

Springfield Public Library Advisory Board
Meeting Minutes
June 6, 2023

Attendees: Emily David; Heather Millehrer-Huerta, Chair; Carolyn Rebbert, Vice-Chair; Susan Bogenschild; Robyn Loudon; Angela Miceli; Rebekah Weed; Myra Breen; Sean Van Gordon, City Council Liaison

Absent: Ralene Linneman

1. Call to Order/Changes in the Agenda: Called to order by Heather at 5:39 pm, No changes to the agenda; comment from Carolyn re: Passport program tabling; please add it back again so we can identify a timeline. Emily provided brief background on the program and will add to agenda for August.
2. Business from the Audience: None
3. Approval of May 2, 2023 minutes: No Corrections; Angela noted a correction to Lucinda's name. Carolyn noted typo; "anecdotes".
4. Communications: None
5. Library Director Report:
 - Staff inservice day: Spent morning of inservice working on action items for the Strategic Plan. Used a tool called the Smart tool – made it a SMARTIE tool: – Specific, Measurable, Attainable, Relevant, Timebound, Inclusive, Equitable and took breakout sessions to write the action steps, completing some of these for the support of staff; small groups chose one they wanted to do; our group chose one about the museum and drilled down the action step under the third priority.
 - SMART mural dedication: Start Making a Reader Today (SMART) located in a bigger space than the stairwell. Now dedicated (group of Canadian Rotarians attended; Bayne Gardner attended as well. He had won the Springfield Cultural Art award and Mayor Van Gordon recognized him.
 - United Way is changing their event structure: Learn United. June 7, Wed evening: Emily and Robin from SMART and Dolly Parton Imagination Library and United Way representative will attend a panel on early literacy support in Lane County. At the Washburne. Not a fundraiser; community engagement.
 - Mark Riddle to leave the Library
6. Unfinished Business:
 - Minute takers for next few months
 - June – Linda
 - July – no meeting
 - August – Angela
 - September Susan Bogenschild

- October – Robyn Louden

- “Book Share” program update (latest minutes sent ahead)

Ralene and Susan put together boxes. Susan went to the books designated to begin the project and sorted; books haven't been picked up. Five DVDs in each; documented each bin book contents. Bins are marked and each bin collection has a list document. Dolly tool recommended for transporting; these are heavy big blue bins. Have enough books left over for another collection. Waiting on feedback for improving the system. Gateway Living is one of the parent companies participating with three separate facilities with different levels of care services (may mean different types of collections TBD). All three facilities would like to participate. Susan will receive and respond on facility feedback. TBD: Where will the Library store these Book Share bin collections as they are built/refreshed/ready for distribution? Willamalane partners possible; Emily suggests get the pilot launched and then discover if Willamalane has a suggestion (Amy as contact.) Currently they are in Emily's office. Ground level is a better idea since they are heavy. If Willamalane has space, it might be easier for the board to manage refresh/update of these mobile share collections on site there. (*Susan noted that the Assistance League/EPL model for this is based on delivery to individuals not libraries/branches.) As a subcommittee, August meeting is recommended (Heather); in September the subcommittee will report followup on the pilot launch

- **Board Recruitment task force update:** Suggested action items included getting board group photo in August and creating a traveling display about the board. Carolyn: Group photo for displays. In-person photo op: Aug 8th Board Meeting. Display board: Robyn asked for input on the priority items? Onboarding document notes; historical projects completed; what is the Board intent for this as a recruitment tool and reflection of what we do? Plan is to mockup the design and bring to the Board August meeting. Postcards; volunteering events we support; attending events – have the display in the library to speak to the audience of community users who might see themselves as a “good fit” for the events or the projects. Rotary, PTO circuit; coming up with an agenda more like: You can get involved with the City, in many ways: BCC (boards, committees, commissions). Joint meetings are fine but it needs public notification per city attorney. Presentations are fine and do not need notice. Our Council Liaison is Mayor Van Gordon; joint meetings might be first. WWWWHW: Include the breakout of the who what where when how why. Council would like to be able to identify if you hold a meeting, there's a strong sense of who is oversight/speaking on behalf of whom. Interfacing with public in a way that makes it

clear that as advisory board our role is to advise; council speaks for the City. We speak to our advisory board roles; city councilor could represent other recruitment needs and activities. It would be reasonable to ask the councilor talk about their role when we propose the presentation/joint meeting. Emily will draft the BCC participation plan and present to attorney. This is a living, evolving process.

- Offering accessibility strategies (interpretation/translation/support) for presentations in the community seems to be a need and particularly in school presentations. Teen program could be invited to meet with our Board as a different type of Board meeting – Time of day, location, accessibility of our current meetings impact/present barriers to recruiting a more diverse board. Looking for tools like mobile meetings to draw in new audiences. Fourth of July Light of Liberty at Island Park...
- Following the Council retreat in late Summer/Fall, committees may transform by October. The batch work for reviewing applications is something being looked at. Appointments distinct from recruitment.
- Emily will forward the BCC plan for Council review and will email out the council programs and we as a Board can sign up; Heather mentions a strategy to have the program leader/communicator mention our library Board attendee(s) and invite connection for the audience if they'd like to learn more about library programs.
- Related: Happy Memory postcards included in Display; also as marketing pieces for recruitment...blanks for people to fill out.

7. New Business:

- LAB annual report to City Council September 11th. What will we talk about and who are our presenters. Revisit Fine Free; share statistics; thank the Board again on this item (Angela covered this in her report to the Council; we can cover this again along with Strategic Plan; diversify participation on boards and library support groups; Happy Member postcards.

GOAL is 30 min is really 15 min of presentation but QA with Council for 15 min of conversation. Talking about the Board activities but open a view on the library as well. Is there an ASK? To help shape what is shared? More staffing? Strategic plan was the huge project. Recommended to NOT ask for staffing. Advocate for funding but understand that administrators want to choose the solution. Carolyn: are we one line item or two (library/museum)? Three funds: General funds (support by city taxes); the 204- Gift & Memorial (Friends, Foundation, individual donations and grants); and 208 Fund, the transient room tax (as a generator of tourism). Museum also has a 204 fund specifically for grants and gifts. (Library **budget pages to be forwarded after they are approved**. Emily can share to the Board her presentation to the Budget Committee.) Heather: this can be on the August agenda; figure out the presentation topics/content.

- Oregon Department of Education Early Literacy Framework – Heather. FESAL support case can include this framework; it is the first framework to come out since we have shifted to following the framework based upon the science of reading. Includes dyslexia as an identified barrier. How to designate books for decodable readers rather than just an early or “levelled” reader. Curriculum will move specifically to decodable readers. Levelled readers are chunked by a “difficulty” category but not taught; uses context clues, pictures to self-decode. These are crutch tools; they mask non-reading/lack of mastery. Use readers that genuinely only use words that are specifically included in instruction. Decodable phonetically follows the rules. Labelled things like “short e” – used to be called phonetic readers. The levelled readers became about wordcount as opposed to active vocabulary. We might want to look at what the library offers for dyslexia in general; look at wayfinding/how we identify these resources in the library. Robyn: ODE is addressing the shift from “balance of reading” approach but adopt a “science of reading approach.” Reading to children is great; that’s not how most children learn to read. They have to be explicitly taught unlike spoken language. Instead of promoting exposure at the expense of all the parts of the language acquisition, sounds of speech, and orthographic recognition/decoding.
- Emily: our cataloguer will be eager to help with updating our level labels (I, II, III, IV) and making it more functional for patrons.
- Someone from OBOB contacted Heather about audio and making that more accessible. Mark would order OBOB for youngsters.

8. Announcements: June 24 at Island Park – please help out with the Children’s Celebration/Pet Fest. Emily will attend her parents’ 60th anniversary; she will be OOO until next Thursday.

9. Action items:

- Set up subcommittee meeting for Aug (Book Share)
- Emily will set up communication on the August meeting photo
- Emily will draft the BCC/presentations for recruitment to city manager
- Emily will forward Plaza events to Board
- Emily will forward the Budget Committee presentation
- Emily will add to August Agenda the Annual Report to City Council.
- Emily will add Passport Program to August Agenda.

Next meeting will be August 8, 2023. Note that we would like to take photo of the Board, so in person is requested!

The meeting was adjourned at 7:04 pm.

Respectfully submitted,
Linda Mears