

TOWN OF SPRINGFIELD LIBRARY BOARD OF TRUSTEES

TUESDAY, September 8, 2020 6:30 pm

The Library Board of Trustees of the Town of Springfield is hereby notified to meet on Tuesday, September 8, 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:

Springfield Town Library is inviting you to a scheduled Zoom meeting.

Topic: Trustee meeting Time: Sep 8, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82564741155?pwd=REJvaWNkdW5QRFBjNHRsLzdTK3JHUT09>

Meeting ID: 825 6474 1155 Passcode: 139461 One tap mobile

+13017158592,,82564741155#,,,,,0#,,139461# US (Germantown)

Dial by your location +1 301 715 8592 US (Germantown) +1 646 876 9923 US (New York)

Meeting ID: 825 6474 1155 Passcode: 139461

DRAFT MINUTES

1. Call to order -patrice jones (chair) called the meeting to order. Anna Boarini (secretary), Margie Reurick, Gregory Supernovich, and Sue Dowdell (library director) were in attendance. Jen Dechen (vice-chair), Kristin Durand, and Ralph Jacobs were not present.
2. Additions and/or subtractions to the agenda - There were no additions or subtractions to the agenda.
3. Public Comments - Sue said Jessica Martin, from Springfield on the Move may attend the Zoom meeting later, to discuss where the Fox mural might be placed on the library building. Patrice suggested that we move the public comments to the end of the meeting, or when Jessica was able to attend. However, she was unable to attend due to a prior commitment, so the matter was not discussed.
4. Review and approval of minutes of the August 11, 2020 regular meeting - Anna moved to accept the draft minutes, Margie seconded the motion. The minutes from the August 11, 2020 meeting were accepted unanimously.
5. FOSTL report - Sue reported that FOSTL met by zoom on August 19, 2020, and formally decided not to do the annual book sale until next August. Sue reported that FOSTL purchased both staff lockers and a VINS (Vermont Institute for Natural Sciences) pass for the library. Additionally, they opened an Amazon account for the library to make purchases through. Patrice asked about FOSTL's finances, mentioning that the treasurer's account was mentioned during the meeting she attended and that they had a fairly large amount saved. Sue said FOSTL has told her to spend money as the library needs, but she has decided to be more judicious in her spending. Margie expressed gratitude to FOSTL both as a board member and a community member for what they do for the library. Patrice agreed.

6. Director's report

Springfield Town Library
Library Director's Report
Sue Dowdell
September 8, 2020

Building:

Emergency lights were replaced
Still waiting for quotes from contractors on ADA doors
Delayed signing of contract for architect for Second Floor teen space renovation (waiting for tax payments to come in)

Staffing/Training:

Sept 21st . Director will scribe for the Selectboard retreat. Selectman P. MacGillivry resigned. J. Bond appointed.
Director/Town Manager meeting every 2 weeks
Mary McMillen answering phones in the Flinn Room due to town office closure (oil tank)
Quarterly Goal check-in meetings with staff
Tracy Obremski completed her VT Certificate of Public Librarianship which will be formally awarded in May
Christopher Bloomfield is interested in starting the CPL program

- o Certificate of public librarianship

Hazard Communication book completed, staff training on using SDS sheets for OSHA compliance
Harassment training going on now

- o Vermont League of Cities and Towns

Diversity training 9/16 & 9/23 and collection diversity audit planned starting in October

- o Training around LGBTQ+ (online through Mount Ascutney and Library Journal), checking the collection after the 3 classes, as well as how to do the audit. Staff able to do online training, but will have the recording for those who could not attend during work time.

Patron Services:

Since tax bills were delayed, the library

Reduced hours of operation (closing at 6 instead of 7 Monday-Thursday) due to lack of use during this last hour of the day, may continue this schedule through the winter, depending on demand - Margie asked if Sue would reevaluate the situation regarding closing the library early to see if there is a need in keeping open. Sue said the situation would be reviewed on a regular basis, but so far the public not asking for appointments after six and the phone calls tend to taper off at 5 or 5:30 p.m.
limited purchases of materials . absolute essentials and adult fiction

August usage

physical material circulation= 86% of the August 2019 circulation;
digital circulation = 19% higher than August 2019 circulation

225 for curbside

216 for material selections

65 for computers

25 for copies
4 for faxing

12 for new library cards. Online card -
converted to full privilege cards, at the
building

Patrice asked if the online library cards could be converted without coming into the physical library, for those that do not feel comfortable or are unable to make it in. Sue said they could find a way to offer that service and track if another way to convert the cards is needed.

Programs:

Vermont Reads programs planning – “The Hate U Give” coordination with other groups – Book discussion 9/3/2020

Children’s

- Dorothy’s List zoom group
- Craft bags sent to THE SPACE (teens) and for children
- Online stories for back to school
- Funny Fairy Tales online
- COVID Healing Library Kits (10) sent to preschools
- Kindergarten books and registration forms to other grade levels
- SORA app for access to OverDrive via student IDs

Adult Services:

- Book group
- Homemade lavender soap

7. Policies

- a. a. Equipment policy (See attached) - Sue said that Chis Bloomfield has been working on these policies and they have written appendices so as the policies change in the future, the appendix can be changed and not the policy. After reviewing the policy, Margie raised concern about the portion of the policy regarding replacing broken items. She wanted to clarify the statement regarding full financial responsibility for an item being broken, as sometimes accidents happen, as some people may not have the ability to pay the amount back; Patrice agreed. The language of the policy was changed to misuse to allow for discretion if an accident should happen. Anna asked if there could be a list created of all the pieces of equipment (that are part of a set), for both the librarians and patrons, to help make sure all individual pieces are returned. Patrice moved the board accept the first reading of the policy, Anna seconded the motion, and the motion to accept the first reading was accepted unanimously.
- b. b. Social Media policy discussion . revisit for possible revision, Sue said that Michelle Stinson, Youth Services Librarian, raised the concern that some of the posts on the library’s social media were not conforming to the social policy as written. Michelle noted that a post from a for-profit company was shared and that some of the Friday Funny+posts may not be funny to all. Patrice said that humor can be hard to interpret and can be seen as offensive to some; she mentioned a good idea would be to keep all humorous posts related to books or library topics. She also noted that most education material from for-profit companies can be found from a non-profit or educational institution. Margie asked that we do more research on what other libraries have for their social media policies and practices. Anna asked if the American Library Association had a social media best practice policy that the board could review.
- c. Internet policy . table until the October meeting

8. Technology Plan - Sue said that the technology plan is in the works, but she wanted to inform the board it was being worked on. The plan includes upgrading equipment, a new phone plan, security upgrades - for both the network and hardware - as well as working on the website, and staff training, and education.

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

10. Youth advisory member(s) . table until in-person meetings can occur, but keep on the agenda - Michelle asked that Anna reach out to Michelle, Youth Services Librarian, to mention the idea and see if she knows of any youth that may be interested.

11. Next meeting date (tentative October 13, 2020)

12. Adjournment - Margie moved to adjourn the meeting and Greg seconded the motion. The meeting was adjourned.

Respectfully submitted,

Anna M. Boarini
Secretary

Equipment Loan Policy

First reading approved on 9/8/2020

This policy consolidates and replaces the former Electronic Device Loan policy (1/13/2014) <https://www.springfieldtownlibrary.org/library-policies/computers/electronic-device-loan-policy>, the Equipment Policy (11/14/2011) <https://www.springfieldtownlibrary.org/library-policies/computers/equipment-loan-policy> and the Laptop Computer Policy (9/13/2010, rev. 11/14/2017) <https://www.springfieldtownlibrary.org/library-policies/computers/laptop-computer-loan-policy>.

Springfield Town Library maintains a collection of audio, video, electronic and other equipment as part of its services to the community. Use of these items for Library activities always takes priority over other usage. A list of all equipment, loan procedures, loan periods, and replacement costs of all items covered by this policy is available upon request (Appendix H.)

Each piece of equipment may fall in one of the following categories:

- " May be checked out for use outside the library,
- " May be available for checkout for in-library-use only,
- " May be available for public use within the Library with prior approval (but are not checked out).

The borrower assumes full financial responsibility for lost, stolen or damaged equipment, including associated items signed out with it. Staff shall examine the equipment when checked out and when returned (to check for damage, and that all parts are accounted for). The borrower should, likewise, examine the equipment and report any problems to the Library Staff as soon as possible.

The Library shall not be responsible under any circumstances for any liability, damages, or expenses resulting from the misuse of the electronic devices (or other equipment). In addition, the Library shall not be responsible for any loss or theft of personal, financial, or credit card information, or other data while using a Library device.

Items that may be checked out for use Outside the Library

Some equipment (digital projector and screen) shall only be checked out to registered Springfield Town Library borrowers, over the age of 18, for use at meetings of town departments, boards or commissions, registered businesses of the Town of Springfield, or other qualified Nonprofit Organizations.

Ⓜ Nonprofit corporation is a special type of corporation that has been organized to meet specific tax-exempt purposes. To qualify for Nonprofit status, your corporation must be formed to benefit: (1) the public, (2) a specific group of individuals, or (3) the membership of the Nonprofit. Examples of Nonprofits include: religious organizations, charitable organizations, political organizations, credit unions and membership clubs.+ <https://www.legalzoom.com/knowledge/nonprofit/topic/non-profit-defined>.

Items must be reserved at least 24 hours in advance for specific events and approved by the Library Director (or designee). This equipment may be checked out on the evening prior to the scheduled event and returned the next morning when the Library opens.

Other devices that may be checked out for use outside the library shall circulate with similar rules to books. See Appendix H for details.

Electronic devices and electronic media (such as CDs and DVDs) should not be returned in the book drop, but should be returned during library hours to a staff member at the public service desk.

Patrons will be charged a fee for late returns and/or charged the full replacement cost for any damaged or unreturned equipment. See Appendix H for details.

Items that may be checked out for use In the Library Only

Some items are cataloged and may be checked out, but only for use within the library. The patron must be a registered borrower in good standing. Children borrowing items that provide Internet access must have received permission from a custodial parent or legal guardian to use the library's Internet connection. In addition, certain items have other restrictions for use. See Appendix H for details.

Items that may be used in the Library without Checkout

Other equipment may be available for use in the library with prior approval, and in accordance with all other library policies.

Prior approval is not needed when items (such as tables, chairs, etc.) are in areas open to the public, provided patrons adhere to behavior and other policies.

To the extent that equipment is connected to one of the library's public access computers (directly or via the network), being logged in with a library card valid for computer use, or receiving a guest pass from a staff member, shall constitute authorization to use the equipment while using the computer. There is a 2-hour daily time limit for use of the Library's computers. Under extenuating circumstances, staff may extend time if needed.

The computer connected to our microfilm reader is available for general use; however, priority is given to those needing it to read microfilm.

The Library also provides computers specifically for accessing the Library's online catalog (OPAC). The OPACs shall only be used for that purpose.