

TOWN OF SPRINGFIELD  
LIBRARY BOARD OF TRUSTEES  
Springfield Town Library  
TUESDAY, JUNE 14, 2022  
5:30 pm

Approved Minutes  
Subject to approval

1. Call to order: The meeting was called to order by pattrice jones, chair, at 5:30 pm. Anna Boarini, vice chair, Claire Trask, secretary, Greg Supernovich, Myrt Graham, and Sue Dowdell, Library Director were also present. Not present was: Suzette Chivers
2. Additions and subtractions to the agenda. None
3. Public Comments: No public present
4. Review and approval of minutes of May 10, 2022. Greg moved to accept the minutes, pattrice seconded, motion approved by Greg, Claire, pattrice, and Anna. Myrt was not present for the 5/10/22 meeting.
5. FOSTL report.
  - a. Book Sale. There was water damage done to some of the books collected. They are still collecting books for the next sale and could use more help sorting and moving books.
  - b. Little Free Library Fund Raiser. People can bid now on line for any of the little libraries. There will be in person bidding at the library also. Bids start at \$150 and if you want to bid \$1,200, the little library is yours.  
The auction will end on the evening of July 21 at the library. There will be games, a DJ, a dance floor and refreshments, with announcement of the winners at 7:00.
  - c. Addition to Library of Things Collection. FOSTL has \$1,000 toward the collection. We added 4 lawn games that can be borrowed.
6. Director's Report. There will be more air purifiers coming into the library. See attached Director's report.

Springfield Town Library  
Library Director's Report for May 2022  
Submitted June 14, 2022  
Sue Dowdell

**Grants:**

- Completed report for first round of ARPA funds.
- Signed documents and ordered materials for second round of ARPA funds (\$4539.40)

- Submitted application for \$4000 from Public Library Association’s Digital Learning Initiative for
  - Presenter fees for 3 computer classes to be taught by RVTC students and 2 security classes taught by BRIC program manager from October 2022 to March 2023
  - Online ads for publicity – created by RVTC students
  - Large screen smart TV for YA space
  - 2 seminar tables
  - 3 laptops

**Building:**

- Public restrooms have been painted
- Work has begun on cleaning and painting heating vents
- Large print keyboards for computers

**Staffing:**

- Annual reviews completed for two staff members. One more due by the end of June.

**Patron Services:**

New: Aspen Discovery catalog interface went live on June 1<sup>st</sup>.

May Statistics:

- Visitors = 1620, second highest attendance since July 2021 (1629).
- Volunteer hours: 64.75 hours (includes estimated FOSTL book sale volunteer time)
- Computer users = 144 people used the computers a total of 114.21 hours
- Circulation of physical items = 1920, slightly below average
- Circulation of digital items
  - eAudiobooks: 289
  - eBooks: 107
  - Database usage: 309 content views (World Book, A to Z World Food, A to Z World Travel, Consumer Reports, or NewsBank)

May Programs: 330+ attendees/participants

*Organized by/for Adult Services:*

- Old Trees, Mature Forests
- Puppy Stress Reduction
- Coffee Filter Butterflies
- 3 book clubs
- Chess Club (2x)
- OPAC training – additional 75 viewed recording so far (not counted above)

- Deliveries to home-bound patrons

*Organized by Youth Services:*

- 3 book clubs
- Visits from Elm Hill School students
- Teen Advisory Group

7. Old business.
  - a. Strategic Plan Committee. Committee is in early stages of setting up and nothing to report as yet.
  - b. Pandemic response update. The state has lowered the rating for Springfield from “High” to “Medium”. Masking is still required for the children’s room.
  - c. Family Room policy. Nothing is being done at present about charging/ or not for the use by outside entities. Asking if this is personal or business use is problematic.
8. New business.
  - a. Feed Your Passion status. This started as a way to get bodies into the library; it was never meant to be a fund raiser. It was suggested the Trustees could work with the Rotary and organize an indoor, 18-hole mini-golf game. Local businesses would pay to sponsor a hole and the hole would show their ad for their business and refer to a book relevant to that business in some way. It costs \$2,500 to rent the course for an evening.
9. Future agenda items. None at present, let Sue know if you think of any.
10. Set date for next meeting. July 12, 2022 at 5:30
11. Adjournment. Anna moved to adjourn, Myrt seconded, unanimous vote to do so.  
Meeting adjourned at 6:15

Respectfully submitted  
Claire Trask, secretary