

**Minutes**  
**Springfield Library Board**  
**January 5, 2021**

**Attending:** Clyde, Linda, Ralene, Angela, Kristine, Amy, Mary Beth, Heather

**Absent:** Carolyn

**Council Liaison:** Sean

**Staff:** Emily

1. **Called to Order** by Linda @5:36 pm – no change to the agenda
2. **Business from the Audience**  
None
3. **Approval of the Minutes**  
Kristine moved to approve the minutes; seconded by Mary Beth
4. **Communications**  
Linda noted a Welcome to Carolyn, our newest member
5. **Library Director's Report**
  - **Rotary grants:**
    - The Library received a grant from the Springfield Rotary for \$3500 for FESAL. THE money will be used to buy materials and a book plate with the Rotary symbol will be placed in each book.
    - The Museum received a matching grant from Rotary of up to \$2500 for the Historic Atlas project. They have raised \$675 of the \$2500 so far. Rotary is going to discuss including in-kind donations since a GIS in-kind donation of access to software has also been received.

**Ready to Read Money** was received from the State Library. The amount this year is \$7565. This amount is based on approximately \$1.02 per child 0-14 in our service area and comes directly from the State. This money is used for Summer Reading and Early Literacy initiatives.

**Mills Davis Grant update:** This grant was submitted for the 3rd year of the Get on Board program. The program changed significantly this last year with COVID. We expanded from the original program which provided bus passes to families facing transportation barriers to library use. The new request has three main components:

- Outreach and engagement with niche high-needs communities through community partners. This includes distribution of free books, library information and digital card sign-ups.
- Technology circulation program. The pandemic has again highlighted the digital divide, so this is an attempt to bridge the divide at homes. We used some of the directed grant money this year to purchase the original 10 hotspots . We asked for money to expand the tech circulation program to add 10 more hotspots, 10 tablets and 5 laptops.
- Pop-Up Library Events. We will take the library out into the community at strategically designated locations in order to engage communities where they are. The grant included requests for some supplies for this project.
- The total grant request is for \$45,552. The majority of this goes to pay for the Outreach Specialist position that coordinates the program.

**Season of Light update:**

- Six artists' proposals were accepted. Installations are happening this week in the Museum and will be ready for viewing by Jan 11.
- Boxes were distributed to downtown businesses and we're receiving some donations at curbside and through the book drop for Giving Light supply drive.
- Many Luminaria kits were distributed, but many more available.
- Winter Reading started this week. Downtown adventure and other badge programs are happening.

**Zoom appointments updates:** Email going out today to the people who signed up for digital cards in April. They will be asked to set up a Zoom appointment or if that doesn't work, they will be given the option to come during computer appointments to show their ID and proof of address to create a full-access card.

**Books & Brews updates:**

- Entries for the Pet Pageant are being accepted starting later this week.
- Raffle ticket sales start later this week
- Registration for Trivia game to start this week
- Other packages and daily videos will be added to the website Jan 26-29. Trivia will be the final night Jan 29th with Quality Triva.
- Please help spread the word.

**Sean Asked about the Fire Pack.** Leftovers from fire pack can be donated, and this

amount, approximately \$2,500 will be added to FESAL request.

Kristine asked about about the Season of Light donations. Donations will go through Carry it Forward, specifically at Everett.

## 6. **Old Business**

- **Community Survey:** We had about 120 entries and then it slowed down. We're moving into another phase where the library will push it out on their social media, including a boost of the post. We'll reach out to other community partners. Angela asked about a script of things to discuss. We will be considering this the Q1 survey.
  - Linda will reach out Willamalane.
  - Amy will reach out to Jenna at the School district.
  - Clyde will resend the link in an email to everyone.
  - Emily will talk to Chris of Carry If Forward.
  - Angela will reach out to Downtown languages via Emily's contact.
  - Emily will reach out to the Rotary group.
  - Emily will reach out to the Springfield Museum.
  - DHS (Kelly Z. the president of adoptive services) – Mindy.
  - Kristine will reach out to a local women's Facebook group.
  - Sean will contact The Springfield Chamber.
  - Ralene will ask SUB.
  - Mary Beth will post to a large facebook group (Eugene Springfield Resources).
  - Amy will post it to NextDoor.
  - Sean will communicate with Sanipac. He has a contact.
- **New on-line services survey** -- This is still on hold
- **Setting a schedule for the City Council Business from the Audience:** Next meeting to present would be in February. Heather volunteered to present at the this meeting.
  - Sean discussed that the Council has a lot of things on their agenda, so waiting a few months makes a lot of sense.
  - The 40<sup>th</sup> annual bookmark contest will have spot already for the February meeting (the 15th).
- **FESAL funding letters to School Board:** We did successfully get notice that they received our requests. The city manager let Emily know that it was received and we were asked to take a step-back. It will be discussed by the School Board and Superintendent. Sean reminded us that we are private citizens and can write a letter about our concerns. We as a board *can not* act on this. In navigating this, we should specify that we're speaking only for ourselves.

Amy mentioned that it's School board appreciation month.

- **Reminder of nominations for chair and vice-chair**
- **Minute taker assignments and procedure:**
  - February: Linda

- March: Ralene
- April: Kristine
- May: Mary-Beth
- June: Angela

7. **New Business:**

- **State Statistics Report** – this was tabled. Clyde requested that next month we have the previous 2 years, due to the weirdness of this year.
- **Personal Assessment discussion from Before the Ballot.** Emily has a better understanding of where everyone is coming from. However there are distinct skillsets we each possess. Angela discussed how it can be used for outreach. We commented upon our own board’s lack of diversity – how can we do more to reach out to the communities that aren’t so much like us that exist in our community.
- **Before the Ballot discussion (30 min)**
  - Angela and Kristine expressed a lot of interest in going door to door. Sean said that the community is pretty good with knocking door-to-door Emily discussed doing a door to door library card drive. She said that ideally it’d be a mixture of a staff member and board member. Kristine suggested that once the library is open again, we could go out as a celebration of sorts. Emily’s hope is that it’ll be by mid-summer. Amy asked about air flow in the library.
  - Sean asked if there was anywhere that there might be a bit of a library dessert in the community. Linda asked if there were privacy issues on getting that information. Emily mentioned that it was pretty distributed, but Gateway and Thurston were under-served. The Latinx community is significantly under-served as well.
  - The message for non-users could be outside of the book issues. The only way to fail in outreach is if you don’t have a way for the person you reach to participate.
  - Mary-Beth suggested that we start with mobile home parks and apartment buildings and prioritize those, and have no specific ask of them, just some opportunities. After that, then we could do a library card drive. Emily suggested doing a canvas of a neighborhood prior to a pop-up library event. Emily is reaching out to United Way to get a grant about getting a library van.
  - Angela discussed the “approaching community organizing with integrity” and how that seems both important and represented by our responses to the personal assessment.
  - Heather is wanting us to be part of pop-ups and be out there and be present as a board.
  - Emily mentioned that we have a tendency to offer what we have, but it is less about listening. She brought up the Harwood institute and just ask “what do you need?” then you get their trust by answering how you already meet what they

need.

- Clyde discussed the power-mapping – how can we start reaching out to potential partners? Also, how can we expand out of our personal comfort zones?
- We discussed getting additional education about what the library does – Emily suggested having staff members come in to tell us about what they do.
- Clyde asked about the library staff's availability to do the CTE. Emily said that she would have to look at it, since they seem so understaffed.
- Sean suggested that we take meeting recordings for the time being, rather than having anyone assigned to take minutes. The videos would need to become part of the public record.

### **8. Announcements**

- Amy has made an announcement that she will be stepping down. Her husband has accepted a job in Puerto Rico. She thanked all of us for the opportunity to work with us. She will be here for the February meeting.
- Emily announced that they will be doing a staff appreciation day on 2021.01.06 and give everyone a personalized award.

Meeting adjourned at 7:20 PM

Next meeting February 2, 2020

Respectfully submitted,  
Clyde Miller