

Springfield Library Advisory Board Minutes

January 4, 2022

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

Absent: Barbara

Staff: Emily

Council Liaison: Mayor Van Gordon

1. **Call to order** - Clyde called the meeting to order at 5:34.
2. **Business from the audience** - None
3. **Approval of the minutes** - Linda moved to approve the minutes from the November meeting and Ralene seconded. The minutes were approved with some minor corrections.
4. **Communications** - None
5. **Library Director's Report** –
 - Mills Davis grant submitted for continued support of underserved populations. Request includes:
 - Professionally facilitated focus group to help define needs and barriers to access
 - Continued support of pop-up libraries
 - Books for give always to community partners
 - Library new staff schedule has begun with teams rotating every 4 weeks M-F or Tu-Sat schedule. Allows for everyone to have a two-day weekend more consistently. We are now half staffed on Mondays and Saturdays (before it was Fridays and Saturdays). Every 8 days staff have a 1 day off and every 8 weeks they have 3 days off.
 - We are starting some hybrid programming slowly this month with covid safety protocols enforced. Book groups and the Human Trafficking Awareness program on Jan 20 will be hybrid – in-person and virtual option. Springfilm (the film series) will continue in person.
 - Planning to start live Storytime in Feb using the Council Chambers so that there is more room to social distance. We hope to start allowing more use of meeting rooms.
 - Recruitment is live for the new bilingual tech and closes tomorrow. Our HR recruitment staff is on vacation until tomorrow, so I have not heard about how many applications we have received. We will extend the posting if needed.
 - We met with Pivot Architecture again to discuss a little more detailed project overview of the City Hall remodel project for the next Council meeting to discuss the ARPA funding. I have a document to review from them that will be included in the meeting packet for the Jan 18 work session. This project is still moving forward.

After an inquiry by Clyde, Emily showed a plan developed by Pivot Architecture to remodel city hall. The library would expand into the current city manager's office. It would provide offices for staff, more teen space, and meeting room space. Emily also expressed that she was optimistic that we will receive a Mills Davis grant to fund library outreach. We have received one the past three years. The library staff is all vaccinated and the library will provide them N95 masks. In response to a request, a morning curbside pickup time has been added to the afternoon and evening times.

6. Old Business

- Community Survey – An Excel spreadsheet of the raw data was sent to board members prior to the meeting. It can be used to segment smaller library groups. Michelle will sort out and total some stats for the subcommittee to look at. Robyn will join the committee.
- Minute taker
 - February – Carolyn
 - March – Linda
 - April – Clyde
 - May – Heather
- Extended use fees/finer – Clyde shared the presentation with the board members. He will present it to City Council at 5:30 on January 10 at a remote meeting. Emily showed us how to register on the City of Springfield website to attend the meeting. It is first on the agenda. If Clyde is sick, Ralene will cover for him.
- On-boarding document/booklet for the LAB – The guide and training is not library specific, so Kristine had made a list of LAB specific duties. It was reviewed and suggestions were made to specify that it is an advisory board, not a governing board. Clyde suggested adding a list of current library board projects. Kristine will edit it and send it out prior to the next board meeting.

7. New Business

- Chair, vice-chair nominations and elections
 - Ralene was unanimously elected to chair
 - Heather was unanimously elected to vice-chair
- Before the Ballot – Books will be given to Robyn and Barbara and discussed later.

8. Announcements

- Tomorrow at 5:00 is a vigil for Human Trafficking at Gateway
- State of the City is at 5:30 on January 13
- Don't forget to attend Books and Brews
- Thanks to Clyde for his leadership and organization this past year serving as chair of the board.

9. Action Items

- Emily will send out board bios that were previously submitted so they can be edited to use in the LAB booklet for new members.
- Kristine will edit the sheet of responsibilities of the LAB
- Robyn and Barbara will pick up a copy of Before the Ballot

The meeting was adjourned at 7:02 by a motion from Heather, seconded by Kristine.

Next meeting is February 1, 2022

Respectfully submitted,

Ralene Linneman