

Springfield Public Library Advisory Board Minutes  
Springfield Library Board  
April 6, 2021

Attending: Board Chair Clyde Miller, Board Vice-Chair Angela Miceli, Carolyn Rebbert, Ralene Linneman, Kristine Fuller, Heather Millehrer-Huerta, Linda Mears, Mary Beth Phelps  
Council Liaison: Sean VanGordon  
Staff: Library Director Emily David

1. Call to Order/ Changes in the agenda  
Clyde called the meeting to order at 5:34pm

2. Business from the Audience  
None

3. Approval of the March 2, 2021 Minutes  
Carolyn moved to approve the minutes and Ralene seconded

4. Communications  
None

5. Director's report  
Remote printing update: officially started Monday, April 5, 2021. Clyde inquired regarding low pricing and whether it will cover costs. Director explained according to current projections it will and fees directly related to cost and added that color printing requests are typically low. However, further inquiries will be made to ensure costs are covered.

Browsing appointments will soon be added to available services. Updating library interior discussed. Angela asked about the high-rise seating in the children's area. Director responded that it is impractical and there are plans to renovate that area. Clyde asked about signage and the Director stated that bidding for new signage is underway.

6. Old Business  
Community survey  
Clyde inquired about Spanish language version title and Heather and Antonio Huerta confirmed phrasing is accurate and correct. Angela requested to begin distributing Spanish language version at Downtown Languages (merging with Huerto de la Familia and Centro) and her church. Director approved request. Other orgs through which to distribute the Spanish language survey discussed: Catholic Community Services (Angela); Springfield School District through Peach Jar (Kristine); ARC; Mariella at Escudo (Heather); CALC/Safer (Heather). QR Code flyers: Heather will provide Spanish language translation, Kristine will have flyers produced, and Director will have them printed. Angela moved to approve modified English version of the QR Code flyers and Ralene seconded.

Review updated Art policy and vote on adoption

Carolyn presented drafts for the following: Artwork and Object Donation Form; Artwork and Object Loan Agreement Form; and Artwork Donation FAQ document. Carolyn recommends making FAQs and more in-depth policies available to the public on the public library website. Angela asked if the public library has space to store art; Director responded that there is limited space and so donations and loans are heavily curated. The Library Foundation also assists in artwork and object donations, loans, and storage. Clyde inquired about the contractual statement, "The Lender agrees to assume all risk for damages or theft and will not hold the Library liable." Carolyn and the Director confirmed this is standard speech and the library will be legally protected. Ralene moved to approve Artwork and Object Donation Form; Artwork and Object Loan Agreement Form; and Artwork Donation FAQ document, and the board voted unanimously in favor to approve.

Quick review of Google drive and public meeting law

Director clarified proper use of Google Docs to maintain the board's adherence to public meeting law. Changes to Google Docs may be made during meetings but not between meetings. Information sharing via email between meetings is allowed; however, the board is not allowed to deliberate as a group via email or any other form of communication outside of meetings.

State Statistics –questions/comments 2018-2020

Ralene said she was surprised by stats and, due to the size of Springfield, had expected better results. Director stated the Springfield Public Library receives the smallest amount of funding per capita and has the smallest staff when compared to like-sized communities (e.g., Corvallis) across Oregon. Director will provide further documentation explaining "like-sized communities" definition in greater detail.

Future minute takers

May 2021: Kristine

June 2021: Angela

OLA conference

Clyde, Carolyn, Angela, and Heather have signed up for OLA sessions. Sessions occurring live April 20th-23rd, but session recordings will be available to any board member interested through August 2021.

Bio information from Board

Angela inquired what the Director's intentions for the board member bios/photos are. Director stated that they are to help solidify relationships between board and library staff and open up further collaboration opportunities. Board member bios and photos will be distributed to the entire board. Director said that library staff are currently writing their value statements and the plan is to share them with the board also.

7. New Business

#### Debrief meetings with legislators

Heather reported that she shared information with Representative Lively in her role as a library patron, telling him that library staff pivoted quickly throughout the pandemic situation, services have been added as well as altered for the better, and that the library has been an excellent community member. Angela and the Library Director spoke with Senator Byer. Angela told him that the library has continued to support the community through features like book pick-up, and the Director clearly and respectfully broached the topic of the urgent need for a new library building.

#### Ralene debrief of Business from the Audience

Ralene attended the Springfield City Council meeting on April 5, 2021 and delivered a comment during business from the audience mentioning National Library Week, remote printing, and the library's Spring Break program.

#### A to Z database overview

The Director navigated the library website and demonstrated how accessible AtoZdatabases is (available to any library patron), stating that it is an excellent resource for gathering and organizing community member information for more accurate and expansive survey and services distribution.

#### *Before the Ballot* discussion

Tabled until next meeting, May 4, 2021

#### 8. Announcements

Springfield Public Library Foundation Lipsync Battle, April 7, 2021 from 6:00-7:30PM (to benefit Relief Nursery)

#### 9. Action Items

- > QR Code flyers, Spanish language version: Heather will provide Spanish language translation, Kristine will have flyers produced, and Director will have them printed
- > Angela will begin distribution of Spanish language survey at Downtown Languages (merging with Huerto de la Familia and Centro), her church, and Catholic Community Services
- > Kristine will begin distribution of Spanish language survey through the Springfield Public School District using PeachJar
- > Heather will begin distribution of Spanish language survey through Escudo and CALC/Safer
- > Spanish language survey will be distributed through ARC
- > Every member will sign in to AtoZdatabases and run a query

Kristine moved to adjourn and Carolyn seconded; meeting ended at 7:05 PM

Next meeting May 4, 2021 at 5:30PM; library staff member to host: Kristen Cure

Respectfully submitted by Mary Beth Phelps