

SPRINGFIELD PUBLIC LIBRARY
LIBRARY ADVISORY BOARD
Minutes November 5, 2019

Attending: Angela, Mary Beth, Linda, Ralene, Kristine, Heather, (Amy), Lyn
Staff: Emily David
Council Liaison: Sean VanGordon

1. Call to Order / Changes in the Agenda

Linda called the meeting to order at 5:37. Move the order of agenda items: quiet areas

Added board introductions for Angela, who also serves as Marriage and Family Life Coordinator at St. Alice.

Emily update: getting back to activities.

2. Business from the Audience: None

3. Approval of Minutes – Oct 1, 2019 minutes

Kristine moved and Ralene seconded to approve the minutes with no corrections.

4. Communications: None

5. Library Director Report

- Community Partners meeting
Sean and Emily met with potential community partners for new location : Head Start and EC CARES. Really good and substantive conversation. Looking at possibilities for early education space to co-locate with the library (in some future new location). This may tie into a UO architecture senior seminar project modelling conjoined services/spaces.
- Dia de los Muertos success
Great day; several community partners assisted: SAFR, CALC, and Beyond Toxins. Big participation. Every family was able to get a book.
- Library updates:
 - Always available programming
Children's area: Board games and puzzles management. Manipulative type toys: checkout and responsible return. (Toddler area toys are not on check-out.)

- Check in station in back room: One of the pads to check in is now in the back; assists with bookdrop items.
- Staffing, security guard recruitment, unmet needs papers, grant position:
Security staff recruiting: Closes next week. Interviews Nov 21-22
Unmet needs paper drafted for library, and museum
Grant position 16 hrs /week – began in August. Takes time to meet people in schools. (Bus passes to get families here – this is the bus pass initiative. Hamlin 8th grades all toured on field trip also.)
- SPS tutor agreement
Developed an agreement with SPS about reviewing the district coordination on special needs tutoring in the library. What was developed was reviewed by our attorney. Now students under supervision of a tutor have a formal guideline for their use of the library.

7. Old Business:

- Quiet area survey results and policy: Discussion of the proposed policy for Library Quiet and Conversational Areas and review of the survey feedback.
Board Vote: Does the board approve the updated policy and posting of the designated areas:
Quiet please (limited conversation) and **Quiet Voices** please (low conversation permitted).

Board approved. Signs will be posted November 6th

- Community survey: Board filled out practice draft of survey to produce their feedback.

Survey design: Tried to get to 10 questions. Reviewed more than 20 community survey samples. Demographic data is optional because we want to encourage the completion of the items and if people want to give more of the data, that's great; constructed based on Creating Respectful Demographic Items for Survey.

8. New Business:

- SEDA crosswalk project (Councilor Van Gordon): Springfield Economic Development Association competition selected 5 art crosswalks to be placed. The fifth one was circulated (books image) –to go in front of the plaza. Two more in front of Emerald Arts;

other locations. Approved, funded; has not been publicly announced. Springfield Artist. Done in the Spring

- Wayfinder art on plaza: Neil Laudatti (in addition to his interim and usual public affairs roles he oversees public art) had a good suggestion: Elevator column. Bottom of the library itself: a wide concrete patch. Take it next to Springfield Arts Commission. Call to artists; have submissions. Representation from the group....Timeframe: Arts Commission meets next Tuesday; it will be on their agenda. Spring or Summer for implementation.
- Museum update: Reviewing and revising the strategic implementation plan. Positive outlook. Remodel updates coming along. Two grants recently submitted to Rotary. One is for painting and exhibit casing materials once the construction of the interior is complete; the other would be to support FESAL. Gala shaping up: Springfield Mayor's Gala fundraiser for the Emerald Arts and the Museum. Nov 15th at the Elks Club. Big band 20s theme.

Table until next meeting:

- Follow-up on Board members volunteering at Back-to-school events
- Website (Clyde will report next meeting. Regroup on photo.)
- Oregon State Library Standards – complete Section 7 review, page 37

To Review in email:

- 2019 Oregon Public Library Statistical Report: annual report; plan to cover next meeting
- Strategic Plan FY2019 revision complete; annual review; plan to cover next meeting

9. Announcements

Next meeting, January 7, 2019 (no December meeting)
Linda moved to adjourn at 7:01; seconded by Heather.