

TOWN OF SPRINGFIELD
LIBRARY BOARD OF TRUSTEES
Tuesday, February 11, 2020
6:30 pm at the Library

Minutes
(approved on March 10, 2020)

1. Call to Order — Jennifer Dechen (vice chairperson) called the meeting to order. Other members present were Herb Jamison, Kristin Durand, and pattrice jones (minutes). Also present: Sue Dowdell (library director).
2. Additions and subtractions to Agenda — none.
3. Public Comments — none.
4. Review and approval of minutes of the January 2020 meeting: pattrice motioned to approve, Herb seconded, all voted aye. Motion passed.
5. FOSTL report — Sue discussed the FOSTL report, which is appended below the attached Director's report. She will be waiting until after April 1 to order the new staff lockers in order to save money on delivery.
6. Director's Report — Sue discussed the attached report. Elaborating on the question of digitizing the Springfield Reporter (which goes back to 1898), Sue explained that the benefits would include greater access to and preservation of this important historical record, but the costs would be higher than can currently be covered — about \$1,800 for just 1898-1901. She will be reaching out to both FOSTL and the Historical Society to see if they would be interested in helping to fund this effort.
7. Policies
 - A. Request for reconsideration procedure/form final approval — Final approval of this form and procedure moved by Jennifer, pattrice seconded, all voted aye. Motion passed.
 - B. Meeting Room policy second reading — Herb asked whether people reserving the room needed to be library patrons. Sue said no. Kristin asked if they had to show ID. Sue said no. Herb motioned to approve the second reading of this policy, Jennifer seconded, all voted aye. Motion passed.
 - C. Social media policy discussion—In light of efforts to expand the social media reach of the library, Sue believes that it would be useful for the library to have a social media policy. She provided a draft policy adapted from one used by another library. Trustees are asked to read and reflect on the proposed policy in order to discuss it at the next meeting.
8. Feed Your Passion — In light of a scheduling conflict, the date for this annual event was changed to April 29th, from 5 to 7pm. Trustees went through the list of prior participants, identifying who will ask each to participate again. Sue will be reaching out to various entities to identify other potential participants, particularly among youth.
9. Youth trustee — Tabled until March meeting.

10. ADA Compliance — Tabled until March meeting, when a town HR representative will be present.
11. Next Meeting Date—March 10, 2020 at 6:30 in the library
12. Adjourn—Motion to adjourn Herb, seconded by patrice, all in favor. Jennifer declares the meeting adjourned.

Springfield Town Library
Library Director's Report
Sue Dowdell
February 11, 2020

Staffing & Training:

- Tracey Craft will remain the Adult Services Coordinator. We will be posting the library clerk position soon.
- No custodian as of yet.
- Staff met with Turning Point staff on January 24 to gain further understanding of those who have substance use disorder. I later viewed Ryan Dowd's webinar entitled Libraries and Homeless Patrons and offered it to staff to view as well.
- I viewed a webinar on the online Gale resources available through the State Library. Customizing a 'landing' page for all our online resources including those that are not from Gale (Universal Class, etc.)
- Our next staff meeting is on Monday, February 24th. Our next leadership team meeting is on Monday, March 3rd.
- Tracey and Michelle attended a VT Reads workshop on Saturday, February 8th. Program plans to be finalized with the High School and UU Church this week or next.

Technology

- The library's Instagram and twitter pages have been restarted. Facebook followers up to 1130; Instagram at 45 as of 2/10/2020. We began to track website visits mid-January and are exploring how to track wifi usage.
- We are piloting Access World News – expanded coverage from newspapers and magazines throughout the World – from Newsbank (free to try for first year)
- Exploring digitization of our Springfield Reporter microfilm -in the planning stages only.

Safety Committee(s): Two union employees and the director need to meet as the library's safety committee. Staff was asked to identify areas that they feel need to be addressed. I am now chairing the town's Health and Safety committee and met with Wade Masure from VLTC on 2/11/2020 to better define my role and the town/library's responsibilities. The department heads are meeting on February 18th to begin developing an Emergency Action Plan (EAP).

Programming:

- January- 39 programs: 204 adults, 48 Young Adults, and 120 children
- Upcoming programs
 - Valentines for Vets –all week
 - Using Facebook – February 18
 - Gearing up for Springfield Wellness Week in March

RSVP: We will have two Retired Senior Volunteers Program volunteers do book deliveries to homebound patrons once all their paperwork is completed. RSVP volunteers will also be able to assist with other library projects as well.

FOSTL:

- Approved purchase of staff lockers (to be done on/after April 1)
- Purchasing bags to be sold at the library
- Annual meeting on April 1st – Jon Clinch, author of Marley, will be speaking.
- Summer Book Sale – July 17th and 18th

Respectfully submitted, Sue Dowdell

Appendix G: Request for Reconsideration of a Work

Date

TYPE OF MATERIAL (Please circle one):

Book DVD Magazine Audiobook Ebook CD Software Electronic

Other (please specify):

TITLE:

AUTHOR

PUBLISHER:

REQUEST INITIATED BY:

NAME

TELEPHONE

ADDRESS

Complainant represents: (circle one)

Self OR Organization (Name) _____

OR Other (please specify) _____

Use back of page or attach additional pages as needed to answer the following questions.

1. What do you object to in the work? Please be specific: cite pages, passages, etc.
2. What of value is there in this work?
3. What do you feel might be the result of reading/viewing/listening to this work?
4. For what age group would you recommend this work?
5. Did you read/listen to/view the entire works?
6. Are you aware of the judgement of this work by critics?
7. What do you believe is the theme or purpose of this work?
8. What would you prefer the library do about this work?
9. What work do you believe should be added to the library's collection to counterbalance the viewpoint expressed in this work?

First reading – 12/10/2019, Second reading – 1/14/2020, Final reading and approval – 2/11/2020

Meetings Policy

The use of Library facilities for meetings is part of the Library's overall program of service and, in accordance with the Library Bill of Rights, is available to the public on an equal basis, regardless of the beliefs or affiliations of the individual or group requesting their use. In granting meeting space, the Library will not seek to censor or amend the content of the meeting, nor does it endorse the opinions expressed. All attendees shall abide by the Guidelines for Library Behavior.

Individuals wishing to use the Library for meetings may apply to the Library Director for permission. Such meetings must be free and open to the public, must not interfere with access to Library services, and must meet the goals of the Library as stated in this Policy Manual. Groups or individuals denied the use of Library facilities may appeal to the Library Board of Trustees.

Recognizing the lack of accessible space in Springfield, the Library Director may allow meetings for the disabled or other special groups, which are not open to the public, providing they can demonstrate reasonable need and otherwise comply with the Library Policy and Meeting Area Regulations (Appendix E).

The Library Director will only schedule meetings for those who can demonstrate that they will be responsible for the building and its contents, and who have signed and completed a Meeting Area Regulations & Application Form. Individuals and groups using the Library will be responsible for custodial fees and other services provided.

Separated from the Exhibits and Meetings Policy.

First reading 1/14/2020

Second reading 2/11/2020

Social Media Policy – draft for consideration – February 11, 2020

Summary: The Springfield Town Library participates in and uses social media in different forms. The STL staff will maintain and edit the content of STL hosted sites to comply with all Library Policies.

Definition of Social Media: Social media is defined as any web application, site, or account created and maintained by the Springfield Town Library that supports the Springfield Town Library social media purpose statement. These include, but are not limited to, library blog(s) and social networking sites such as Facebook, Instagram and Twitter.

Social Media Purpose Statement

In keeping with the Springfield Town Library's vision to be community hub for growth, connection, and discovery, the overarching purpose of social media employed by the Library is to deepen our connections with Springfield Town Library users and the wider Springfield community. The Library considers information and interactions generated on social media channels to be equal to other information resources at the library, and is meant to encourage conversations with staff and other library users.

Primarily, the purpose of social media at STL is to disseminate information about, and promote the Library's services and resources. This may include, and is not limited to,

- promotion of programs and events, readers' advisory initiatives, general library news, projects, volunteer opportunities, and ongoing activities to all members of the Springfield community.
- provide a forum for Library staff and Library users to share opinions and information about Library-related topics and issues.
- occasionally share news from nonprofit Springfield organizations and government agencies which library staff feel meet the needs and interests of its social network audience, in order to contribute toward the building of partnerships with local organizations.

Usage Rules

The Springfield Town Library welcomes the comments, posts, and messages of the community, and recognizes and respects differences in opinion. However, all comments, posts, and messages are subject to review, and the Springfield Town Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate.

Content containing any of the following will be removed immediately from any Springfield Town Library social media forum:

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language

- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Copyrighted, trademarked, or plagiarized material
- Posts in violation of laws or library policies
- Comments, links, or information unrelated to the purpose of the forum
- Duplicated posts by an individual user
- Spam, or other commercial, political, or proselytizing messages.

Any content that remains are the sole opinions of their owners and do not reflect the official views or policies of Springfield Town Library. The Library is not responsible for, or liable for, any content posted by any participant in a Library social media forum who is not a member of the Library's staff.