

TOWN OF SPRINGFIELD
LIBRARY BOARD OF TRUSTEES

Tuesday, October 8, 2019

6:30 pm at the Library

Final Approved Minutes

1. Call to Order — Jennifer Dechen (vice chairperson) called the meeting to order. Other members present were Herb Jamison, Ralph Jacobs, patrice jones (minutes), and Margery Reurink (arrived during FOSTL report). Also present: Sue Dowdell (library director) and Walter Martone (Springfield Selectboard vice chair).
2. Additions and subtractions to Agenda — Herb added a discussion of a previously raised idea about moveable shelves
3. Public Comments — Walter said that he has been visiting all of the boards, official and unofficial, to see them in action. He added that the library is a great asset to the community.
4. Review and approval of minutes of the September meeting — Motion to approve Herb, seconded by Ralph, all members voted aye. Motion approved.
5. FOSTL report — Library history book will be distributed at the open house on December 15th, for which FOSTL plans to hire the Comtu Chamber players again. The next book sale is at the armory on October 12th. FOSTL will discuss decorating the library for the holiday at their next meeting on November 6th.
6. Director's Report — Sue discussed the attached report, expanding on highlights such as trauma training for library staff. Several trustees expressed gladness about that and about the new "healing kits" that will be available for families to check out to help children cope with upsetting events. Those will be publicized widely so that the community is aware of this new resource.
7. Meeting and Exhibits policy discussion — This included three related policies—public postings on bulletin boards, use of the family/small conference rooms, and use of the Flinn room—each of which was discussed in turn after Sue read out some comments that chairperson Anna had sent by email.
 1. bulletin boards — Trustees asked questions about Sue's proposed expanded policy, which is intended to cut down on clutter and clarify for staff which postings are allowed. Approval of the first reading of these policy changes moved by patrice, seconded by Herb, all members voted aye. Motion passed.
 2. family/small meeting rooms — Currently, there are two meeting room policies, one for the family rooms and one for Flinn. Trustees discussed but decided against merging those policies, since the rooms have different purposes. Trustees asked Sue several questions to clarify concerns by library staff of possible misuse of family rooms by tutors using the rooms for more hours than the currently-stated maximum. It was agreed that this use is consistent with the purpose of the rooms and that, because they were getting permission and the current policy states that library staff may approve exceptions, the tutors have not been in violation of the policy. Still, to remove any chance of

misconception, Sue asked the trustees to amend the policy to increase the maximum hours from “up to 2 hours/day (no more than 6 hours per week)” to “up to 3 hours/day (no more than 9 hours per week).” Approval of the first reading of this policy change moved by Jennifer, seconded by Margery, all members voted aye. Motion passed.

3. Flinn room — At the request of trustees wanting more time to read and consider Sue’s proposed changes, this piece of the discussion tabled until the next meeting.
8. Budget review—Sue sought guidance on her preparation of the FY20-21 budget proposal, sharing her current proposals along with data from the past and current fiscal years. pattrice recommended restoring \$2,000 to the book budget, and Margery agreed with that idea. Questions arose concerning demand for books vs e-books vs audio books among library patrons in general and STL patrons in particular. Sue will research and share data.
9. Moveable shelving—There hasn’t yet been any movement on this past suggestion but it is still under consideration.
10. Trustee meeting calendar review—Former director Amy had the idea of setting up a schedule of topics to be discussed at meetings. Tabled for future discussion.
11. Next meeting date—The next meeting will be on Tuesday, November 12 at 6:30 PM.
12. Adjourn—Motion to adjourn pattrice, seconded by Jennifer, all in favor. Meeting Adjourned.

Director's report October 8, 2019

1. Staffing – Abigail Beaulieu started training as a materials handler on September 25th.
2. Staff annual reviews – two staff members have been reviewed so far. Each staff member set goals for their upcoming year. Each of the other permanent staff will have a review with goals set on/near their anniversary date in the same way.
3. Staff meetings and communication–
 - a. Two leadership team meetings have taken place (Director, Tech Services, Youth Services & Circ Supervisor) to discuss high level issues.
 - b. We had a full staff meeting last month. Staff training focused on how to download the rbDigital app and check out magazines.
 - c. Each temporary staff member now has a 'mailbox' down in the staff area for important information.
 - d. All staff receives a weekly emailed update. A printed copy of the email posted on the circulation desk.
 - e. Circulation supervisor Tammy Gould will update the Procedures manual so all staff are on the same page when working at the desk.
4. Trauma training – as part of the Promise grant, staff was to have had trauma training. There was a program provided for the public but most staff did not attend. The Upstream Upper Valley project is providing training on the impact of trauma on young children and families. Three staff members have signed up for the 6-hour class held in either October or November. Two other staff members were already trained. Those who attend will share information with other staff members.

Staff has put together three healing kits to help families during traumatic events (Death of a loved one, Death of a pet and Alzheimer's & your family) which are now available for checkout.

5. Computers – Chris Bloomfield and I are working on developing a computer inventory that lists all hardware, software, email, and electronic/digital subscriptions. Chris will be getting quotes to replace three computers from 2011 and two monitors for public machines. We are also evaluating new computer management software as the old one only runs on three computers.
6. Upcoming programs
 - a. Maker Mondays and Legos & Laughs will continue on Mondays and Wednesdays respectively in the children's room in October.
 - b. 1000 Books before Kindergarten will kick off on Monday, October 28th at 5:30 p.m. Michelle will be reaching out to the daycare providers and preschools she visits to encourage participation. Story time will resume in the library on Tuesday, October 22nd. Michelle also plans to visit 4-5 providers on Wednesday mornings each month for story time outreach.
 - c. Paul Ippolito will be here on Wednesday, October 16th for a Civil Rights sing along as part of the Vermont Reads programming.
 - d. One Town at a Time (251 Club) program will be held on Saturday, October 26th at 10:30 a.m.