

TOWN OF SPRINGFIELD
LIBRARY BOARD OF TRUSTEES
TUESDAY, JANUARY 14, 2020
6:30 p.m. at the library

MINUTES
(approved 2/11/2020)

1. Call to Order - Anna Boarini (chair/minutes) calls the meeting to order. Jennifer Dechen (vice-chair), pattrice jones, Kristin Duran, and Herb Jamison are present. Margery Reurink and Ralph Jacobs were not present. Also present, Sue Dowdell, library director and one member of the public, Keegan Jones.
2. Addition and Subtractions to the agenda - Herb asked to discuss Wowbrary, the new library newsletter service. It was added to the agenda after the director's report.
3. Public Comments - none
4. Review and Approval of Minutes of December 10, 2019 meeting - pattrice motioned to approve the minutes. Jen seconded the motion. All were in favor. The minutes were approved.
5. FOSTL Report - Sue had nothing to report because FOSTL has not met since their last meeting, but will be attending their next meeting on January 15.
6. Director's Report - See attached. When discussing the Fresh State Initiative, Fine forgiveness, pattrice asked if there was the flexibility to forgive library loans through the year. Sue said yes, she has the discretion and ability to do so, but patrons need to come to her for that request.
7. Wowbrary - Herb asked for some more information about the service and how it can be used. He had an issue making a hold but is going to try again. Constant Contact will be canceled and Wowbrary will be the only library newsletter service. Pattrice asked if the statistics are similar to those available on Constant Contact, like who opened the newsletter. Sue said the stats are not as detailed as Constant Contact, but instead show how many clicked through to borrow a book.
8. Policies
 - a. Exhibits Policy (includes bulletin board) - final approval - Jen moved to accept the policy. Pattrice seconded the motion. The policy was accepted with all ayes.
 - b. Request for reconsideration procedure/form - second reading - Under the section Complainant represents, Sue wanted to change himself/herself to self. A short discussion of possible another moniker, or to combine himself/herself and organization section. But all agreed when reading through the whole form, just changing self, made the most sense. Pattrice

motioned for the second reading to be approved and Herb seconded the motion. The second reading of the policy was accepted with all ayes.

- c. Meeting Room Policy - further discussion - The discussion around the meeting room policy continued. Pattrice wondered if there is “no harassment” language in the code of conduct. Pattrice said if harassment is prohibited in the code of conduct then the freedom of speech issue would be dealt with and the library could refuse meeting space to groups with a harassing message that may make other library patrons uncomfortable. Kristin asked if there is a way to close the room so only people attending would hear what was being said. Sue and Anna said the room has to be open and all meetings are open to the public. Anna said this is a valid concern and maybe we should amend the code of conduct to include harassment at some point. Kristin suggested having those asking for meeting space to sign the guidelines for library behavior and make that part of the application process. Sue said instead of adding another page to the meeting room application, we could add a line to the meeting room application that would apply to the guidelines for library behavior. The exact language to be added is “I also agree to ensure all attendees follow the guidelines for library behavior.” Jen motions to accept the first reading, with the proposed changes and Herb seconds the motion. The first reading passes with all ayes.
9. ADA compliance - Table until March meeting - Sue said that Donna Hall, the town’s Human Resources representative is able to come to that meeting to discuss the library’s job descriptions. Anna asked to have the job descriptions made available before the meeting.
10. 2020 Goals - See Attached - Along with the report, Sue said she has had some volunteers help with weeding the non-fiction collection upstairs. Additionally, she said she would like to rework the upstairs space in the future, possibly moving the YA section away from the balcony, to help keep the noise level down, but also to give the teens space where they can make more noise. pattrice asked if there was money to replace books that had been culled and Sue said yes, there is money in the budget. Sue said in weeding the books she will keep the Core collection, anything about Vermont, but to also keep a collection patrons will read.
11. Feed your passion - April 22, 2020 - Sue wanted to know how the event was planned in the past. Pattice wanted to know if a subcommittee should be gathered. Anna, Jen, and Herb worked together to explain that last year, a list of Springfield locals, businesses and groups were brainstormed and then trustees split up who to ask. Sue found the schematic of the library with the layout, along with the table placements from last year, as well as a list of last year’s exhibitors.

Sue said she would put the list on a google sheet and this year as we contact people, we would make a master list with complete contact info.

12. Next Meeting date - February 11, 2020

13. Adjournment - Anna asked for a motion, patrice moved to adjourn and Jen seconded the motion.

Respectfully submitted,
Anna Boarini

Springfield Town Library
Library Director's Report
Sue Dowdell
January 14, 2020

Fresh Start Initiative/Fine forgiveness: Held Dec 30-January 15th. Circulation Supervisor (Tammy) sent out letters with the flyer and had library staff make phone calls. Publicity via newspaper and social media.

Staffing:

- Tracey Craft is the interim Adult Services Coordinator. We have three months to decide if it is a good fit for both of us. If not, she will return to her former position as library clerk. We now have one open position until that time.
- Mary MacMillen was hired as a substitute librarian. MaryMac, as she likes to be called, has her MLS and will help fill the void at the circulation desk that was left by Ponnies' absence, along with substitute library clerks. We will either have to fill the library clerk position or Adult Services Coordinator position in April, after Tracey's probationary period is complete.
- Donna (HR) and I are working with Public Works for a long-term solution for maintenance/custodial services. In the meantime, PW staff is coming in to clean 3 days/week, depending on their availability.
- Follow-up staff training on trauma awareness (w/ Darmouth & Turning Point staff) will take place from 8:30-10:00 on Friday, January 24. We will open at 10AM on that date.

20-21 Budget: I met with the Budget Advisory Committee on Thursday, Jan. 9. A budget workshop was held on Monday, Jan. 13. The budget public hearing will be on Monday, January 20. Immediately following the 1/20/20 hearing, the Selectboard intends to hold a special meeting to move its budget, etc. to the warrant and then sign the warrant on at the 1/27/2020 regular Selectboard meeting.

Building/Technology:

- Lighting project is complete.
- I will be seeking quotes for ADA/Automatic Doors to be done in 2020-2021 budget year.
- Control Technologies who is working on the redesign of the A/C system. The air handler is from 1998 and the condenser is from 2006. Freon that is used in the system is not as readily available and is much, much more expensive. This is in the capital plan for 2021-2022.
- Computers and monitors have been installed. We no longer need the servers in the closet (which would have had to be upgraded). We are looking to repurpose the server room into additional storage area, most likely programming supplies

Programs served 279 adults, 34 Young Adults, and 299 children in December

- Adult Services: Soup to Nuts program, Senior Center Book Group, Library Challenge Book Group
- Youth Services:
 - Outreach/Community – Santa's Breakfast, Sticker Walk, story time in four preschools
 - Eight Gaming sessions for Young Adults
 - Maker Mondays, Legos and Laughs, two book clubs, four in-house preschool story times
 - From 10/28/19 – 1/7/2020 – Thirteen (13) children have signed up for 1000 books before Kindergarten. Some have reached 100 books already.

Grants: Michelle received word that STL received both the Vermont Reads grant and the CLiF grant. Tracey and Michelle will attend a VT Humanities workshop in February for the Vermont Reads grant. Michelle is working with the school district/preschools on the CLiF grant.

Respectfully submitted, Sue Dowdell

Exhibits Policy

In keeping with the Springfield Town Library's overall philosophy of providing access to a wide range of information sources, the Library provides bulletin board space for local non-profit events and activities. Programs and events publicized through the Library's bulletin boards and/or display racks should be compatible with the Library's purpose of providing educational, cultural, recreational, and information services to the community.

Permission shall be given based upon the limitations of display space, the timeliness of the material, and the relevance of the material to the civic, educational, informational, cultural, recreational, or vocational life of the community. The library will not display personal advertisements, solicitations, surveys, for-profit, or commercial materials. Staff may make exceptions for announcements of educational opportunities provided by profit making businesses, or items including a variety of beneficiaries. Political materials may provide non-partisan information on ballot issues and information on non-partisan races.

Authorization for all postings will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the material. Posting or distribution of any such material in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by that material.

Furthermore, recognizing its role in the community as a public forum for the open discussion of ideas from all viewpoints and to promote access to the political process for all citizens, the Library provides space for all petitions (including nomination petitions for elective office) on an equal basis. While individual employees may sign any posted petition as part of their First Amendment rights, it is understood that providing space for such does not indicate endorsement for any petition or candidate, and the views expressed are not those of the Library, its Board of Trustees, or the Town of Springfield.

Exhibits of items or services offered for profit will not be allowed without the consent of the Board of Trustees. Exhibits of items for sale by non-profit groups may be allowed at the discretion of the Library Director. Recognizing the unique role of writers, artists and craftspeople in Vermont, the Library Director may allow exhibits of their works, which are for sale. Prices will not be given as part of the exhibit but will be made available upon request.

The Library does not insure articles exhibited and assumes no responsibility or liability for damage or theft. Exhibitors are encouraged to make their own arrangements for insurance.

Regulations:

1. All notices, posters, and free literature must be approved and placed on the bulletin board or in the display racks by library staff. Items found posted without permission will be removed. All notices should be left at the Circulation Desk for staff approval.
2. Locally-oriented newspapers/magazines available for free distribution will be accepted as space permits.
3. Advertised events should occur within 30 days. Notices advertising dated activities will be removed as soon as the event is over. Notices about services or events with no end date will be displayed for a period not to exceed 30 days.

4. The Library assumes no responsibility for the preservation or protection of material posted or distributed. Material will not be returned.
5. Preference will be given to posters 8 ½ x 11 inches and under. Poorly constructed posters or flyers will not be posted.

Disagreements concerning any aspect of this policy may be appealed to the Springfield Town Library Board of Trustees.

This policy has been separated from former Meetings and Exhibits policy with proposed revisions. Regulations added. 10/8/19

First reading on 10/8/19

Second reading on 12/10/19

Final review and adoption on 1/14/20

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?

Proposed Meetings policy in its entirety

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 Exhibits and Meetings policy
Revised and approved - first reading Jan. 14, 2020*

**SPRINGFIELD TOWN LIBRARY
MEETING AREA REGULATIONS AND APPLICATION FORM
APPENDIX E**

The Springfield Town Library and its Board of Trustees endorse the Library Bill of Rights and offers services to all groups and individuals on an equal basis regardless of their beliefs or affiliation. The Library Director may refer approval to the Board of Trustees for meetings which don't conform to the policies and goals of the Library. Those denied access have the right to appeal to the Board of Trustees. The Meetings policy (12/10/19) governs decisions.

LIBRARY MEETING AREAS

Meetings of no more than 15 people may be scheduled during regular Library hours on the second floor or in the Flinn Room. The second floor has four meeting spaces, the private family/small conference room, the back wall, the two center tables near the elevator and the balcony. Meetings for larger groups may be scheduled outside regular Library hours, and a custodial services fee will be charged. Special arrangements may be made for large groups using the Library during regular hours.

Recognizing the lack of facilities specifically designed for meetings in the Library, priority will always be given to Library patrons. A meeting may be asked to disburse if it is disturbing the public or interfering with public access to Library services.

REGULATIONS

1. Meetings must be public-oriented, educational or informative in nature. Social gatherings and solicitations of any kind are not permitted.
2. Meetings must be free and open to the public. Limited registration meetings are considered open to the public if anyone may register on an equal basis. Admission charges are not permitted, although donations may be accepted. The family/small conference room is the only space which may be used for free, private meetings. The Library may charge for-profit entities a fee for use.
3. Public meetings will be scheduled on the Activities calendar by the Library Director or designee upon receipt of a completed, signed and dated application form (below). The family/small conference room is booked less formally through the main desk.
4. Groups or individuals using the Meeting Areas are responsible for any material brought into the Library. The Library Director should be notified of any such material on the application form. Nothing is to be affixed to the walls.
5. Audio-Visual equipment is available for use in the Library. Request on the application form.
6. Food and beverages may be served with the Director's approval. Alcoholic beverages and smoking are not permitted.
7. The applicant must clean up the meeting area following use and return furniture to regular location. Broken or damaged property is to be paid for at current replacement cost.

APPLICATION FOR PUBLIC USE OF LIBRARY MEETING AREA

Date of application _____

Check Meeting Area Requested:

- Flinn Room
- second floor back wall
- second floor, two central tables
- second floor, balcony

Meeting Date _____ Time _____ Number Attending _____

Organization _____

Applicant's Name _____ Phone _____

Home address and email _____

Purpose of Meeting _____

Name of program _____

Estimated attendance _____

Food/Beverages _____

Equipment requested

- LED projector
- Regular screen
- TV screen
- Laptop
- Other

I have read the Meeting Area Regulations and agree to the terms therein.

I also agree to ensure all attendees follow the "Guidelines for Library Behavior"

Signed _____ Date _____

Approved by _____ Date _____

Added to Library Calendar _____ Added to web calendar _____

Revised 1/14/2020

Springfield Town Library
Strategic Plan / Action Items for 2020

1. Community hub - showcase, connector, conveyor and coordinator

1. Continue to serve on the Building Bright Futures and Main Street Development committees and other committees as warranted
2. Share information from other town organizations to continue to build collaborative relationships
3. Connect with business leaders through the Chamber of Commerce, inviting them to share their expertise at library programs
4. Begin documenting the artwork in the library to better inform visitors of each piece's history and importance. Work with RVTC graphic design interns with Dragonfly Designs to showcase the James Hartness portrait in the Flinn Room by having 'him' tell his story through an augmented reality app.

2. Learning Center - continue and strengthen existing learning opportunities for children, teens, and adults

1. Continue the relationship with RVTC to provide weekly individual tech time opportunities for patrons
2. Continue STEM and literacy-based children's programming
3. Connect with Springfield Housing Authority to share library services, especially that of 1000 Books Before Kindergarten program
4. Continue VT Reads programming in collaboration with UU Church and Springfield Schools
5. Institute a monthly small group technology class
6. Institute a monthly art/craft-based adult program

3. Update, improve and modernize the Library

1. Update circulation procedure manual
2. Review policy manual and update policies as needed
3. Staff training initiatives to include trauma awareness, safety initiatives, and improving staff research skills using our library databases
4. Institute use of cloud-based bookkeeping
5. Create the Springfield Town Library Technology Plan - new tech initiatives this year will include
 1. Connect the copier to the computer network to allow patrons to scan to email from the device
 2. Institute wireless network landing page to count wireless computer sessions
 3. Institute a website counter to record patron visits
6. Develop a marketing plan, including a welcome packet for new cardholders
7. Evaluate nonfiction / YA collection and hire a space planner to evaluate the 2nd floor for possible relocation of the YA area.
8. Install ADA doors for the front entrance
9. Reorganize staff desks/area and install staff lockers
10. Research and implement the partial replacement of the library's roof
11. Continue planning for air handler / AC condenser replacement for FY21-22
12. Investigate digitization of Springfield Reporter microfilm