

SPRINGFIELD PUBLIC LIBRARY
LIBRARY ADVISORY BOARD
AGENDA

Oct 3, 2023

5:30 – 7:00 PM virtual (link below) or Conf Rm 3

Minute taker Robyn

- Call to Order /Changes in the Agenda
 - Called to order at 5:36pm
 - Present: Rayleen, Susan, Myra, Carolyn, Robyn, Heather, Angela Rebecca,
 - Present: board applicants Violet, Curtis and Jan
 - Change to agenda: vote on adoption of audience guidelines/policy
- Introduction of Board applicants
- Approval of September 5, 2023, & August 1, 2023 minutes (no quorum at Sept meeting)
 - Approved
- Business from the Audience
 - None
- Communications
 - None
- Library Director Report (sent ahead)
 - Any additions
 - Any discussion
 - Hiring for Youth Librarian is underway
 - Progress being made on the remodel plan for library
 - Passport program continuing to be explored; Springfield public library may use a different database than other libraries on the passport program and is working closely with tech specialist
 - Outreach to Spanish-speaking community is ongoing
- Unfinished Business:
 - Minute takers for next few months
 - October – Robyn Loudon
 - November – Susan
 - December - Myra
 - “Book Share” program update
 - Third care home, Sweet Briar Villa, added to book circulation
 - 20 books left over after distribution to care homes; partnership with Friends of the Library book share may be necessary for 4th box
 - Boy Scouts will begin helping distributing books to care homes
 - Sub-committee considering extending the time book bins can be checked out to 3 months
 - Large print books are needed and frequently requested; no particular genre requested but interests in westerns, biographies, etc.

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- Request for specific labelling for large print text, so they are obvious/apparent within the bin
- Board display update
 - Request for photos
 - Board testimonials
 - Board includes basic information about board membership, term length, projects the board has worked on, etc.
 - Title will be “Your Library Board”
- LAB annual report to City Council
 - postponed to Nov 13
 - subcommittee is working on the presentation
 - Subcommittee will try and meet one more time before Nov. 13th
- New Business:
 - Posting Policy review
 - City attorney has reviewed policy and given suggestions
 - Vote tabled until November meeting when questions from board can be answered
 - Board Liaison to the Foundation
 - Heather agreed to volunteer as liaison to the foundation
 - Vote on Business from the Audience Guidelines
 - Passed unanimously
- Announcements
 - Dyslexia Awareness month and film series at EPL
 - Books and Brew January 28, 2024; there will be a raffle for free tickets
 - LST grant libraries will be collaborating to discuss library catalogues
 - Oct. 1 – 8 is banned book week
- Action items
 - Emily will check with CAO about posting notices policy statement; send photos of library events to Robyn for board display
 - All members will consider sending testimonials to Robyn about board participation; members will also keep an eye out for large print books to donate
 - Foundation liaison will connect with Emily
- Meeting adjourned at 6:30pm

Next meeting, November 7, 2023

Tabled:

- Public Library Standards: update and review
- Happy Memory Post Cards – should we include these in the plaza display?
 - Emily can try to get a SM post up with some of the postcards – this has not been done yet

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- Will work on getting a couple of posters – **still needs to be done**
- We could include the post cards as a part of Board display and a place for people to hang theirs in the library

Emily David is inviting you to a scheduled Zoom meeting.

Topic: Library Advisory Board monthly meeting

Every month on the First Tue, until Dec 5, 2023, 8 occurrence(s)

Oct 3, 2023 05:30 PM

Nov 7, 2023 05:30 PM

Dec 5, 2023 05:30 PM

Join Zoom Meeting

<https://us06web.zoom.us/j/88243489196>

Meeting ID: 882 4348 9196

One tap mobile

+19712471195,,88243489196# US (Portland)

+12063379723,,88243489196# US (Seattle)

Business from the Audience Guidelines

- Members of the public can speak at the meeting during Business from the Audience and have 3 minutes to address the Board
- All questions and discussions by members of the audience shall be directed to the presiding officer.
- Directed discussion between members of the audience and library board members or city employees shall be permitted only at the discretion of the presiding officer.
- Any of the following shall be sufficient cause for the presiding officer to remove any person from a Library Board meeting, for the duration of the meeting:
 - The use of unreasonably loud, disruptive, or profane language.
 - The making of loud or disruptive noise.
 - The engaging in violent or distracting action.
 - Any conduct which obstructs the work or the conducting of business of the Library Advisory Board.
- Before any person is removed from the meeting for conduct described above, that person shall be given a warning by the presiding officer to cease that conduct.