

TOWN OF SPRINGFIELD LIBRARY BOARD OF TRUSTEES TUESDAY,
MAY 12, 2020 6:30 pm

The Library Board of Trustees of the Town of Springfield is hereby notified to meet on
Tuesday, May 12, 2020 at 6:30 p.m.

This meeting will be held through Zoom Web Conferencing.

To attend the meeting use the links or numbers below: Join Zoom Meeting
<https://us02web.zoom.us/j/87583946341?pwd=a1p4SjgyVUJmSTRqcTNDa2Rza3BZUT09>
Meeting ID: 875 8394 6341 Password: 520770 One tap mobile
+16468769923,,87583946341#,,1#,520770# US (New York)
+13017158592,,87583946341#,,1#,520770# US (Germantown) Dial by your location +1
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APPROVED
MINUTES

1. Call to order - patrice jones (chair), Jennifer Dechen (vice-chair), Margery Reurick, Anna Boarini (secretary), Greg Supernovich, Sue Dowdell (library director) were present. Ralph Jacobs and Kristin Durand were not present.

2. Additions and subtractions to the agenda - No additions or subtractions to the agenda.

3. Public Comments - No public comment.

4. Review and approval of minutes of the March 10, 2020 meeting - Minutes were reviewed and no changes deemed necessary. Greg Supernovich moved to accept the minutes and Jennifer Dechen seconded the motion. The minutes were accepted unanimously.

5. FOSTL report - The Friends of the Springfield Town Library have not met since their March meeting. Sue has offered the library's Zoom account for them to meet, but they have not used the service yet. Their annual meeting has been postponed until further notice and they will continue to support the library in any way that the library may need.

6. Director's report – Sue Dowdell presented the following information

Staffing

- Permanent staff have been working in separate places in the library (Flinn Room, back

of 1st floor, back of 2nd floor, etc.) and working on staggered shifts

- Remote working approved by the Selectboard on 4/27/2020. It will continue until 5/15/2020
- Search for a replacement for the library clerk position will not resume until we can allow people in the library.
- Our Health officers (director, youth services librarian, or technical services librarian) conduct health screenings before employees can enter the building. A forehead thermometer should be delivered this week for temperature scans as part of the health screenings.

Building

- Reorganization of the first floor - media switched places with large print, making the first floor appear much more spacious
- Painting/Cleaning of staff restrooms, as well as touch-up painting in other staff and patron-accessed areas, has been done
- Custodian plans to deep clean carpets and clean/wax tiled floor before we open to the public in the future
- Acrylic Sneeze Guards arrived for the service points of the circulation desk and reference desk. A barrier will be created by our custodian for other areas of the desk.
- Proposals/Cost Estimates for the redesign of the second floor came in much higher than expected, due in part to the lack of existing CAD drawings. An RVTC student will do them for his senior project.

Services:

- Wellness phone calls made to 300 patrons who checked out the most books in the last three months
- Surprise bags were popular - 385 were picked up (over about a month's time)
- Curbside pickup began on May 5th. 48 patron bags were picked up on the first 4 days.
- Courier service for interlibrary loan begins on May 19th (2 pickup days instead of 3 days due to increased costs)
- Saturday curbside pickup will begin on May 30th.
- Phone-a-story is available using the Fax phone line.
- Regular Facebook posts are scheduled daily.
- Youtube channel will be set up.
- Planning a 'book-a-librarian' service to be implemented in the next few weeks.
- Summer reading planning is in progress

Additional phased-reopening plans are being finalized by the leadership team and the rest of the staff.

Draft of phased-reopening plans was shared and discussed. Margie asked to clarify that phase two included stopping remote work. Greg asked about offering paper masks and Patrice wanted to know who in the town told the library that they could not require wearing masks in the building, when the building was to open to patrons again. Sue said the Town Manager has said the library should make masks a recommendation, not a requirement for entrance to the library.

7. Policies

a. Social Media policy – second reading - Patrice had a question about the meaning behind falsification of identity. She asked if using a different name was the issue, especially for people who may not go by their legal name on Facebook. Sue said she wants to be able to know who is commenting, so if there is a problem - the example used was if a comment was made about staff - that she could get in touch with the person and be able to actually have a conversation with them, out of the comments section of a post. The idea behind the addition was more to be able to contact people and know who the page moderator was talking to, than if someone was using or not using their legal name. The language was changed to “false representation of identity” to make the note clearer. Greg moved to accept the policy on its second reading, Anna seconded the motion. The motion passed unanimously.

b. Equipment policy – discussion and first reading - The equipment policy has been reviewed and Sue said the policy has come from three different policies that need to be combined. Additionally, there will be new appendices and forms that may need to change as equipment changes. That way, the policy will not change, just the appendices, which are procedural. One of the issues to discuss will be the ages of children to use different equipment, which may be at the discretion of the children’s librarian. Patrice suggested to have a formal first reading at the next meeting, to give everyone a chance to really look at the policy.

8. Feed Your Passion – table until in-person meetings can occur, but keep on the agenda

9. Youth trustee – table until in-person meetings can occur, but keep on the agenda

10. Next meeting date - The next meeting will be on June 9, 2020.

11. Adjournment - Margie moved to adjourn the meeting and Jen seconded the motion. The motion passed unanimously.

Respectfully
submitted, Anna
Boarini