

**Goodnow Library
Board of Trustees
Minutes**

Tuesday, May 4, 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 6:32PM.

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.

Vote to approve minutes of the April 6, 2021 meeting: After minor corrections were made, Beth made a motion to accept the minutes. It was seconded by Alan. By a roll call vote the minutes were unanimously approved.

Director's Report:

Financial Report:

Some lines are over expended on the Financial Report, despite additional funds available in the overall budget. Based on advice from the Town's Accounting Department, this is the most accurate method to track fiscal year spending. Materials and services should be expensed from the correct budgeted line as long as the total municipal budget is not exhausted. At this point, expenses should be drawn from State Aid solely. The budget is based on the needs of the community with assessment from Library staff. If necessary, funds can be pivoted throughout the fiscal year to meet changing demands. There are restrictions on funding concerning salaries. It is important to note that spending for FY21 may have been impacted by COVID-19. This should be considered when budgeted for FY22. At this point in the year, a larger percentage of the budget has been spent historically. Underspending is likely due to COVID-19. Staff has given feedback that there is less material being released to purchase.

COVID-19 update:

We received information that there is no significant transmission by surfaces. Therefore, we have stopped quarantining books, which allows for greater workflow. The highly requested Drive-up Book Drop will soon be available. Karen is working to renew the popular Museum Pass Program. Staff are in the process of Passport Agent certification, so patrons can look forward to the return of the Passport Program. We are excited to bring back these services!

As of Monday April, 19, Massachusetts residents sixteen and older became eligible to get a COVID-19 vaccine. Therefore, many staff are either fully vaccinated or have had their first shot. The Governor has announced that Massachusetts will be moving into a new phase with many reduced guidelines during May. In line with this rollout, Esmé is working on phase 3 of the Library's reopening plan. Trustees and the Town Manager will receive an updated PowerPoint with this information.

Library Services Phase 3 - Tuesday, June 1st (Potential Date:)

- Reopen Second Floor
- Return to Normal In-Person Hours: Monday – Thursday, 9am – 9pm, Friday, 9am – 5pm, Saturday, 10am – 2pm, Closed to Public on Sunday
- Limited Computers Available
- Increase of Visit Time Limit to 1.5 Hours (previously 15 mins)
- No Food or Drink Allowed
- Masks Required at All Times

Meeting Rooms will not be available at this time and all programs, including the Summer Reading Program, will remain virtual. Contactless pickup may become a permanent fixture to parallel in-person services.

Historic Room:

The proposal from the acoustic company to manufacture and install the acoustic panels has been accepted.

Print material for the Hudson Paintings is complete and at the Framers.

ADA Report:

Staff and Facilities are continuing to make necessary updates based on the ADA Assessment. Most of these upgrades are budgeted under Facilities.

Foundation Report:

General Update:

The online book sale, The Book Nook, is off to a great start. The sale has already raised close to \$1,000. The Foundation is looking to introduce a new website to enhance online user ability.

Upcoming Events:

The Be Bold Speaker Series featuring speaker Sam Greenfield will be held on Tuesday, May 25. The location of the Fall event on Friday, September 17, 5 to 8pm, has been changed to the Wayside Inn.

Historic Room:

Goodnow family members have created a challenge amongst themselves to raise half the amount that the Foundation needs for the Historic Room project. Additionally, the Foundation has been speaking with many potential donors and have been met with positive reception from generous community members who recognize the importance of the project. Beyond the \$25,000 challenge from the Goodnow family, an additional \$10,000 has been gifted and pledged by community members.

Old Business: none

New business: Ingrid made a statement on behalf of the Trustees, thanking Marie Royea for her six years of service. The Library and the Board have benefited from your wisdom and insight and all of your contributions. We wish you well.

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

Adjournment: Marie made a motion to adjourn at 7:12pm. By roll call, the motion passed unanimously.

Next meeting: Tuesday, June 1, 2021 6:30PM