

# SPRINGFIELD PUBLIC LIBRARY

## Advisory Board Meeting Minutes

May 7, 2019

Attending: Mary Beth, Kristine, Ralene, Clyde, Linda

Staff: Carrie

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

Linda called the meeting to order at 5:35 by Linda. Seconded by Heather

### **2. There was no business from the audience.**

### **3. Approval of Minutes**

Kristine made a motion which was seconded by Mary Beth to approve minutes corrected and formatted by Linda.

### **4. There were no communications.**

### **5. Library Director report (from Carrie)**

- Mills/Davis Grant: Carrie explained that this grant would be used increase access to the library by decreasing the transportation barrier that some people face. Eligible students and families would be identified by an outreach specialist position (funded by the grant) working with the schools. The grant would fund field trips to orient students and families to the library; give free bus passes for families to use for transportation to the library, and free book incentives. This will be a bilingual program to help serve the underserved communities. The limited duration part-time Outreach specialist should be approved in August and work through June.
- The Oregon Community Foundation grant will be used for procuring archival furniture for the museum that will allow for material to be moved upstairs.
- Library Information tablets: Mark has been promoting this program and has signed up two local organizations, one of which is the downtown business group. They will be used at two locations to trial for promoting the summer reading activities for adults to gamify the activities. It has been popular in its presentations to the communities. Bean Stack will still be in play for tracking the program progress, which will keep the efficiencies.
- Plan for addressing giving library cards to individuals without a permanent address: As of now, the temporary card requires Catholic Community Services to provide a letter to the would-be recipient every 3 months. The library intends to create a template and procedure to simplify this process that will allow other agencies to participate. There has been an expressed need.
- Teens and foster care: Currently, there are barriers to getting a library card for teens in foster care. When one turns 16, they may not have a school or state ID to procure a card, and they may not get mail at their foster home. The library intends to add an exception so that a foster parent can vouch for them. This will be a way to facilitate the

process and remove roadblocks to access. The board was positive about this additional formal exception.

## **6. Old Business**

- Website update: the board discussed the template that Clyde wrote up. It was discussed that the minutes will only be sent to be added to the site only after approval in the following month's meeting. It was decided that the board would have a group photo on the webpage, and a line item would be added to the monthly agenda for recommended updates and linked resources. Linda moved to have the template approved, and it was seconded by Kristine.
- Inter-governmental Agreement: To be signed by Willamalane. The Board asked whether or not Thurston was on the table for the Eastern Springfield area to have a tablet for engagement. The board recommended that the library consider that. It was decided that would be the homework for the board for the month. The board decided to table further discussion until the June meeting.
- Fine Free Libraries: The board would like to start with auto-renewals as a way to avoid getting fines and not reducing access. Linda recommended making sure that we have all of the data ahead of time and be able to answer these questions: "What is the benefit for how many users?" And "What will this cost, and what are the benefits?" Linda looked at the process followed by the library in [Half Moon Bay](#) in San Mateo County Library system, and they started with fine-free for children's material first. The SPL system cannot differentiate by age group, so we cannot start with fine-free children's materials. She also discussed that the system group for inter-library lending group (LCOL) only meets quarterly, so auto-renewals not been discussed officially. Linda suggested that we present it as a pilot to do a test period when it goes in front of the council. The board discussed it, but as a body we thought the pain point of backtracking on a pilot would only create ill-will. The board discussed that it would be important for the auto-renewals to be advertised to prevent confusion. Notifications of auto-renewal will need to be nuanced, due to the late period/fines.

**Motion to adjourn the meeting forwarded at 6:19 by Linda and Seconded by Kristine.**

Respectfully submitted,  
Clyde Miller