

RECEIVED

MAY 10 2017

Town of Springfield
Library Board of Trustees
Tuesday, May 9, 2017

OFFICE OF THE MANAGER

1. The meeting was called to order at 6:32PM.

Present: Josephine Hingston, Richard Cofrancesco, Sandra Richardson, Matthew Pincus, Amy Howlett (director), Herb Jamison, Sarah Druen, Barbara Ball (taking minutes).

Absent: Judith Edwards, who emailed her intention to resign.

2. Additions/ subtractions to the Agenda

Letter from Judith Edwards announcing her resignation. Barbara Ball is willing to finish out Judy's term. Barbara said she will continue taking minutes for the meetings, without charge. **Josie** will write a letter to the Selectboard regarding Barbara's appointment once Judith's letter of resignation comes.

3. Public comments

None.

4. Review and approve minutes from the May meeting

Minutes from May were reviewed and approved as written. (Sandy moved, Sarah second.)

5. FOSTL liaison report

FOSTL is moving forward with the book sale for July 14th and 15th. All are encouraged to bring clean, used books to donate. FOSTL has set some book sorting dates, starting in mid-May. They continue to keep fundraising on their agenda, with the decision to end the holiday raffle. They haven't yet decided what will replace it. Amy will tell Warren that trustees would like to help sort books. We can set a date in June to do this.

6. Director's report

Amy relayed information on the 2 resignations.

Sue Ellen Morin is a new hire. She will work additional hours through the summer. Michelle Stinson and Amy will cover programming until someone is hired for that position. The board discussed library staff and their roles; they requested staff wear nametags routinely.

7. Feed Your Passion planning

Exhibitors are encouraged to set up at 4 or 4:30. 3pm is the earliest. **Board members should arrive by 4pm.**

Discussion that food should be centrally located on the first floor to reduce trash and mess.

Garbage cans – **Amy** and **Josie** will bring in extra garbage cans.

Amy will remove the sale books and the Keurig for the event.

Trustees need to get cups, plates, toothpicks and punch.

We will see if Dollar General and/or Family Dollar would donate paper plates, cups, etc. **Sarah** will check on Family Dollar for a donation. **Sandy** will contact Dollar General. **Sandy** will email trustees regarding what needs to be purchased.

Changes to the Map:

BRAT is listed twice. 16 should be BRAT.17 can be the Art Gym (Mona Frye.)

Spinning should move to 15. Three exhibitors/restaurants were missed on the original map: Riverside Restaurant, Sub-Way, and Art Gym. Wendi Germain - correct name spelling. All food should move to the first floor. Garbage cans will be located by the front door, at the beginning of the stacks on the first floor, and maybe by the bathrooms. Sausages should move to table 11 with Calvin Coolidge.

Amy will scan and send around the final Feed Your Passion map. All trustees will make sure their contacts are on the map.

8. FY2017 Trustee Expenditures Discussion

The trustees have \$750 in their budget. Some has been spent on the clerk. The remainder should be spent by the end of the fiscal year. The board agreed to use funds for program supplies for Feed Your Passion and for the Library t-shirts worn only at library functions. Josie moved that trustee funds should cover the costs associated with Feed Your Passion including paper supplies, beverages and t-shirts. Sarah seconded the motion which passed.

9. Executive session if needed N/A**10. Next meeting date and adjournment**

Matthew moved to adjourn the meeting at 8:03pm Sarah seconded the motion which passed.

Next meeting: Tuesday, June 13th, 6:30PM.

Updates on the Library

- Staffing changes: resignations, new hire Sue Morin
- Staff list
- Adult Services Coordinator, new opening May 8
- Ad and job description (for information)
- Capital Budget plans: slate roof, children's ceiling, masonry
- Lighting plans still under consideration
- Staff professional development: Michelle, 2 days of VELI STEM
- Vermont Library Conference, May 18, Killington—all staff attending

FOSTL

- Membership forms for anyone not in FOSTL
- microfilm reader, computer, hub
- blinds in children's room
- Book sale publicity in lobby, Facebook, online

Programs at the Springfield Town Library

- AARP tax filings up 41% at the Library
- Volunteer Appreciation day, 20 attended including Tom Yennerell
- May 11: VT PBS *The Opiate Effect* with panel discussion to follow
- May 17: 3rd annual Feed Your Passion, 5 – 7pm, presenters everywhere
- May 22-24: family story residence at Riverside MS with Natalie Kinsey Warnock, sponsored by the Ro Ratti fund, part of *Brown Girl Dreaming (BGD)*
- Tentative: May 24: Moonlight Davis, Riverside and STL, Ro Ratti fund, *BGD*
- May 31: *BGD* movie connection, 13th with VINE
- Tentative: June 1: *BGD* town celebration of teen artists, VAULT/STL or Great Hall
- June 8: Backyard Composting, 20+ registered