

Minutes  
Springfield Library Board  
March 2, 2021

Attending: Clyde, Carolyn, Ralene, Kristine, Angela, Heather, Linda

Absent: Mary Beth

Council Liaison: Sean

Staff: Emily

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

Clyde called the meeting to order at 5:30.

**2. Business from the Audience**

None

**3. Approval of the February 2, 2021 Minutes**

Christine moved to approve the minutes and Clyde seconded.

**4. Communications**

None

**5. City Attorney, Mary Bridget Smith, review of Bylaws draft and Public Meeting Law Brief**

Mary Bridget Smith thanked us for serving on the Board and talked about revising and updating each committee's Bylaws. The city has also moved to a batched recruitment and appointments for committees. Ralene suggested changing the wording in Article 2 Sections to be parallel grammatical construction. Clyde mentioned that we would elect our chair and vice-chair in March rather than the end of the year. The number of members will also be changed to 9. The minutes are not read at the meeting, so will also change to approval instead of reading of the minutes. These changes will be approved at the next meeting.

She also reminded us that public meeting law requires meetings to be noticed at least 24 hours in advance and minutes must be taken. This also applies to subcommittee meetings. Discussion and/or decisions cannot be made via email. A written guide and training will be coming out for all city committees.

**6. Quick Discussion of Robert's Rules of Order and Keeping Minutes**

Clyde wanted to be sure that all board members have a basic understanding. He provided 2 links for more information:

[https://diphi.web.unc.edu/wp-content/uploads/sites/2645/2012/02/MSG-ROBERTS RULES CHEAT SHEET.pdf](https://diphi.web.unc.edu/wp-content/uploads/sites/2645/2012/02/MSG-ROBERTS%20RULES%20CHEAT%20SHEET.pdf)

<https://robertsrules.org/robertsrules.pdf>

He also provide a link with help for taking minutes:

<https://www.lawoforderblog.com/2017/07/take-minutes-4-easy-steps>

## 7. Library Director's Report

Budget committee meeting in May is on board meeting date. Wed., May 5 may be a possible alternative meeting date, or another staff member could come on May 11. Will be determined at the April meeting.

Let Emily know if you are interested in attending the OLA conference. Several board members are interested.

Emily has set up times to meet virtually with our state senator and representative. She is meeting with Representative Lively on March 12 at 10:00 and Senator Beyers on March 15 at 11:30.

## 8. Old Business

**Community Survey** - 275 surveys have been completed. It has been translated into Spanish. Clyde will get the Spanish version online. We should start looking at the results soon to help with "messaging". We discussed how to get it out more. Clyde made a QR code to make it easier to find. Kristine is going to make up a sheet with the code to distribute. Heather mentioned several organizations that she would contact and Clyde agreed to check with the Raptor Center. The Spanish version will not be distributed until April.

### **Setting a schedule for the City Council Business from the Audience**

**Maybe April because Library Week is April 4-10** - Ralene will represent the library at the April 5 meeting.

**State Statistics - questions/comments 2018-2020** - tabled until April

**Minute Taker** - April: Christine, May: Mary Beth, June: Angela

## 9. New Business

**Library Art Policy Review** - Carolyn brought up some questions about this. It was briefly discussed and will be followed up at the April meeting.

**Before the Ballot discussion** - We continued to discuss chapters 9-11. The library has A to Z databases that we can explore. Emily will give us a quick overview at the next meeting.

## 10. Announcements

## 11. Action Items

- Everyone - reach out to 20 people to take the survey
- Heather - check with organizations about promoting the survey
- Emily - overview of AtoZ
- Ralene - present at April 5 City Council meeting
- Clyde - QR code and Spanish survey
- Kristine - flyer for QR code
- Carolyn - talk to Emily about Art Policy

Meeting adjourned at 7:09 PM.

Next meeting April 6, 2021.

Respectfully submitted by Ralene Linneman