

SPRINGFIELD PUBLIC LIBRARY

LIBRARY ADVISORY BOARD MEETING MINUTES

October 1, 2024

Minute Taker - Curtis Wyant

- Attending: Robyn Loudon, Roy Burling, Violet Olszyk, Curtis Wyant, Carrie Schindele-Cupples, Ofelia Guzman, Heather Millehrer-Huerta
- Absent: Myra Breen, Emily David, Sean VanGordon, Angela Stout, Rebekah Weed
- Call to Order / Changes in the Agenda; meeting called to order at 5:34pm
- Approval of Aug 6 minutes
 - Moved: Roy, seconded by Heather
- Business from the Audience: none
- Communications: none
- Library Director Report (sent ahead)
 - Any additions
 - Any discussion
 - Thank you for helping with the remodel celebration planning.
 - The scavenger hunt and happy memory postcards were a big hit.
 - New teen furniture has arrived.
 - We are still waiting on furniture for the meeting rooms.
 - The library is down (1) full-time tech position, holding this position open for now.
 - Recruiting for on-call help will open on October 4th.
 - If this position isn't filled, library service hours might need to be adjusted.
 - Outreach and programming are in full swing.
 - Volunteers are needed for Fright at the Museum.
- Unfinished Business:
 - Minute takers for next few months
 - November - Violet
 - December - Roy
 - January - Ofelia
 - February - Robyn
- "Book Share" program update - Heather
 - No updates
- LAB annual report to Council Sept 9
 - Went well overall.
 - Presenters received lots of positive feedback about library services from the attendees.
- Joint newsletter update - Violet
 - Sign up via the Friends of the Library.
 - Ask Emily to attach the monthly newsletter to the Library Advisory Board agenda.
- Remodel Celebration - Debrief

- New Business:
 - Meeting Room Policy draft review
 - Cleaning fee (\$20) wouldn't come into effect until next fiscal year.
 - Consider penalties for repeat offenders (like no more access to meeting rooms, etc.).
 - This might prove difficult for groups where a different person is booking the meeting room each time.
 - Potentially add a sign-in list to track attendees, contact information, etc.
 - How much notice for library meetings that override bookings?
 - State Library Intern program – Heather
 - Heather isn't sure if the program will continue, but it would be a good opportunity. 4
 - Grant available via the State of Oregon library.
 - Heather will provide updates when she knows more.
 - Carrie: current intern is via the Community Transition Program with Springfield Public Schools. The school handled the admin/HR part of the internship.
 - October is Dyslexia Awareness Month - Heather
 - Newly-recognized in Oregon, only in the past few years.
 - Heather has sent some printable materials to SPL staff.
 - Carrie will follow up about potential material purchases.
 - Ofelia is interested in helping with this.
- Announcements
 - Heather: liaison to Library Foundation, conflict with meetings at 12:30 on Fridays.
 - Meetings are monthly on the 2nd Friday.
 - Roy can do this.
- Action items
 - Ask Emily to attach the monthly newsletter to the Library Advisory Board agenda.
 - Next draft of the meeting room policy should be available by next month's meeting.
 - Roy will act as the LAB's liaison to the Library Foundation.

Meeting adjourned at 6:17pm.