

TOWN OF SPRINGFIELD
LIBRARY BOARD OF TRUSTEES
Springfield Town Library
Tuesday, April 12, 2022
APPROVED MINUTES
(Amendments noted in red)

1. Call to Order: Pattrice Jones, Chair, called the meeting to order at 5:30 pm. Anna Boarini, Vice Chair, Greg Supernovich, Myrton Graham, Suzette Chivers, and Library Director Sue Dowdell were also present.
2. Subtraction to the agenda: The discussion about the family room was tabled.
3. A motion to approve the minutes of the (~~April 12~~) **March** meeting was passed. Anna and Myrt moved the motion. Suzette abstained.
4. Public comments: No members of the public were present.
5. FOSTL Report: Sue showed some photos of the Little Free Library creations, (mini, standing library boxes with shelves that will house free books). Six of the mini library boxes are being created by the Rotary Club. They will be displayed at the library. People can bid on them. FOSTL will stock them with leftover books. Also, it was announced that FOSTL will be accepting books for their book sale on Monday from 9-12 and Thursday 1-4. The book sale will be held July 22 & 23 at the Armory. In addition, **Sue hoped** there will be a mini-golf event at the library, and **hoped** the Rotary will help staff it.
6. Director's Report: See attached. Also, Sue gave a short tour of the second floor to show the trustees how the rear section will be converted to a space for young adults by removing two existing, long bookshelves. Also, Sue pointed out that there isn't a grant for an intern this summer.
7. New Business: Sue gave a video demonstration on the new online, digitized, Historical Collection of photos that will be available to patrons, and that will be combined with the collection of the local historical society. The library's collection includes about 400 old postcards and about 500 old photos. Volunteers have been digitizing the photos to make them available online with the help of staff member Ana Rousseau. Suzette was very impressed with the photos, because, as a teacher, she felt it will help students have good images for their school projects. Sue also gave a video demonstration of how the New Catalog Interface will work as patrons search online for books, audio books and e-books. The new catalog will be accessible online June 1.
8. Old Business: Two trustees, Pattrice and Myrt volunteered to serve on the subcommittee for the Library's Strategic Plan Process, a five-year plan for the library which will be completed by next spring. The subcommittee will also include Sue, staff and community leaders. Part of the process will include focus groups and interviews of patrons. Pattrice said she was very excited about working on the process. In terms of the pandemic response, Sue said that masks are still required in the children's room.
9. The date of the next meeting will be May 10, 2022.
10. Adjournment: Anna moved to adjourn; Suzette seconded it. The meeting was adjourned at 6:30 pm.

Respectfully submitted, Greg Supernovich

Springfield Town Library
Library Director's Report for March 2022
Submitted April 12, 2022
Sue Dowdell

Staffing and/or Grants:

- Charley Shepherd is the new Human Resources Manager. She reports to the Finance Director.
- Carmina Garciadealba has indicated that she will be stepping down as a substitute library clerk; awaiting the formal resignation letter.
- Appointment of library director to the town's inclusion committee
- Tracy Obremski completed a Library Journal class on Equity, Diversity and Inclusion in terms of collection development. This was funded by VTLIB (state library).
- Contracting with Riley Ward to assist with computer updates, to be paid out of professional services line item
- Ana Rousseau has completed her hours under the ARSL grant funding. She is seeking other positions as she will be awarded her MLIS degree very soon. However, she will continue the historical collection archival work as long as alternate funding allows until she secures a position.
- Summer Program Grant: \$300 will be available for a children's program.
- Remaining \$1350.06 in the 1st round of ARPA funds will be spent on downloadable materials.
- New round of ARPA funds will be available from VTLIB (state library). \$4539.40.

Building:

- Second floor redesign – no longer working with C. Veliz as we are going in a different direction and not using the balcony for the young adults. The biography collection will be moved to that area. The young adults will be in the back of the second floor instead. Work in progress.
- Lighting in the side garden – Jamie has reached out to the electrician to get the solar lights installed, hopefully by the end of the month
- Ceiling tiles have been replaced in various parts of the building. The staff area is all set now.

Other Current/Future focus area(s):

- Volunteer Luncheon to be held on Wednesday, April 20th from 11-1
- Alumni Weekend: we hope to have many visitors on Father's Day weekend –
 - a. TV screen on the cart will be showing the digitized historical photos,
 - b. Little free libraries will be on display,
 - c. Yearbooks will be out
 - d. Portrait of James Hartness in the Flinn Room should be animated with John Landry's voice telling his story by then – thanks to previous and current RVTC students.

Patron Services:

New:

- The library started the Freegal subscription as of Monday, April 11th. This will allow patrons to stream music for a set number of hours each day and download some songs to keep each as well.
- Library of Things – chess timer and magnifier have been added to the collection. The telescope is now ready to circulate.
- Chess Club will meet twice a month instead of once a month.
- Aspen Discovery (new catalog overlay) will be implemented on June 1st. Introductory classes are scheduled for May (1 online recorded Zoom class and 5 small in-person opportunities).

March Statistics:

- Visitors = 1534 – this was the 2nd highest number of visitors in this fiscal year, only July had more (but fewer than 100 additional visitors).
- Volunteer hours: 30 – this was about ¼ of the total volunteer hours thus far this fiscal year.
- Computer users = 147 people used the computers a total of 97.21 hours
- Circulation of physical items = 2459 – this was the 3rd highest number of physical items being taken out this fiscal year (July – June).
- Circulation of digital items
 - eAudiobooks: 289
 - eBooks: 113
 - Database usage: 186 content views (Consumer Reports, World Book, Newsbank, A to Z World Food, and A to Z World Travel)

March Programs: total of 191+ attendees

(Data from one event has not yet been entered by program staff)

Organized by Youth Services:

- 9 daycare/preschool deliveries
- 3 book clubs
- Story Time with SAPCC playgroup
- “Take and Make” accordion snowmen and winter owls
- Teen advisory board – dog toys with kids @The Space

Organized by/for Adult Services:

- FOSTL annual meeting – jazz guitarist
- 3 book clubs
- Ruth Bader Ginsburg
- Glassware craft
- Chess Club
- Vaccine Clinic – for ages 5 and up
- Deliveries to home-bound patrons