

TOWN OF SPRINGFIELD LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, August 11, 2020  
6:30 pm

The Library Board of Trustees of the Town of Springfield is hereby notified to meet on Tuesday, August 11, 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: August Trustee Meeting Time: Aug 11, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83288299984?pwd=QWlOZjRucXA3OGRMEDN6WWsxU2Y2d209>

Meeting ID: 832 8829 9984

Passcode: 846790

One tap mobile +16468769923,,83288299984#,,,,0#,,846790# US (New York)

Dial by your location +1 646 876 9923 US (New York) Meeting ID: 832 8829 9984

Passcode: 846790

APPROVED MINUTES

1. Call to order - pattrice jones (chair), Anna Boarini (secretary), Margie Ruerick, Greg Supernovich, and Sue Dowdell, library director. Not present Jen Dechen, Kristin Durand, and Ralph Jacobs.
2. Additions and subtractions to the Agenda - There were no additions or subtractions to the agenda.
3. Public Comments - No public comments.
4. Review and approval of minutes of the June 9, 2020, regular meeting (July meeting was canceled) -Pattrice moved to approve minutes, Anna seconded. The motion passed unanimously.

5. FOSTL report - The Friends of the Library have not met formerly, but have been going to the armory to sort books donated for the annual sale. After speaking with Sue about the Battelle Study, which is looking at the spread of COVID-19 on materials, they decided not to hold the sale. However, the decision has not come to a vote. Their next meeting is on August 19th and pattrice said she will try to attend. Sue is asking them to create an Amazon account for the purchases they make for the library. Margie asked about where the library books that were weeded out will go since the FOSTL book sale is not happening. There isn't a real solution yet, but trustees are urged to send ideas to Sue.

## 6. Director's report

### Building:

- Second Floor teen space renovation: received town manager's approval to sign the architect's contract for preliminary designs
- Received glass partition at the beginning of July
- Have two proposals for changing locks into the staff stairwell
- Looking for grants for ADA doors and/or locks and other projects (roofing), as time permits.
  
- Looking into getting tools for maintenance and in the future, possibly build a shed behind the library for maintenance storage.

Staffing: Resignations from A. Beaulieu (Materials handler) and Z. Obremski (substitute clerk). M. McMillen transferred to town offices. Hired Molly McCallister (permanent library clerk) and Stacey Garciadealba (substitute clerk). Margie asked about staff morale and while the staff is currently working very hard, they reported during their latest staff meeting that they are appreciative of the slow reopening of the library and that they feel safe at work.

### Patron Services:

- Full hours – curbside from noon to 1:00 p.m. and 4:15 – 5:30 p.m.; appointments for browsing, computers, and copying at other times.
  - May - 176 curbside appointments
  - June – 309 curbside appointments
  - July – 276 curbside appointments, 163 came in for material selection, 13 came in for library cards, 47 computer users, 27 came to use the copier, and five (5) came in to fax.
  - August so far (1<sup>st</sup>-10<sup>th</sup>):
    - 71 for curbside
    - 66 for material selections

- 12 for computers
- 7 for copies,
- 0 faxes so far this month
- 3 library cards

Margie asked if the bathrooms were open and Sue said they were for people to wash their hands if necessary. The bathrooms are open for use, but not getting much traffic due to the limited time patrons are in the library. The mask mandate has been implemented in Vermont and Margie asked if there has been any pushback around masking - Sue reported that so far there hasn't been any. Cheryl Wylie made masks for the public that are available in the library to pick up in both youth and adult sizes.

- Summer Reading / Programs (April – Aug. 10<sup>th</sup>)
  - Now using VT Dept of Libraries Beanstack app (Aug 10 – September)
  - Youth/Family Services:
    - No lunches
    - Sign-ups: 105 PreK – Elementary, five signups for under 3, four Young Adults
    - Programs:
      - Zoom – Dorothy's List and We Love Books (2 clubs), Time with Teachers, Juneteenth storytime (83 views)
      - Phone a story – 47 phoned in over course of 5 weeks
      - In-person, physically distanced - Fairy Friday, So. Vt. Natural History Museum, Grafton Nature Museum
  - Adult Services
    - 26 adult participants
    - Facebook challenges in addition to random drawings.
    - Programs via Zoom: Composting (50 signed up), Changing Careers (11), Mason Jar craft (15), Bearing Witness (28), and Book Clubs.
    - Homebound deliveries returned thanks to RSVP volunteer

Patrice asked about Hoopla - a new service she noticed on her library account. It is a pay per use model - where the library is charged each time an item is checked out. Sue said it can become very expensive and the library does not currently have it in use. She has reached out to Catamount, the library consortium, to have it removed from the Springfield Town Library website, as it is not available.

## 7. Phased reopening discussion

Sue reported that staff has been fielding questions about when the library will be back to normal operating hours. But staff have been letting people know the current policies. They are telling the public that the reason the library is still not back to "normal" it is that they want the library to remain as open as possible and to not go backwards to just curbside or the free bags again. The library is trying

to be as accommodating as possible, Sue said, but unfortunately, the library is not open for patrons to stay, to play games, read, or just spend time.

Margie said it is important to follow up on these questions about reopening, to understand where any pushback may be coming from, but also support the library staff.

Sue said that the schedule at the library hours or schedule of appointments may change as more people are coming into the library.

8. Policies -table until next meeting

a. Internet policy - discussion and possible action

b. Equipment policy -discussion and possible action

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

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

While this agenda item has been tabled, pattrice reported that trustee Ralph Jacobs is going to resign from the board. Pattrice suggested that the trustees make finding a younger person to fill the set a priority. The trustees agreed to think of individuals who may have connections to local youth that may be interested in serving on the board. Additionally, Margie mentioned that Michelle would be a great resource towards finding the youth trustee or liaison to the board, especially out of her book clubs.

11. Next meeting date (tentative September 8, 2020) - The board agreed to meet on September 8, 2020.

12. Adjournment - Greg motioned to adjourn and Margie seconded the motion. The motion passed unanimously and the meeting adjourned.

Respectfully Submitted,

Anna M. Boarini  
Secretary