# Library board meeting Minutes April 7, 2026

## Quick recap

The Springfield Library Board of Trustees held their regular meeting to discuss various updates and business items. Kellyanne provided her first manager's report, sharing updates on library programming, Facebook engagement, and community events. The board discussed the successful annual appeal campaign, which exceeded its $4,000 budget by nearly $1,000. They reviewed construction plans for library renovations, with a $54,000 state grant received and plans to begin work in June. The board approved Deborah Miller's application to join as a new board member, making her the treasurer. They also decided to keep future board meetings on Tuesday evenings at 7pm, with the next meeting scheduled for July 16th. The conversation ended with updates on financial matters, including bottle deposit funds and the handling of the construction grant money.

## Next steps

- Kellyanne: Look into the deadline and details for the Stewart's summer reading program grant and consider submitting an application.
- Kellyanne: Send Deb the passcode/access information for the annual report so Deb can enter the financial section.
- Kellyanne: Review the library's policy binder, compare it to the most recently voted-on policies, and update the binder as needed; bring updated binder to the next meeting.
- Jack and Jonathan: Develop and outline a construction project timeline with key steps and responsible parties, including coordination of bids and major work (ceiling, mini-splits, security system), and share with the board by June 1.
- Jack and Jonathan: Determine if a special construction meeting is needed before the July board meeting and inform the board.
- Kellyanne: Track and report website and Facebook engagement statistics, especially website "hits," potentially using Google Analytics, and share findings with the board.
- Kellyanne: Continue to take daily (and as needed, hourly) patronage/attendance counts and consider adjusting data collection as needed for grant/reporting purposes.
- Kellyanne: Attend the April 13 town hall meeting regarding the Springfield summer program and report back to the board on any relevant updates, especially regarding summer camp and swimming program changes.
- Kellyanne and Barbara: Collaborate on planning and implementing a library presence (banner, costume, participants) in the 4th of July parade; Deb/John to send parade registration link to Barbara.
- Kellyanne: Plan and coordinate 4th of July children's activity (sandbox/archaeological dig) and related library programming, including potential community participation and display about upcoming renovations.
- Deb and John: Send Barbara the parade registration link for the 4th of July parade.
- Kellyanne: Deposit bottle/can fundraising money into the library's checking account (not savings), and deposit the construction grant check into the savings account at MBT.
- Kellyanne: Collect and maintain certificates of completion for required annual board member training and provide blank forms as needed for board members who view recorded trainings.

- Deb: Set up separate savings account for construction grant funds (if board later decides it's needed) when back in town.
- Kellyanne: Make a list of any additional "brick and mortar" facility needs for the library and share with the board.
- Kellyanne: Consider and plan for possible extended or additional library hours during summer camp weeks, and report back to the board.
- Kellyanne: Continue to monitor and manage book donations, ensuring all donations are reviewed before being added to the collection.
- Deb and John: Work with Jack to coordinate construction project steps and timeline before returning home in May.

## Summary

### Board Meeting and Financial Updates

The board held their first open meeting with all members present, including Deb, Springfield, Barbara, Dennis, Martha, Jack, and Sue. They adopted the agenda and approved the January 6th meeting minutes. Springfield reported that the timing of the annual appeal was successful, as it didn't affect the fire department's fundraising and resulted in over $1,000 above budget. Deb noted that coordinating the mailing list with the fire department could improve efficiency in future appeals. The conversation ended with a discussion of first-quarter financial reports, though the details were not fully covered in the transcript.

### Library Program and Budget Updates

Deb reported that Spectrum's rate increase will cause the phone budget to go over the allocated amount, though it remains lower than the previous cost. Springfield presented her first manager's report, highlighting a successful "Run With Dogs" program that attracted 31 attendees and noting increased library attendance and positive Facebook engagement with 45 new followers in two months. Springfield will meet with Steve on Thursday to discuss website analytics and a new director's handbook, and she attended a summer reading kickoff event where she gathered ideas for passive programming like scavenger hunts and take-home kits.

### Summer Programming and Funding Plans

The team discussed plans for summer programming, with Springfield proposing a simple approach including an ice cream social at the end of summer camp and focusing on summer reading engagement. Barbara suggested exploring grant funding from Stewards for summer programs, which Springfield agreed to investigate further, particularly the summer reading grant opportunity. The group also addressed the annual report system, with Deb needing access to input financial information, which Springfield agreed to provide.

### Gym Usage and Library Boundaries

Springfield discussed concerns about gym usage at the community center, clarifying that while she supports community members using the gym, particularly with children in the evenings, she does not feel responsible for managing organized events there. Deb and Barbara advised Springfield to clearly establish boundaries that the gym is not part of the library's function and to avoid getting involved in local history issues. Springfield also mentioned removing excessive signage about children's supervision rules and book donations, noting that the previous signs had overly hostile language for a library environment.

**Library Updates and Programs**

Springfield removed outdated signage from the library and plans to clean and refresh the front window to make it more welcoming. Springfield announced a new "Throwback Thursday" game night program starting with Pictionary, and plans to promote it through local businesses. Springfield discussed facilitating a peer support group for people experiencing grief, working with Paula from Friends of Springfield and potentially involving the Office of Aging. Barbara suggested reaching out to Kellyanne, a new community member, about potentially joining the board due to her interest in community engagement.

**July 4th Library Celebration Planning**

The group discussed plans for the July 4th celebration at the library. Kellyanne shared ideas for a children's activity involving an archaeological dig theme with buried items like dinosaur bones and a skeleton. Barbara suggested participating in the town parade with a banner and dinosaur costume to promote the summer reading program. Deb agreed to send Barbara the parade registration link, and Barbara committed to organizing the parade participation with Kellyanne.

**Library Programs and Facilities Updates**

The meeting covered updates on library programs and facilities. Springfield reported on brainstorming sessions and noted plans for a 4th of July parade application, which Barbara agreed to handle. Deb discussed a new geology exhibit featuring rock specimens and planned presentations, which Springfield expressed enthusiasm for as a rock collector. Springfield also provided an update on book donations, noting a decrease in donations since the previous book donor stopped bringing books, and discussed plans to expand the children's collection with more graphic novels based on observations from Cooperstown.

**Library Operations and Community Engagement**

The group discussed library operations and community engagement, particularly regarding Amish patrons and their reading preferences. Springfield reported taking daily attendance data, though initially focused on evening hours, and suggested potentially extending hours during summer when the local camp is running. The discussion included concerns about the future of Springfield's summer program, including rumors that public swimming access might be reduced or eliminated,

which could impact both the library's potential collaboration opportunities and the broader community's activities.

**Library Construction Planning Meeting**

The board discussed library policies, with Jack agreeing to review the existing policy binder and provide updates on what has been voted on. Regarding construction projects, Jack reported being behind schedule on contractor outreach but confirmed receipt of a $54,000 check from the State Education Department. The board agreed to meet again in July, with Jack and Jonathan planning to develop a detailed timeline for the construction project by June 1st, including specific steps and sequence of work such as ceiling replacement and mini-split installation.

**Library Renovation Plans Discussion**

The board discussed plans to promote upcoming library renovations, including new ceiling, entrance, book drop, and lighting, with a focus on sharing updates on social media and the website. They decided to deposit the construction grant money into the savings account at MBT and discussed managing board meetings, ultimately agreeing to keep them on Tuesdays at 7 p.m., with the next meeting scheduled for July 16th. The board also approved Deb Miller's application to join the board, and Dennis reported collecting $186 from bottle and can returns, which will be deposited into the checking account.