

TOWN OF SPRINGFIELD LIBRARY BOARD OF TRUSTEES
Springfield Town Library
TUESDAY, JULY 12, 2022, 5:30 pm

APPROVED MINUTES

1. Call to order - pattrice jones, the chair called the meeting to order. In attendance was pattrice, Greg Supernovich, Anna Boarini, vice-chair, Myrton Graham, Claire Trask, secretary, and Sue Dowdell, Library Director. Suzette Chivers was not present. No members of the public were in attendance.
2. Additions and/or subtractions to the agenda - No additions or subtractions were made to the agenda.
3. Public Comments - No public comments
4. Review and approval of minutes of the June 14, 2022, regular meeting - pattrice moved to accept the draft minutes from the June 14, 2022 meeting. Greg seconded the motion. Motion passed unanimously.
5. FOSTL report –
 - a. Book Sale -Sue reported that the book sale is going to be Friday, July 22, from 10-5, and Saturday, July 23, from 8-3. She said that there is still ongoing conversation as to if the book sale will happen in the future.
 - b. Little Library Fundraiser -The Little Free Library sale is starting to get traction, Sue reported. The event is on July 21 in the library. She has purchased a Facebook ad to help promote, and Myrton volunteered to put up flyers around town. So far, Sue said the bidding is going well and is up to \$1200. The money will be used to purchase a large TV for the teen area for virtual and hybrid events.
6. Director's report:

Springfield Town Library
Library Director's Report for June 2022
Submitted July 12, 2022
Sue Dowdell

Grants:

- Completed purchases for second round of ARPA funds (\$4539.40)
- Should hear the week of August 8, 2022 whether we were awarded \$4K grant from Public Library Association's Digital Learning Initiative.
- Will be looking for funding to continue historical documents project

Building:

- Charging station, air purifiers have been installed.

Staffing:

- Ana Rousseau submitted her resignation. Hired two new substitute library aides (Kala Burr-McNeal and Ann Herrick) to replace Ana and to replace Carmina who resigned earlier this year.
- One additional annual review completed (3 total). Two additional ones to be done in August.

Patron Services:

June (with FY22) Statistics:

- Visitors = 1691 highest attendance this fiscal year (FY22= 16040).
- Volunteer hours: 92 hours in June (includes estimated FOSTL book sale volunteer time); FY22 = 552.75 volunteer hours
- Computer users = 167 people (FY22= 1733) used the computers
- Circulation of physical items = 2309, above average for the month (FY22= 25372)
- Circulation of digital items: 16.92% of all items circulated in FY22
 - eAudiobooks: 323 (FY22= 3549)
 - eBooks: 128 (FY22= 1326)
 - eMusic: 12 songs streamed or downloaded (3 months FY22= 143)
 - Database usage: 207 content views in June; FY22 = 2373 (World Book, A to Z World Food, A to Z World Travel, Consumer Reports, or NewsBank)

June Programs: 436 attendees/participants

Organized by/for Adult Services:

- Ice Breaker into Foster Care
- Spark Joy – online weekend event
- Life's a Beach Canvas
- 3 book clubs
- Chess Club (2x)
- Deliveries to home-bound patrons

Organized by Youth Services:

- 2 Nature Museum programs
- 3 book clubs
- Visits from Elm Hill School students
- Teen Advisory Group – “The Club”
- Shrek, the Musical
- Summer Lunch and activity (daily M-F)

7. Old Business

- a. Strategic Plan Committee - See minutes for updates. Pattrice mentioned it was a productive meeting.
- b. Pandemic response update -Sue said that while Town Manager Jeff Mobus has reported that Springfield currently has low transmission of COVID. However, masks will still be required in the children's room until at least September. She reported that the state of Vermont is considering libraries to hand out test kits, and Sue said she is receptive to that idea. However, the Association of Rural and Small Libraries have asked if some libraries would like to collectors of PCR tests. Sue is less receptive to that idea and wants more information.

8. New Business

- a. Library Mini-golf - Sue handed out information-packed details about mini golf. Greg voiced a concern that this event does not seem to fit the library's vision, which he said was to be a place of distributing information and learning. Some of his concerns included what would happen with a surge in COVID, especially with the new variant, and whether people would attend.

patrice agreed and said she was concerned there wasn't a linkage to books or the library, and she felt hesitant to have advertising and sponsorships in the library. Additionally, she was concerned about finding sponsors to cover the costs while also making a profit.

Claire said she felt this event would speak to families and bring new people to the library. Myrt agreed. Anna brought up that each hole could have a library fact or be literary-themed, as well as having a library card registration booth to get started.

Sue said it is up to FOSTL to decide if this would be an alternative fundraiser to the book sale. However, the trustees agreed this could be a substitute event for "Feed Your Passion" but would be put on with FOSTL's help.

b. STL Archives Collection Policy & Deed of Gift – Sue presented the draft STL Archives Collection Policy created by former archivist Ana Rousseau for first reading by the trustees. A Deed of Gift form for the policy was not included. patrice raised a concern that items donated could be deaccessioned in the future by library directors who may not agree with the items in the collection, even if the donor wanted the items to be accessible to the public. She wanted it to be clear in the policy that items that were to be deaccessioned would return to the original donor or their estate should the donor want them to be. After discussion, the trustees added "if requested" regarding returning the item or items to the donor in the last sentence of the policy. patrice asked if next time, the Deed of Gift could be reviewed. Sue will revise and bring it and the deed of gift to the board for the meeting.

9. Future agenda items - No future agenda items were set

10. Set date of next meeting: August 9, 2022, at 5:30 pm in the library.

11. Adjournment - Myrton moved to adjourn the meeting, and Claire seconded the motion. The vote passed unanimously.

Respectfully Submitted,

Anna M. Boarini
Vice-chair