

TOWN OF SPRINGFIELD  
LIBRARY BOARD OF TRUSTEES  
Tuesday, December 10, 2019  
6:30 pm at the Library

Approved Minutes

1. Call to Order — Anna Boarini (chairperson) called the meeting to order. Other members present were Jennifer Dechen (vice chairperson), Herb Jamison, and patrice jones (minutes). Also present: Sue Dowdell (library director).
2. Additions and subtractions to Agenda — Added 7d, guidelines for library behavior; added clerk as item 12, thereby renumbering next meeting date as item 13 and adjournment as item 14.
3. Public Comments — none
4. Review and approval of minutes of the October 8, 2019 meeting: Herb motioned to approve, Jennifer seconded, all voted aye. Motion passed.
5. FOSTL report — FOSTL has not met since the last trustee meeting and will be holding the annual open house on Sunday the 15th as previously discussed.
6. Director's Report — Sue discussed the attached report. Several trustees expressed sadness at the news of Ponnie Derby's resignation. Sue has just hired a substitute librarian who will be able to offer some coverage while Sue seeks a replacement. In discussing the Vermont Reads grant application completed by Ponnie and Michelle Stinson, Sue also noted that Michelle has completed a Children's Literacy Foundation grant application. In discussing the new procedure for checking out puppets, Sue revealed that the reason for the change was that children had been upset to see the animals stuffed into plastic bags. Concerning the lighting upgrade, which will be paid for from the capital budget, Sue said that it will pay for itself within six years. Anna expressed approval of the trauma training received by library staff. Concerning the shift to the cloud version of Deep Freeze, Jennifer expressed satisfaction that this will save staff considerable time. Concerning the shift to LibData for print services to patrons, Herb asked how patrons will pay. At present, they will continue to pay cash, but it may be possible in future to link this to their library account and/or to allow payment via debit or credit card.
7. Policies
  - A. Exhibits Policy second reading — Approval of the second reading of this policy change moved by patrice, Jennifer seconded, all voted aye. Motion passed
  - B. Meeting Room policy further discussion—Trustees had tabled this policy for discussion when more trustees were present, but again only four were present. Before this was again tabled for future discussion, patrice raised the question of what the library would do to make sure the library feels like a safe place to patrons from targeted groups if a hate group were to apply to use the room (which both current policy and the Library Bill of Rights say they must be allowed to do.) Sue agreed to try to find out if other libraries have procedures for dealing with such situations.

- C. Request for reconsideration form—Sue offered the form currently used by the Shelburne library as a model for our missing Appendix G (the form a patron could use to request reconsideration of a decision by the librarian). Every trustee expressed admiration for the form, and especially for the questions that a complainant would be asked to answer. Approval of the first reading of this policy change (use of the new form as our Appendix G) moved by patrice, seconded by Anna, all voted aye. Motion passed.
- D. Guidelines for Library Behavior—Children often take off their shoes in the children's section, and a patron suggested that the library obtain a boot tray so that all of the winter boots (and their associated muck) could be contained. Even though everyone agreed this would be a good idea, a staff member pointed out that doing this would be in contradiction of the portion of the Guidelines for Library Behavior that says "Wear shoes and shirts." After discussion, trustees agreed to add the parenthetical phrase "(except children in the Children's Room, who may remove their shoes)" to that portion of the Guidelines. Motion to amend the guidelines thusly made by Herb, seconded by Jennifer, all voted aye. Motion passed.
8. Trustee Meeting Calendar Review — Sue asked if the trustees would be putting on "Feed Your Passion" again this year and, if so, on what date. All agreed that the program should continue. Jennifer noted that the April date worked well last year. The date of Wednesday, April 22nd was chosen.
9. Trustee recruitment/Petitions — Signed petitions for those running this year must be in to the Town Clerk by mid-January in order to make it onto the ballot for Town Meeting Day. Anna reported that she found one person to run for a vacant seat, patrice reported the intention to run, Herb reported that he will not be running again. Anna has sent a notice of the vacancy to local newspapers.
10. Plan for Library Director Evaluation — While evaluation of the librarian must be done only by the Town Manager, Sue does want trustee feedback on her performance as outlined in her self-evaluation. All expressed admiration for the number of things Sue has managed to do in six months. patrice expressed appreciation for the ways that Sue sought and responded to staff concerns. Anna said that the "vibe" or atmosphere of the library feels peaceful. Anna stated that if there was one area to focus on, she would say making the strategic plan less vague and more actionable. Sue stated that she wants to shift, over time, from operations management to strategic leader. Sue also listed various ways that she has been getting out into the community.
11. ADA Compliance—patrice raised a concern that the form used to evaluate all town employees, including library employees, might be noncompliant with the ADA because it assesses employees' overall "physical fitness" and "energy" rather than the ability to perform specific job functions. Sue brought all library job descriptions, which do not include any reference to general physical fitness, instead properly listing specific physical demands associated with the job. That leaves only the evaluation form as potentially problematic. Sue reported that the Town Manager will be having an attorney look at it. Library trustees have no authority over job descriptions or evaluations but can express concerns to the Town Manager or Selectboard. Anna recommended that, if the form remains potentially

problematic after the new Town Manager starts, the first step would be to have a conversation with that person and only express concerns to the Selectboard if that does not resolve the question. Topic tabled until after there is a new Town Manager.

12. Clerk—After discussion, trustees agreed to continue taking their own notes rather than hiring a clerk, unless this becomes untenable.
13. Next Meeting Date—January 14th, 2020 at 6:30 in the library
14. Adjourn—Motion to adjourn Jennifer, seconded by Herb, all in favor. Anna declares the meeting adjourned.

## 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 12/10/2019*

Springfield Town Library  
Library Director's Report  
Sue Dowdell  
December 10, 2019

A new custodian is scheduled to start on December 16<sup>th</sup>.

Ponnie Derby, the adult services coordinator, submitted her resignation effective January 2, 2020. The position is posted internally and will be posted externally on December 13, 2019. We appreciate Ponnie giving us so much notice to help with the transition. She has been a valuable member of our staff.

Ponnie and Michelle Stinston (youth services) have completed a grant application for the 2020 Vermont Reads. The Hate You Give is the next title.

We held a well-attended program on invasive plants in November, a collaboration with the Black River Action Team (BRAT). Saturday's Vermont Humanities program (12/14/19) is "Soup to Nuts".

Library staff is near completion on updating the way we check out puppets. Instead of using plastic bag with the barcode on it for each puppet, staff has developed a system of tags that identify the puppet. Staff has thoroughly cleaned most puppets and are working on the rest.

The repair and painting of the ceiling above the roof leak in the Young Adult section was completed on Monday, December 9<sup>th</sup>.

Lighting upgrade to LED bulbs in the stack areas on the first and second floor will take place December 13<sup>th</sup> – 15<sup>th</sup>.

Staff training on November 21<sup>st</sup> focused on trauma awareness. Michelle, Chris and I attended a 6-hour training and we presented a 2-hour all-staff overview on Adverse Childhood Experiences (ACEs) and their effects on children and adults in terms of mental health and risky behaviors that may lead to possible substance use disorder. Under the terms of the grant-funded training we attended, the library staff will receive four follow-up consultations with the trainer in 2020. We will focus on staff response to patrons who may have been affected by ACEs and/or have other mental health issues.

Wowbrary is now sending out weekly emails to subscribers. These emails include all the new materials entered into our catalog during the past week. Patrons may put items on hold directly from the email. It also features the new issues of downloadable magazines from RBdigital.

Two replacement computers and four monitors have been ordered and will be installed by the end of this month. The cloud versions of two software (LibData and Deep Freeze) will also be installed. LibData is the patron/computer/printing software we have been testing out and is now ready for full implementation next week. Deep Freeze is the software that restarts the computers after each usage and puts it back into its original state. By using the cloud version of the software, Chris Bloomfield will no longer have to sit at each of the 13 staff computers to run software updates/upgrades, saving him time to work on other projects instead.

**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: (check one)**

Himself/herself

Organization (Name)

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?