

**Goodnow Library
Board of Trustees
Minutes**

Tuesday, April 6, 2021, 6:30 p.m.

Recording of the proceedings can be found at [sudburytv.org](https://www.sudburytv.org)

Call to order: Ingrid called the meeting to order at 6:30PM.

Attendance: By roll call, the chair took attendance and the following members were present: Alan Gordon, Lily Gordon, Esmé Green (ex-officer/sec.), Ingrid Mayyasi, Barbara Pryor, Marie Royea, Beth Whitlock (v. ch.)

Notice of meeting recording and introduction of live transcription: Ingrid gave notice of the meeting being recorded and made public. Esmé explained the new transcription feature of zoom, whereby a written account of what is being said in the meeting appears across the bottom of the screen in real time. This feature makes meetings more accessible to hearing impaired individuals.

Vote to approve minutes of the March 2, 2021 meeting: After minor corrections were made, Beth made a motion to accept the minutes. It was seconded by Ingrid. By a roll call vote the minutes were unanimously approved.

Director's Report:

Freedom of Information Act Request submitted by Henry Sorett: Esmé informed the board that she had received an FOIA request. The request is extensive, asking for 15 separate items going back to 2018 regarding communication around the Friends issue. Esmé noted that the request comes in right at the time the library is undertaking the vast effort to reopen the building to the public after an entire year of being closed due to the pandemic. A response is due to Mr. Sorett by April 9. Esmé is working with Town counsel to prepare an estimate for how much fulfilling the request will take in time and printing, and respond within the required ten days.

Financial Report:

The fiscal year closes at the end of June, so we will begin closing the books in mid-May. As we are in April, we are working towards spending down our various line items. We have exceeded budget on the general expense line item. However, this will not cause an over expenditure of the total budget. We had additional spending for COVID expenses. We will move funds from other accounts to balance the extra spending in this line item.

COVID-19 update:

- First day of reopening today – very exciting. COVID-19 reopening plan was approved by all the necessary parties and the staff worked hard to create a safe, beautiful environment for our returning patrons.
- Reopening Plans: Staffing constraints will be a large factor in determining availability of in-person services moving forward. Next steps are to add in-person weekend service, return the drive-up book return, and reintroduce museum passes into circulation. Passport service is also high on the agenda to reintroduce

as travel will be a priority for many people moving into the summer months.

- Vaccine Update: Estimated 40% of staff vaccinated. All Massachusetts residents can pre-register. Encourage staff to sign up through mass.gov.

Proposal to eliminate overdue fines:

ALA studies found that library fines create an economic barrier, especially to low income people. Data shows that eliminating fines increases use of libraries. Studies have also shown that there is no significant impact in the return rate of books between libraries who charge late fees and those who do not.

Goodnow Library has had a moratorium on fines during COVID. Prior to COVID, revenue from fines, which is deposited to the Town's general fund, has been steadily decreasing year after year. Esmé proposed a one-year fine free pilot to be assessed after a year. This program should begin during a normal year of services for accuracy of data.

Historic Room renovation update:

Esmé received a quote from the acoustics company and met with Bill Barletta to discuss the goal for the finished product. Esmé will be following up with contacts about shelving.

Barbara provided an update on the Hudson paintings. The text, titles, etc. have been procured. The project is reaching the final stages. We are very fortunate to have the support of Susan Litowitz, graphic designer. She is working on the final proofs.

Policies:

- Gifts and Donations – Alan made a motion to approve the changes. It was seconded by Lily. By a roll call vote the changes were unanimously approved.
 - Under “Print and Non-Print Materials”: Replace “Donations for the collection are accepted with the understanding that if the library is unable to use the material(s), they will be donated to the Friends book sales” with “Most donated materials will be placed in a library booksale.”
 - Under “Monetary Donations”: Remove “Friends of the Goodnow Library: The Friends provide funds through yearly dues and fundraising to support the library’s annual services and programs not covered by the Town budget. A 501© organization, all donations to the Friends are fully tax deductible.
- Use of Meeting Rooms - Beth made a motion to approve the changes. It was seconded by Ingrid. By a roll call vote the changes were unanimously approved.
 - Remove all instances (four) in which the Friends of the Goodnow Library are listed as getting special privileges
- Use of Bulletin Rooms - Ingrid made a motion to approve the changes. It was seconded by Alan. By a roll call vote the changes were unanimously approved.
 - Remove the word “Friends” from the second and third bullets

Town Meeting (Sat/Sun May 22-23) / Rain Dates (June 12 -13):

The meeting will be held outside at Lincoln/Sudbury and begins at 12:30pm. Our budget is the only item we have on the agenda and it gets approved with the Town Manager's presentation.

Personnel: new Office Supervisor named: Emelia Thibeault

Emelia's first day was Monday, April 5. She is training with Goodnow and Town staff.

ADA report:

The Town did an assessment of their compliance with the Americans Disability Act, utilizing a contracted company. Some minor corrections are needed at the library, which Facilities is working on. The policies, practices, and services of the Town were also evaluated, which is an area of growth that we can all help spread awareness of. For example, promotional materials should include disabled individuals as well as able-bodied individuals.

Foundation Report:

General Update:

The Foundation is kicking off fundraising for the historical room. Esmé, Brenda, and Holly have begun Zoom meetings with potential donors, utilizing presentations and visuals to share about the project. Holly is currently in conversations with a potential anchor donor from the Goodnow Family. The trustees deliberated on donor guidelines and determined that plaques may be used to recognize donors. However, the historical room should not be renamed after any one donor.

The Gala is being reimagined this year. We will be hosting an outdoor cocktail party at the pavilion at Camp Sewataro on September 17, 5 to 8pm.

Holly is generating an impact report, which is a record of everything the Foundation has done since its inception in 2008 to be used for the purposes of sharing the expanse of the Foundations services with the Town and community.

Old Business:

Barton Repair – Update: Repaired and back in the library. We have not hung it yet as we want to ensure that it will not fall again. Insurance will cover the costs.

Website: No new updates to report.

New business:

Children's department will be holding programs outside at the Wayside Inn this summer.

Any other items not known 48 hours in advance of the meeting:

Adjournment: Alan made a motion to adjourn at 7:49pm. By roll call, the motion passed unanimously.

Next meeting: Tuesday, May 4, 2021 6:30PM