

TOWN OF SPRINGFIELD
LIBRARY BOARD OF TRUSTEES
TUESDAY, MARCH 10, 2020
6:30 pm at the Library

APPROVED MINUTES

1. Call to order - Anna Boarini (chair/secretary), Jennifer Dechen (vice-chair), Margie Rerick, pattrice jones, Kristin Durand, Gregory Supernovich, and Sue Dowdell (library director) were in attendance.

Donna Hall, the town's human resources manager was also in attendance.

Ralph Jacobs was not in attendance.

2. Additions and subtractions to the agenda

No additions or subtractions to the agenda.

3. Welcome new trustee - The board introduced themselves to Greg, the new trustee. He asked each trustee what they believed their role to be to help the library and how the board operates.

4. ADA Compliance -

Donna Hall attended the meeting at the invitation of the board after some concerns were raised about the general physical fitness evaluation in the library director's evaluation. Pattrice brought this up and said she was concerned because the ADA required some jobs -like police and firefighters - to have a physical fitness evaluation, but not necessarily for the position of the library director. Donna said the town always errs on the side of employees and has been helpful with them in the case of sickness, taking care of family, encouraging employees to use Family Medical Leave Act as needed.

Margie reiterated that what pattrice seemed to be worried about is why the physical fitness requirement is in all the evaluations and job descriptions.

Pattrice was worried this would not be encouraging to an employee that was pregnant and might display evident fatigue at 8 months pregnant. Donna mentioned that physical fitness was not in the job description and Margie and pattrice wanted to know why the fitness requirement was part of the evaluation. Pattrice was concerned the way the physical fitness requirement may seem discriminatory as it was currently written. Donna said she did not think the requirement read in a discriminatory manner, but was glad the board brought this to the town's attention. She agreed that the job descriptions and evaluations needed to be updated. Donna said she wanted to look into updating the job descriptions and will do so once the new town manager is installed.

5. Public Comments

No public comments.

6. Review and approval of minutes of the February 11, 2020 meeting - pattrice motions to approve the minutes, Jen seconds the motion. The board unanimously approves the motion.

7. FOSTL report - the Friends annual meeting will be held on April 1 and feature author John Clinch. The meeting will be held in the children's room. The history booklets for the 200th anniversary of the library are down to about 20 copies. Sue mentioned that the friends have had a board member attend their meetings in the past and would like to continue this in the culture. Margie said it was a great idea and would bring a cohesive thought to how to best support the library. Anna and Margie both said they would become members. There was a discussion of having a rotating trustee attend the friends meetings.

8. Director's report
See attached report

9. Policies

a. Meeting Room policy – final reading/approval - Anna made a motion to approve the meeting room policy, Greg seconded the motion. The motion passed unanimously.

b. Social Media policy – first reading The board read through the proposed policy and Margie wanted to add the work platform when referring to social media channels, just to be more specific. Patrice asked if the library's pages wanted to allow posts from the public, or just comments. She mentioned the page's security can be set to make sure that people just don't post spam, instead of pertinent content. Additionally, patrice asked if the work political should be included in the section about what won't be posted. She said the word should be partisan instead.

M wanted to add on social media platforms patrice motioned to accept the first reading of the social media policy and Margie seconded. The board approved the first reading unanimously.

10. Feed Your Passion - The Feed Your Passion event will be held on April 29, at the library. The board went through the list of prior year's presenters to invite again. This year, the board wants to make sure that there is a list of contact information, so as people reach out to attendees and confirm their attendance, all board members will get the needed information.

11. Youth trustee - Anna presented the idea of possibly having a youth trustee on the board. A middle or high school student could give their opinion and give their ideas for how the library can better serve the youth of the community. Margie recommended working with middle school youth, currently, the middle school library has an option for students to do library work-study and it is a popular program. Her only concern was some of the content that may come up in a meeting and how if a sensitive topic is to be discussed maybe speaking to the student's guardian. Sue mentioned not calling the position a trustee and Greg suggested the name youth ambassador. Anna said, however, the role panned out, it was important for youth to have a way to have agency over their role in the library. Sue said she would reach out to the library listserve

to see if anyone had a program like this already in place and speak with Michelle, the youth services librarian, to see what she thinks.

12. Re-organization of the Board - Anna stated she was happy to remain the secretary, but would like to step down as chair of the board. She nominated pattrice for chair, as she has board experience both with the library trustees and in other capacities. Anna moved to appoint pattrice as chair, Margie seconded the motion and the motion passed unanimously. Jen said she would be happy to continue to serve as vice-chair. Pattrice moved that Jen be appointed as vice-chair, Margie seconded and the motion passed unanimously. Finally, pattrice nominated Anna as secretary, Jen seconded the nomination and the nomination passed unanimously.

13. Next meeting date (tentative April 14, 2020) - The next meeting date was set for April 14, 2020. Margie asked for an email on April 1st to make sure the Feed Your Passion exhibitors are confirmed.

14. Adjournment - Anna moved to adjourn the meeting, Margie seconded the motion and the motion passed unanimously.

Springfield Town Library
Library Director's Report
Sue Dowdell
March 10, 2020

Staff

- Library clerk position was posted and the initial screening of 10 applicants has taken place. A second screening will take place before the interviews. Target starting date is April 6th if all components can be completed by then.
- The new custodian started on Monday, March 9th.
- All staff will complete blood borne pathogen training by March 31st.
- The new town manager, Steven Neratko, will start April 1, 2020.
- Springfield Town Library was selected to participate in the Public Library Association's *Inclusive Internship Initiative*. The award will give STL \$3500 to hire one teen intern this summer.

Building:

- A request for proposal for redesign of the second floor was sent to members of AIA (American Institute of Architects) in Vermont, Massachusetts, and New Hampshire. Proposals are due by April 17, 2020.
- I attended a workshop regarding Building Communities grant applications, which may be useful for either the roof repair or the automatic doors for ADA accessibility.
- Environmental precautions for COVID-19 and other viruses: Staff is wiping down heavily traveled surfaces each morning as well as computer stations more often. Puppets and some children's toys have been put away for now.

Patron Services:

- RSVP volunteer(s) have begun delivering items to homebound patrons
- Many programs are scheduled this month, including those for Springfield Wellness Week.
- Census: Staff has received information. The library will dedicate two computers for patrons to fill it out. An informational program will be held on April 2nd.

Update on the first two-thirds of the fiscal year:

- 25,441 physical items circulated (63% adult, 5% YA, 32% children)
- 2990 electronic items circulated (10.52% of all circulation, 2101 of these were downloadable audio)
- 3204 current registered borrowers (2983 at the end of July)
- An average of approximately 18 people per day use the library's computers (Oct – Feb when we had Libdata and could get an accurate count). This does not count our wireless connections.
- An average of approximately 104 people came into the library each day (October – February)
- 3135 program attendees (1056 adults, 1866 children, 213 YA) at 43 adult programs, 117 children's programs and 13 YA programs