

SPRINGFIELD PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

Minutes

February 4, 2025

Minute taker: Rebekah

Attended: Roy, Emily, Myra, Rebekah, Robyn, Violet, Curtis, Angela, Heather, Sean

Absent: Ofelia

- Meeting Called to Order at 5:32 pm
- No Changes in the Agenda
- Approval of January 7 minutes- Approve by Roy, Seconded by Myra
- Business from the Audience/Communications - None
- Communications- None
- Library Director Report (sent ahead)
 - Any Additions-
 - Roy asked for clarification if the loss of 1 library tech in FY26 is the same position as previously communicated. Emily confirmed that it is the same position. There are no further reductions in staff currently. Emily spoke about the budget being moved around to allow the Foundations to take over the Overdrive books/magazines in order that the library could afford the promotion of Lead Circulation Specialist. The Foundation fundraises for library items more than staffing. There is a 7% reduction in staff which led to a 7% reduction of library hours. The 80K reduction in the budget is a 3.6% reduction overall.
 - For Books and Brew, library patrons are being encouraged to take a photo with props at the library to help promote Books & Brew. Feel free to use the QR code; there's no requirement for posting it on personal social media.
 - Any discussion- The question was posted if the replacement of the library gates comes from the library budget or from city maintenance? Money from the changes in staffing, along with additional funds from the remodel, will allow the library to replace the gates. They are currently receiving bids, most likely an \$18,000 purchase with at least a 5 yr service contract. Usually any budget additions, like the gates, would typically come from library funds or the Foundation.
- Unfinished Business:
 - Minute takers for next few months
 - March - Curtis
 - April - Violet
 - "Book Share" program update –
 - We received a request from new facility, the Esther, to participate in the program. The activities director was previously at another facility that was a part of the Bookshare program and would like the Esther to be a part of it as well. Rebekah has been emailing her about the possibilities of getting involved. They also want a new book club leader. Emily will look into the possibilities.
 - Rebekah asked for help with the sorting and rearranging of books after the book sale. Heather and Robyn can collect from the book sale. Violet and Angela can help over spring break with labeling and sorting. Rebekah can wrap it up at the end of Spring Break.
 - Joint newsletter update – Violet noted that it's been a little hard to coordinate over the

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holidays leading to the newsletter being delayed a bit. This month will be better. Emily just sent over the board picture from the last board meeting. Violet said that might go out in the March newsletter.

- Foundation Liaison update – Roy was unable to attend the recent meeting. However, Books and Brew is coming up soon!
- New Business:
 - Begin Strategic Plan review
 - For May In-service day, the library staff will review the Strategic Plan. The current plan is in place through 2025. Emily stated that she wants to hear positives and/or places to improve from the board as board members as well as library users.
 - Priorities & Goals: Robyn and Rebekah noted positive changes after the remodel. Sections have been improved like the Teens section or better mobility within the Children’s section. With the remodel, there is also better circulation, book drop, and self-checkouts. Also, the Museum elevator works now. Emily clarified that the street level access mentioned in the Strategic Plan means better access at local places (pop-ups, bookmobile, at Gateway Mall, Bob Keefer) to inform people about the library and museum. There’s also been conversations amongst library and city staff about having better signage/wayfinding at street level for the library and city hall. There is a need also for street level messaging about closure dates or elevator closures as well as directions to the museum. Digitization of the Museum and Library items has also become an ongoing project throughout the remodel closure. Over 649 items have been digitized as well as local newspapers. Hopefully, a grant will be written and given to allow the library and museum staff to continue next year with digitizing Illumination items.
 - Robyn asked about a combined Museum and Library logo update as part of the continued coordination between Museum & Library. Emily said that it will be worked on in April by the company hired to help with the project.
 - The next two areas will be discussed during the next board meeting.
 - Brainstorm new Board projects for 2025
 - In talking about street level information places, Robyn suggested that the board could help brainstorm locations for local info spaces. The board could also help facilitate getting that information out to local places as well or even helping create materials.
 - Heather suggested getting more information out to local schools and teachers about the teacher cards, teacher resources, and what the library can do to help education. Board members could help organize info and material that could be emailed to colleagues. Emily clarified that the library connects with the school board and teachers about information using Peachjar and attending Back to School nights. There is also a webpage on the library website for educators that explains what the library can do to support teachers. Maybe board members can help notifying people about the website? The Library staff sometimes attend teacher staff meetings (maybe board members can fill in). Robyn noted other local organizations specifically target contacting teachers via emails. It was also suggested about having an informal informational night inviting school librarians to come and chat with library staff. Itw also suggested to record conversations, audio or visual, and send out for those school

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staff who can't attend in person. Literacy nights at school are another option for board members to come and help facilitate with library staff.

- Announcements
 - Books & Brew 2025 is on Feb 15th – There are no games this year. Instead, attendees can buy a passport to visit tables, fill it out, and enter raffles. There is no dance floor this year. Most years, 270 tickets are sold and about 220-240 people attend. Raffle is also online as well, for those who have to miss. Richardson's is a new sponsor this year.
 - Emily suggested another support group meeting to share about bookshare and board projects with other groups to garner support. She will connect with the groups about meeting in April.
 - Emily will be out of town for the March meeting. Carrie or LuCinda might fill in for her.

- Action items
 - Bekah will contact facilities about bookshare needs to find out what is needed to be pulled from the book sale. She will create a list of what needs to be done to be included where the Bookshare books are in the back rooms of the library to help the sorting of books to be easier.
 - Take photos in library/museum for Heart of the Community: Books & Brew!

Next meeting, March 4, 2025

Heather motions to adjourn at 6:32 pm and seconded by Myra.