

SPRINGFIELD PUBLIC LIBRARY
Advisory Board Meeting Minutes
April 2, 2019

Attending: Mary Beth, Carolyn, Kristine, Ralene, Heather, Clyde, Linda by phone
Staff: Emily

1. Call to Order/Changes in the agenda

Linda called the meeting to order at 5:33 from CA by phone. Kristine moved and Carolyn seconded to approve the agenda.

2. There was no business from the audience.

3. Approval of the Minutes

Ralene made a motion which was seconded by Carolyn to approve the corrected minutes from the March 5 meeting.

4. There were no communications.

5. Library Director report

- The library survey will be presented to council on Monday, April 8. None of the information is public until Thursday. The meeting on Monday starts at 5:30 and we are second on the agenda. Clyde took the phone survey and gave a report on how it went. It came in about 4:30 PM on his cell phone and only took 6 or 7 minutes. 400 survey calls were completed.
- The budget will be presented to council at the May 7th meeting. The meeting begins at 5:30; we will probably go around 6:15. Everyone is welcome to come and hear Emily's report.
- BOSS card: BOSS stands for Business Owners Supporting Springfield. The program was developed to include the business community and promote library use. Following launch in March, only a few have been issued and all live outside the city limits. City Council questions the need for this program. In response to Carolyn's question, Emily reported that card costs are based on \$90 per household. Actual cost is probably more like \$95. 155 people pay for out of district cards. 350 households participate in the school card program.
- HB2243 is to update the definition of the public library last done in 1983. Emily went to Salem and testified for it. Defines "public library" as public facility providing free and equal access to library and information services for all residents of a local government unit. It is based on the Oregon library standards to provide a baseline for quality library service for all Oregonians.
- Promo receipts: The library is going to implement these. When you get your receipt, it can promote programs and value the materials you check out. The marketing budget will be used to

cover costs. It calculates the retail cost of items you borrow so you can put a value on library services.

6. Old Business

- *Oregon State Library Standards*: We continued the review with Section 5: Technology. Emily will put together a list of areas that have been marked no or questionable when we are finished going through them. Many of the technology standards are from the Edge Initiative state library survey and report.

- Children's computers are slated for upgrades.
- Travis takes care of the technology.

- Fine free libraries, auto-renewal: Emily hasn't heard back from Siuslaw about how their jar has worked. We need to take auto renewals to Council on May 28. We can talk at our May meeting about what to present; it will be on the agenda. Emily will initiate a conversation with staff to figure out how much time they deal with fines. Possibly have them tally how many times they are asked about renewals and fines.

- Website design: The city website is going to add a library advisory board page. Clyde will be the contact person to provide information for the board page.

7. New Business

- Museum: Jenny has been updating the docent manual and it should be done later this month. Things are getting better organized and consistent. The museum will have a table at the Dia de los Libros on April 27 with crafts. The theme is "roots in our community". Emily will send a copy of their new policies.

- Remote book drops: We will discuss how to promote them and how to engage east Springfield residents at our next meeting.

- Library information tablets in business locations: Tablets that are like reader boards and run with a USB will be put at businesses to promote library activities. Possible sites include the museum, Willamalane Senior Center and Bob Keefer Center. Maybe they could move every 6 months or so to include more locations.

- Circulating M-rated games: This was discussed. The general consensus was to do it.

8. Announcements

- Programming

 - Dia de los Ninos/Dia de los Libros

 - Glenwood Cards: extended for another year. Ninety-two households signed up.

New library staff will start April 15. One full time technician, Michelle Tierney and one half time technician, Jack Moran.

- **Next meeting:** May 7, which is the same day as the budget presentation to Council. Carrie can come to the board meeting and then we could attend Emily's presentation.

- Kristine moved to adjourn the meeting. Mary Beth seconded, and the meeting ended at 7:02.

Respectfully submitted,
Ralene Linneman