

Minutes
Springfield Library Board
Feb 4, 2020

Attending: Kristine, Clyde, Heather, Linda, Mary Beth, Amy

Absent: Ralene, Angela, Lyn

Council Liason: Sean

Staff: Emily

1. Call to Order--Kristine

Changes in the agenda: Kristine nominated Linda to a second term as Library board Chair. Clyde seconded. All voted to support.

2. Business from the Audience

- None

3. Approval of the Minutes

- Amy moved to approve the minutes; Linda second.

4. Communications

- None

5. Library Director's Report

- Emily met with UO student architects. John Stapleton from Pivot Architecture was there to represent 12 students; with twelve different projects. Many are choosing library as the site for their mid-term project. Emily will meet with them again mid-February to see the progression and proposals for the collaboration of HeadStart and Springfield Public Library.
- New Security Attendant has been hired; There will now be security in the building all hours it is open. In the past, building custodial staff has filled in when full-time security isn't here, but now that won't be necessary.
- FESAL: Rotary rejected the original grant; Emily will be following up. She also met with Todd Hamilton, Superintendent of SPS. They went on a tour of the library, she requested some funding from school district. He had a budget meeting after the meeting with Emily. She is also hoping to meet with Todd Mann, a member of the school board. There is a meeting on Feb. 6 for the public to let school district know how to spend that money. It is suggested that one of our members attends the meeting to encourage funding for FESAL.
- *Get on Board Outreach Specialist* resigned due to over-scheduling. The position has already been filled by someone who was originally interviewed for the position, Michael Bradley; He will fill 10 hours a week until April, then will increase hours. He is not bilingual.

- Completed Standards review last meeting. Emily will go back and review all the
- Books and Brew: Best year yet; grossed at least \$40K. Waiting to hear how much after expenses. The energy in the room was a different level than before. Exciting, new faces there due to sponsorship. There was a live auction for the first time, went well.
- Friends have a monthly newsletter; they were interested in knowing if anyone would like to receive the newsletter.

6. Old Business

- Committee Survey Discussion:
 - Library staff was very detailed and helpful in their suggestions. They added and edited items in most sections.
 - There was some discussion about how listing library services on survey is a marketing tool
 - Discussion about the item in #5, “*Branch services in _____ (indicate neighborhood)*” and whether that will give citizens the idea that a branch is even being considered, which it is not. Another thought on that is to leave it on the survey, to gather data on the amount of people who might be interested in opening a branch. Same discussion about including the item: “*Sunday hours*”. The decision was made to leave both items.
 - Task that remains on the survey is to decide how to improve #8. Sean suggested to leave it how it is, knowing there might be some respondents that don’t know exactly which ward they live in, but will give the general area.
 - Discussion was had about when the survey should be ready, should it be concurrent with City Survey which won’t be done until late Summer? It was suggested that our survey should be ready in Spring.
- Website update: Carrie can do uploads to the website; she is working on getting Clyde permission to upload things directly
- 2019 Oregon Public Library Statistical Report: Amy brought information about rates of transiency at Hamlin, using this data to help understand the lack of movement in some particular statistics.

7. New Business

- Updated Policy Reviews
 - Springfield Public Library Computers and Internet Access Policy: changes made include the amount of time changed from 2 hours to 4 hours. Also if someone is viewing something on the computers that makes a librarian uncomfortable, they can ask them to stop or change computers. Heather motioned to approve this policy as is. Mary-Beth seconded.
 - Transitional Library Cards Policy: only update to this is changing the name of the Eugene Parking program. Clyde motioned to approve. Amy seconded.
 - Library Area Usage Policy: this policy was developed to protect the children’s area, teen area to make sure these areas are safe for children and teens. Kristine motioned to approve. Linda seconded.
- Museum Update by Mary-Beth

- Maddy and Mary-Beth revamped the gift shop this year. Profit has been \$500-600, substantial increase in profit.
- Floor in back area should be done by Feb. 24; last big piece of the remodel

8. Announcements

- Volunteer Opportunities: Friday, the teen activities.

Linda moved to adjourn the meeting, Clyde seconded. The meeting closed at 7:09 PM

Next meeting: March 7, 2020

Respectfully Submitted,
Kristine Fuller