

SPRINGFIELD PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES

November 2, 2021

In attendance:

Emily David, Library Director; Clyde Miller, Chair; Carolyn Rebbert; RaleneLinneman; Kristine Fuller; MaryBeth Phelps, Heather Millehrer-Huerta; Linda Mears; Sean VanGordon, Rebecca DesPrez (board applicant)

1. Call to order:

Clyde called the meeting to order at 5:35PM. There were no changes to the agenda.

2. Business from the audience :

None.

3. Approval of the minutes:

The October 5th minutes were approved with no changes.

Heather moved and Carolyn seconded the motion.

4. Communications:

None.

5. Library Director's Report:

Library Hours -

New library hours started Nov 1st:

Monday: 12-7

Tuesday: 10-7

Wednesday: 10-3

Thursday: 12-7

Friday: 10-3

Saturday: 10-3

Curbside pick still available Wed & Sat 2:00-3:00 and Thu 5:00-5:45

This is an interim step between previous hours and getting back to full hours which should begin in January 2022.

Library Outreach (From Mindy) -

UPDATE as of 10/28/21 (started 7/1/2021) □ Mobile Pop-up Library Events

Cumulative Overview -

Events: 3

Partners: 6

Projected Attendance: 50

Actual Attendance: 72

Spanish-Speakers Engaged: 46

New Library Cards: 11

Library Card Renewals: 2

Items Borrowed: 8

Book Giveaways: 7

Spanish Book Club: 3

At our latest event with Homes for Good, we signed up 3 new library card holders, and 1 new card renewal. The families engaged were thrilled that we were there and the kids, especially, were super excited to look through books and DVD's. We checked out 4 items. There is a lot of potential for future engagement with this partner.

Library Activities -

Bilingual storytime is happening virtually every Wed at 10 am.

Springfilm will be back in person at the Wildish Theater starting in December.

Mark and Emily presented to the Emerald Empire Kiwanis on the library's journey through Covid and services available for adults.

All book groups - Willa-library, Grupo de Lecturas, Kids Book Group, Tween Book Group, and Teen Book Group are going strong and are still virtual at this time.

Teen Tuesdays are a combination of virtual and in-person and have been very well attended.

Springfield Staff Share Scary Stories or SSSSS are posted on the library's YouTube channel.

The State Statistical Report was submitted for FY 21. Clyde and Emily and Sean discussed the employee benefits and expenditures (57%) on page 4 compared to other expenses and how this pertains to the public sector. Emily explained that as this is for FY 21 this was the year that the library was closed due to the pandemic for most of the year, which is reflected in certain numbers being very different from previous years. Engagement with children in person was of course very low, virtual programming did well in the beginning and then attendance lessened over time as people shifted away from needing as much virtual programming, the building itself was not open any hours to the public. Carolyn noted that the Springfield Library doesn't seem to offer inter-library loans and Emily explained that the library doesn't have the staffing to support that. Ralene then asked about participating in the Oregon Library Passport program since our library doesn't offer inter-library loan services. Ralene and Clyde shared links / resources. Linda moved to add a discussion of the Oregon Library Passport program to our next meeting's agenda.

Grant submitted to Rotary by the Library & Chamber in partnership (for \$10,000) - Update: Not Granted

The Wednesday Family Plaza Series was such a success that it attracted the attention of the Chamber of Commerce Director, VonnieMikkelson, so we have submitted a Rotary grant with the Chamber to fund a similar program next year. The project is called Building Community through Culture: A Free Outdoor Arts and Music Series and will build on the footprint of the Wednesday series. We would add some lunchtime performances that could be used as work breaks by local businesses and also some additional

locations. There is potential for highlighting businesses that share the culture of the performer by inviting them to table or have a food cart. The grant was submitted 10/1. This programming was originally funded by the Oregon Community Foundation and the library will explore applying for more grant funding from this source as well as continuing to look for additional funding sources to grow these programs and in particular to further partner with downtown organizations and businesses.

Books & Brew 2022 -

Mark your calendars for Saturday, January 29. We are having a Trivia Night with Quality Trivia (Clyde) again as the finale. We are also considering an additional Family Trivia night, a bit shorter and questions geared toward kids. We will have a live “pick-up party” at the Museum, where participants can pick up their packages and winnings, have a glass of wine/beer and play a game for a prize and see the Museum.

6. Old Business:

Community survey is closed. Clyde will download and send the results following this meeting.

Minute takers -

December - Kristine

January - Heather

February - Carolyn

March - Linda

April - Clyde

May - Ralene

Follow-up on Extended Use Fees/Fines Committee -

Heather shared that the committee met and formed an action plan. The research was discussed, as well as ways to convey that information. Carolyn is in the process of consolidating those resources and she will then share that back with the committee. Clyde will then put together a presentation to take to the city council. The committee will meet again on Tuesday, 11/9 at 4:00. Emily added that the current fees and fines structure was discussed as well as how things would shift if the library went 'fine free'. Emily explained that if an item went overdue by a month it would be automatically billed to the patron's card and the card would be blocked until the issue was resolved. Emily followed up with the city manager as well. In previous years the city has brought in close to \$26,000/year from fees and fines. With the shift to the automatic renewal system that amount was projected to go down to close to \$12,000/year but during the three quarters the system was in place just \$8,000 in fees and fines were collected. Since that time, with the onset of the pandemic, the library has operated 'fine free' and very few fees or fines have been collected. The city manager will take this issue to the city council and will advise on next steps. Emily shared that the city manager seemed to understand the equity issues, the stress on staffing, and other points in favor of going fine free. Ralene spoke with the Siuslaw Library's director, Meg Spencer, and shared that the Siuslaw Library has a 'conscious jar' on the circulation desk and those funds then go to the Friends of the Siuslaw Library, and that patrons contribute even more to the library's funding with this system.

Library Standards -

Emily asked if the board would like to postpone this discussion until after new board members have been chosen. Emily explained that we would mainly be revisiting the standards that we did not meet in the last assessment period. Ralene moved to postpone this discussion and Carolyn seconded.

7. New Business:

Creating an onboarding document/handbook for Library Advisory Board members -

Emily shared that the city has produced a handbook to be shared with all Springfield city boards, commissions, and committees. Carolyn shared this handbook with the rest of the board. Clyde suggested moving ahead with a

Library Advisory Board handbook in order to address things particular to the library, in addition to the city-wide handbook - such as this board's particular duties, library policy, and the library's financial goals. Sean suggested including details on the inner workings of the library itself. Clyde suggested clearly explaining the actual powers of the Library Advisory Board. He further suggested including photos and a short bio of serving board members. MaryBeth suggested that it would be helpful to provide clarity on the role of board members and where that role ends and the role of private citizen begins. Clyde summarized by suggesting a format that focused on 1. information about the library itself (from Emily), 2. how the Library Advisory Board interacts with the library (what we do and don't do), and 3. a section on the serving board members. Carolyn suggested an appendix that would include official documents such as the library's charge, by-laws, and certain state reports. Kristine is going to compile a rough draft on the responsibilities of board members and duties of the board itself. Clyde asked how we could better catch new board members up. Different possibilities were discussed. It was decided that at the first meeting with new board members time would be set aside to tell new board members about what the board as a whole has been discussing and what individual board members have been focusing on.

Before the Ballot discussion -

Emily suggested that we postpone the discussion for one more month and all reread the chapter selections before the next meeting. Kristine suggested we put it first on the agenda. Emily is asking that board members come with a response to 'How could we use the information from the book to advocate for the library in its current location?' Additionally Emily is meeting with an architect on Friday, 11/12 to discuss possible ways the library can expand in the space that it is in currently. Carolyn asked what kinds of ballot initiatives are possible. Emily explained that the different ballot initiatives are bonds, for capital funding, and levies, for other expenses (like personnel). Emily shared that she didn't think there was support for further levies. Sean explained that with the nuances of operating levies it was very unlikely that the library could expect further funding from that source. It was agreed that we would bring a new focus to a longer timeline in regards to the suggestions found in Before the Ballot.

8. Announcements:

Emily suggested that everyone check out this week's Eugene Weekly for a special on Mayor Sean VanGordon.

9. Action Items:

1. Emily will add a discussion about the Oregon Library Passport program to next month's agenda.
2. Heather will email Emily information about the Oregon Community Foundation's current grant cycle.
3. Clyde will download and send out the results of the survey.
4. Emily will send an email to the Extended Use Fees/Fines Committee regarding the upcoming meeting on Tuesday, 11/9 at 4:00 on Zoom.
5. Emily will compile information regarding the library for the handbook.
6. Kristine will bring back a rough draft on the responsibilities of board members and the duties of the board itself to the next meeting.
7. All board members will review the last chapters of Before the Ballot and be prepared to speak to the question of 'How could we use the information from the book to advocate for the library in its current location?' before the next meeting.

The meeting was adjourned by a motion from Linda and a second from Ralene at 7:07pm.

Respectfully submitted,

Heather Millehrer-Huerta