

TOWN OF SPRINGFIELD LIBRARY BOARD OF TRUSTEES

Springfield Town Library

and via Zoom

TUESDAY JUNE 13, 2023 – 5:30 pm

APPROVED MINUTES

- 1 Call to order – (Chair) patrice jones called the meeting to order. In attendance were patrice jones, Sharon Ayer, Suzette Chivers, Myrt Graham, Char Osterlund, Chris Goding and library director Sue Dowdell. patrice 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 – Introduction of New Member (after Public Comments)
 - 2.b Added – Ordinance (under New Business)
- 3 Introduction of New Member – Chris Goding was introduced as a new member of the board of trustees.
- 4 Public Comments – No public comments.
- 5 Review and approval of minutes of the May 9, 2023 regular meeting – The minutes were amended include the Directors Report. Sharon motioned and patrice seconded accepting the minutes as amended. The motion was carried unanimously with Chris and Suzette abstaining.
- 6 FOSTL report - Sue reported on last week's FOSTL meeting. The trustees discussed FOSTL's purchase of new furniture for the reading room. Sue favors purchasing from Rockledge Farms as a sustainable option that meets STL's sustainability plan. Char and Myrt concur. patrice said that sustainability must be a consideration in the decision and that salvaging and repurposing the existing tabletops should be weighed as a sustainable option. Sue will present the trustees' ideas at the next FOSTL meeting in August. Sue reported that she shared information on a possible fundraiser, a murder mystery theater company, with FOSTL.
- 7 Director's report – Sue presented the director's report. In addition to the written report,
 - 7.a Sue reported that Michelle, the children's librarian, has given her notice of resignation.
 - 7.b Sue said that HB plumbing and heating looked at the HVAC problems and declined to bid. Sue will contact other HVAC contractors who specialize in commercial buildings.

Springfield Town Library

Library Director's Report for May 2023

Submitted for discussion at June 13, 2023 meeting

Sue Dowdell

Sustainable Libraries Initiative

(Environmentally Sound, Socially Equitable & Economically Feasible):

- Staff goals for the coming year will include at least one that pertains to the benchmarks.
- Plastic collection in collaboration with Springfield Rotary Club: Almost 1400 pounds have been collected. The first bench was installed in the Commons Park and the second bench has been ordered. Union Park Neighborhood Association has signed on as the third sponsor, close to getting enough plastic for a second bench for the town.

Building and/or Grants

- Kevin Willard started June 5, 2023 as the library's new custodian.
- Roof bids came in higher than expected. Consultant working on solution.
- Air Handler unit and Air Conditioning system need replacing. Possible repair of drain pan implemented on June 7-8, no guarantees the repair will hold.
- Water pipe in boiler room is leaking. Repair set for morning of June 27 – library will need to be closed during that time.
- ARSL grant funds (Sustainable and Resilient New England Libraries)
 - 1 of the Little Libraries has been finished. Waiting for other two before installation.
 - Spigot installed closer to the gardens.

- Volunteers and staff finished planting most of the outdoor gardens – at least half of the 35 hours of volunteer time in May due to these volunteers
- Preservation Trust consultant to submit report based on 6/3/23 visit. Preliminary verbal discussion indicated window replacement and possible leak in front of slate roof as potential priority areas.
- No word received regarding CLiF grant, as of the end of May.

Patron Services:

May Statistics:

- Visitors = 1986 (have exceeded FY22 visitors already by 2K people)
- Reference questions answered and/or tech help given: 66
- Website visits: 1730
- Computer users
 - 186 people used library computers, for over 123 hours in May
 - Average of 71 people per day logged into the Project Connect Wi-Fi including outdoor access when the library is closed
- Circulation of physical/traditional library items = 2186
- Circulation of nontraditional library items (Library of Things, items mostly received from grants or FOSTL) = 57
- Circulation of digital items: 728 (eAudiobooks, eBooks, eVideo, Database usage).

May Programs:

195+*** people/organizations participated/served in programs
 (***)Please note that this number does not include all – some data was delayed in entering in our spreadsheet. Totals will be updated for fiscal year next month.)

Organized by/for Adult Services:

- Ask our Police Chief
- Garden Gab
- Fashions of Downton Abbey
- Forests and Health
- Individual Tech Help sessions and small group Basics of Spreadsheets class
- 3 book clubs & 2 sessions of Page Turners
- 2 separate sets of deliveries to home-bound patrons (every two weeks)
- Scribble Society Writing group
- Puzzle table – passive activity (36)

Organized by Youth Services:

- Free Comic Book Day
- Visits from school classes and daycare
- Participation in Community Belonging Event
- Teen Advisory Board and D&D groups
- Golden Dome Book Club

8 Old Business –

8.a Policy Working Group update - Sharon reported that Sue and she have created a table of contents, are now reviewing existing policies, and will begin planning at their next meeting.

8.b Strategic Plan -

8.b.i update and possible approval – patrice asked for comments from the trustees on the proposed strategic plan

- Char suggested a change in wording from “in the most recent year” to “in 2022”. After discussion the change was accepted.

- Char suggested changing a sentence containing the phrase “library logged more than 16,000 visits”. After discussion the change was rejected.
 - Chris suggested that the word “educational” does not fully describe STL’s offerings. After discussion the sentence was amended to read “educational, cultural and recreational”.
 - Sharon suggested a few technical edits (punctuation, case selection, and consistency). After discussion the changes were accepted.
 - Sharon suggested that the use of the phrase “nonprofit” does not include all the organizations who might collaborate. After discussion the phrase was amended to read “nonprofit and civic organizations”.
 - Sharon suggested that every occurrence of the phrase “library staff will” be removed. After discussion the change was accepted.
 - Char motioned and Myrt seconded approving the Strategic Plan amended to include the above changes. The motion was carried unanimously with Suzette abstaining.
- 8.b.ii plan promotion - patrice recommended a one to two-page summary of the strategic plan be prepared for release. Sue will promote the plan at STL’s open house in September.
- 8.c Establish September Open House subcommittee - Sue and Char volunteered for the subcommittee.
- 8.d New patron category re: businesses - discussion postponed
- 8.e Board of Trustees vacancies - Sue reported there is one vacancy. A candidate has taken out an application. Any new trustee cannot be seated until the select board meets in July.
- 9 New Business -
- 9.a Trustee Code of Ethics - discussion postponed
- 9.b Ordinance - patrice asked Sue to send the existing ordinance and town charter to the board members. Sue said there are no known by-laws for the trustees. Sharon cautioned that we cannot change the town charter, and that the board of trustees needs to adopt by-laws.
- 10 Future agenda items -
- 10.a New patron category re: businesses
- 10.b Trustee Code of Ethics
- 10.c Gifts in Kind Update
- 11 Set date of next meeting: July 11, 2023 at 5:30 PM
- 12 Adjournment – Chris motioned and Char seconded that the meeting be adjourned. The motion was carried unanimously.

Respectfully Submitted,

Myrt Graham, Secretary