

SPRINGFIELD PUBLIC LIBRARY  
**LIBRARY ADVISORY BOARD**  
**Minutes October 1, 2019**

Attending: Mary Beth, Linda, Lyn, Ralene, Kristine, Clyde, Heather, Amy  
Staff: Carrie Schindle-Cupples  
Council Liaison: Sean VanGordon

**1. Call to Order / Changes in the Agenda**

Linda called the meeting to order at 5:34. No changes in the agenda.

**2. Business from the Audience**

None

**3. Approval of Minutes – September 10, 2019 minutes**

Mary Beth was omitted from those present in the minutes. Kristine moved and Mary Beth seconded to approve the minutes with corrections. Clyde captured corrections.

**4. Communications**

None

**5. Welcome new Board members**

Linda welcomed Lyn Allen and Amy Lyons to the board, and asked if either had questions about our work on library needs or advocacy. Lyn asked about the survey. Linda explained the current survey status to Lyn. Mary Beth explained the connection between the museum and library to Amy. Board members introduced themselves.

**6. Library Director Report: provided by Carrie Schindele-Cupples**

- Auto-renewals-update progress report - Started Sept. 15. Has been seamless and people seem very happy. Previously, cards were blocked after 45 days regardless of fine amount. Now patrons can carry a balance up to \$10.00 until their card is renewed. Staff has noticed a reduction in phone calls to renew items. We need to gather data on the net effects of the process for renewal changes.
- Library Board & Museum Committee recruitments- update - We have filled the positions. Official appointments will be made Monday at City Council. The museum committee had all 9 members at the last meeting.

- Quiet area/ group areas in the library discussion - Library management has been working on ways to make a space for a quiet area. Signs will be used to mark the areas. Would use some Foundation funding to get some new furniture, but would mostly be repurposing existing furnishings.

#### 7. Old Business:

- Community survey - Tabled until next month. Would like to provide more time on next month's agenda to discuss questions sets. Clyde will circulate development tools used and draft questions later this month. Subcommittee meets Oct 8th at 5:30 PM at Public House to workshop the questions.
- Follow-up on Board members volunteering at Back-to-School events - We have not been receiving information about outreach needs. Carrie will follow up with library staff and provide the date/time info to the Board.
- Website - Still not live on the Springfield website. Clyde will send the information again. We can retake the picture in November to include the new members.
- Oregon State Library Standards – Section 7 review, page 37 through 39 - Facilities - Discussed the mean, median, and high/low square footage capacity of state libraries in 2014 in reference to meeting the standard for space requirements to serve Springfield's roughly 63,000 citizens. Item 7.2 Design: Entrance visibility of the library led to much discussion on the lack of general wayfinding direction or awareness signage. For people newer to the community, it is hidden. Possibilities could be some signage, sculpture or mural. We may need a subcommittee to work on this. Carrie will provide some background on processes used in the recent mural and signage projects the city has undertaken. (Resume Standards review from p. 40 at next meeting or next opportunity.)

#### 7. New Business:

- Museum update - Museum want to join Heritage Organizations for Rural Social Equity (HORSE); posted policies, and is working on an emergency plan. The Lacemakers exhibit had 765 visitors, and the opening reception for the Hispanic Heritage exhibit had 187 in attendance. Mary Beth provided Museum Minutes for detail.

#### 8. Announcements: Next meeting, **Nov 5, 2019**

9. Linda motioned and Clyde seconded to adjourn the meeting at 7:04 PM.

Respectfully Submitted,  
Ralene Linneman