

- a. **Area behind Library: formerly Better Places grant:** Sue updated the trustees that First Congregational church had obtained the Better Places grant, so development of the area behind the library is an ongoing project, but will no longer be referred to by Better Places. The largest cost for the area will be to replace the fence along the river, at an estimated \$10,000.
- b. **Treasury Grant Application – information, authorization, and letter of support:** Awards for the Treasury Grant Application range from \$300,000 to \$1.4 million, larger than what is needed for replacement of STL’s roof alone. Sue will revise the grant application to cover other building costs, including damage from the leaking roof. Sue asked the trustees to approve the grant submission and to authorize patrice, as chair, to write the necessary letter of support. Sharon approved and Christine seconded, with the motion passing unanimously.
- c. **Vermont 250th anniversary:** Sue met with Walter at the Springfield Art & Historical Society, who informed her that the society has no established plans. State-level committees have begun meeting to discuss the festivities, to be held in 2026. Trustees will reconvene at a later date to discuss how STL can participate.

9. **Old Business:** There was no discussed old business.

10. **Future agenda items:** In future meetings, trustees will adjust policy in alignment with House and Senate bills and, with the Public Relations/Advocacy Committee, decide on how to celebrate the State’s 250th Anniversary.

11. **Set date of next meeting:** Wednesday, March 13, 2024 at 5:30 at the Library.

12. **Adjournment:** Chris moved to adjourn. Char seconded the motion. There was no further discussion. Motion passed unanimously, with Suzette not voting after leaving the meeting at 7. Meeting adjourned at 7:08.

Springfield Town Library
Library Director's Report for January 2024
Submitted for discussion at February 14, 2024 meeting
Sue Dowdell

Sustainable Libraries Initiative, Building, and/or Grants: (*Environmentally Sound, Socially Equitable & Economically Feasible*):

- Switched to using two new sustainable products: BETCO Green Earth Daily Floor Cleaner (EPA Safer Choice product) and Green Heritage Pro Toilet Tissue (SFI Certified Sourcing Label) in addition to using Lazy Coconuts Toilet Bowl Cleaner Strips (EPA Safer Choice)
- Over 3500 pounds of plastic film recycled, at least 60% of the total collected has been from the community drop-off at the library in the 12 months of collection. Next bench will be another one for the Co-Op bus stop. The following two benches are designated for the library.
- Replacement of failing draft inducer on boiler and boiler cleaning completed
- Cordless phone implemented for staff use
- 2013-2017 vintage computers replaced with energy efficient new mini-computers. Older All-in-one machines repurposed for OPACs
- Soliciting quotes for network firewall equipment
- Handicap spot approved for parking spot next to the Woolson Block alley entrance
- AARP Community Challenge Grant: suggested to SOM that it be applied for in order to get flashing lights for crosswalk by Huber Building and Church. Told it was already in the works for Summer 2024.
- Still waiting announcement of American Library Association grant award (approx. value \$2K)
- Treasury Grant applications opened for roof replacement – discussion topic later in agenda
- African Dwarf frogs added to children's room (donated by Bibens, tank, stand, and some materials donated by residents)
- Adult nonfiction collection maintenance and shifting to be completed in February.

Collaborations

- Springfield Supported Housing Program: donation box and site of Homelessness Awareness Day display
- Springfield Family Center: on-going donation box
- State Attorney's office: free gun locks
- SEVCA: VITA tax preparation – Jan. 31st – Apr. 10th
- RVTC:
 - One student starting weekly internship in February. To work on other tech-related projects.
 - IT class to visit on March 5th to view networking
- Lincoln Street Lifelong Learning: Sue provided first of two classes on how to use World Book Online
- Senior Solutions: space to meet with those needing assistance applying for programs
- SAPA-TV: donated microphones for STL staff to record programs. STL purchased card reader to upload recordings to SAPA's drive for processing
- HCRS/HireAbility: youth intern to start in February, to be paid by HireAbility.

Patron Services:

- Discussions planned with Finance Manager on implementation of future acceptance of credit cards
- Changed Kanopy subscription to Pay-Per-Use model

January Circulation and Use Statistics:

- Visitors = 1963, compared to 1524 in January 2023 (28.8% increase).
- Patrons = 1484 total, including 54 non-residents
- Reference questions answered = 109 questions
- Tech help: 25 people for individual help sessions
- Website visits: 2028
- Computer users: 183 people used library computers, for over 126 hours in January
- WiFi usage: average of 10 people per day
- Volunteer hours: 26 hours
- Circulation of physical/traditional library items = 2213 compared to 2204 in January 2023
- Circulation of nontraditional library items = 43
- Circulation of digital items

- EBooks & EAudiobooks & Movies: 596
- Database Usage: 1549+ views (NewsBank totals are not be available until 15th of the following month)
- Interlibrary loan:
 - Items lent to those in other libraries: 583
 - Items borrowed/received for our patrons: 472

January Programming: 20 events serving/interacting with 166 people (plus tech help & puzzlers)

Adult:

- Homelessness Community Conversation with Springfield Supported Housing Program (SAPA recording)
- Introduction to Acupuncture
- If I Dream Author talk (SAPA recording)
- Snowflake Art craft
- 3 Book Club meetings & 1 Page Turners session
- Scribble Society writing group
- World Book Online class
- Individual Tech Help and small group class (25 not counted in above total)

Youth:

- Karaoke Nightmare after-hours YA event
- Thursday after-school programs (Wind tunnel races, Paper Chain Wall Hanger, Legos, Make a Musical Instrument)
- Bookworm Wiggle
- Golden Dome Book Club

Intergenerational

- Movie: The Homestretch – shown during the week of Homelessness Awareness Day
- Community Puzzle (additional 42 not counted in above total)