



**Library Board of Trustees Springfield Town Library**

**43 Main Street Springfield, Vermont**

**Tuesday, July 11, 2023**

**Approved Meeting Minutes**

1. **Call to order:** Chair patrice jones called the meeting to order at 5:31 p.m.  
Attending in person: Char Osterlund, patrice jones, Chris Goding and library director, Sue Dowdell  
Attending via zoom: Sharon Ayer  
Not present: Suzette Chivers, Myrt Graham, Christine Boardman (appointed on 7/10/23)
2. **Additions or subtractions to the agenda:** Addition of "Lost Passes" to New Business
3. **Public comment:** no public in attendance
4. **Review and approval of June 13 minutes:** Char O moved and Chris G seconded that we accept the minutes with minor corrections. Approved unanimously (4-0).
5. **FOSTL report:** not available, FOSTL did not meet in June
6. **Director's report:**

Springfield Town Library  
**Library Director's Report for June 2023**  
Submitted for discussion at July 11, 2023 meeting  
Sue Dowdell

**Sustainable Libraries Initiative**

*(Environmentally Sound, Socially Equitable & Economically Feasible):*

- Plastic collection in collaboration with Springfield Rotary Club: Over 1700 pounds have been collected. The second bench was installed in the Commons Park and the third bench has been ordered. Black River Action Team has signed on as the third sponsor.

**Building and/or Grants**

- Roof consultant is revising specifications for the roof to lower the cost.
- Air Handler unit drain pan is holding so far. Two companies, with one more coming on July 19, to propose costs for replacement in Spring.
- Water pipe in boiler room has been repaired
- ARSL grant funds (Sustainable and Resilient New England Libraries)
  - 2 of the Little Libraries are awaiting final touch-ups and will soon go to Springfield Housing Authority. 3<sup>rd</sup> one is for Family Center, which will be relocating.
- Still waiting for Preservation Trust consultant to submit report – due by end of the week.
- While we received word on June 9 that STL was awarded a CLIF Summer Readers grant, no details have arrived about the author visit as of today.

**Staffing:** Youth Services Librarian interviews begin next week.

## Patron Services:

### June and FY23 Statistics:

- Volunteer hours for FY23 = 563.75 hours served
- Visitors = 1762, total of 19,980 for FY23 (compared to 16,040 last year)
- Reference questions answered for FY23 = 1042 questions
- Tech help for FY23: 223 people for individual help and another 45 people in small group classes
- Website visits: 2027 in June; 21,418 in FY23
- Computer users
  - 222 people used library computers, for over 158 hours in June
  - 2419 people used library computers in FY23, for over 1735 hours in FY23
  - For FY23: an average of 68 people per day (24,834 for the year) logged into the Project Connect Wi-Fi including outdoor access when the library is closed
- Circulation of physical/traditional library items = **data is not yet available**
- Circulation of nontraditional library items (Library of Things, items mostly received from grants or FOSTL) = **data is not yet available**
- Interlibrary loan in FY23 (from all VT/US libraries not counting consortium transfers - **that data is not yet available**):
  - Items lent: 775
  - Items borrowed/received: 738
- Circulation of digital items for FY23
  - EBooks & EAudiobooks: 5915
  - Songs & Movies: 194
  - Database Usage for FY23 (note that Newsbank's June totals will not be available until July 15<sup>th</sup>): 3453 views

### June & FY23 Programs:

#### ***FY23 from July 1, 2022 to June 30, 2023: 507 programs/events serving over 5500 people***

- 32 Young Adult events (age 12-18) held in-the-library with 159 participants
- 7 Young Adult events held off-site with 86 participants
- 3 Young Adult virtual programs with 5 participants
- 103 children's events (age 0-11) held in-the-library with 598 participants
- 73 children's events held off-site with 1075 participants
- 52 children's events (Summer lunch & passive/take & make) with 1600 participants
- 24 deliveries of books to daycares and 24+ deliveries to homebound adults every two weeks
- 102 adult programs in-the-library with 724 participants
- 3 adult programs held off-site with 142 participants
- 31 adult programs held via Zoom with 148 participants
- 36 in-library programs for a general audience with 338 participants
- 17 off-site programs for a general audience with 594 participants

#### June programs:

##### Adult:

- Ask Our Town Manager
- Ask Our Fire Chief
- Home Deliveries
- 3 Book Club meetings
- Trex Plastic Challenge
- Wolf Peaches, Poisoned Peas
- Peppermint Foam Hand Soap
- Individual Tech Help

## Youth:

- Summer lunches began 6/26/23
- Weston Playhouse
- Nature Museum of Grafton
- Teen Advisory
- Dungeons & Dragons group
- Golden Dome Book Club
- Visit from Suzy's Little Peanuts

## All Ages

- Booth at Rainbow Palooza
- Alyx the Magician – Summer Reading Kickoff

## **7. Old Business:**

a) Policy Working Group: the table of contents is completed. Existing policies that fit into the new structure were moved to the document. Some new policies may need to be created. The trustees will look at one section of the document at a time as completed. There was a conversation about by-laws. We are a town department like the selectboard so are we obliged to have by-laws? Sharon will look into whether we need to since we have policies to guide us. What does dept of libraries say about the matter? Sharon will look into it that as well. It was suggested that we might want to formally rescind the old by-laws. No decisions made until we get more information from Sharon's inquiries. The trustees looked at one of the newer policies and liked the format, however it would be time consuming to convert all of the old policies to this format. A compromise solution is to add the boxes that include the date the policy was adopted, amended and the reason it was amended. Not all policies need the detail we looked at on the media policy.

b) Strategic Plan: The trustees looked at a draft one-page summary of the strategic plan. Suggestions for revision include reduce reading level, eliminate old strategic plan, explain more of current plan, and make use of graphics to accommodate lower reading levels.

A clear, graphic summary will be helpful in presenting it visually to the selectboard and at our Chamber of Commerce open house in September. It was agreed that we need to establish why sustainable libraries are important as well as the importance of a library to its community. Sharon A and patrice j will work on a revision that will be discussed at the August meeting. They will also put together a slide presentation.

The trustees set a goal of presenting the strategic plan to the selectboard at the second meeting in September.

c) September Open House: Char O, Sue D and Warren Cross, chair of FOSTL (Friends of the Springfield Town Library) met to discuss the preliminaries. Char and Warren will handle the food aspect, and Sue will work on the rest. It will be on Wednesday, September 20 from 5:30-7:00.

## **8. New business**

a) Trustee Code of Ethics: Shall we adopt the code of ethics as presented? Chris G suggested that we look at the town's code of ethics as well. Chris will compare town code with the sample library code of ethics and report out at the next meeting when more trustees will be present.

b) Lost passes: When library patrons lose passes it takes a lot of time for the staff to create new passes and it also prevents other patrons from using the pass. There will be a nominal fee replacement fee of \$5.

9. Future agenda items: items a and b will be visited at another meeting.

a) New patron category re: businesses

b) Gifts in Kind Update

10. Set date of next meeting: August 8, 2023 at 5:30 PM

11. Adjournment: Char moves and Chris seconds that we adjourn. All agree, Meeting adjourns at 6:50.

Respectfully submitted,

Char Osterlund, July 13, 2023