

**Goodnow Library  
Board of Trustees  
Minutes**

**Tuesday, June 1, 2021, 6:30 p.m.**

**Recording of the proceedings can be found at [sudburytv.org](http://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 (chair), Barbara Pryor, Natalie Schlegel, Beth Whitlock (v. ch.)

**Notice of meeting recording:** Ingrid gave notice of the meeting being recorded and made public.

**Vote to approve minutes of the May 4, 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. Natalie abstained from the vote as she was not present as a Trustee at the May 4 meeting.

**Trustee's Report:**

Election of Officers:

As is tradition after three years of service on the Board, Beth Whitlock will become the Chair of the Trustees. Similarly, Lily Gordon will become the Vice-Chair. Alan made a motion to elect the new Officers. The motion was seconded by Barbara. By a roll call vote the new Officers were unanimously approved.

Future Meetings:

All future meetings will be held in person at the Library. Virtual options will be considered should inclement weather or other exceptional circumstances arise.

Code of Conduct:

"The Code of Conduct for Town of Sudbury Committees" is as a set of guidelines for appointed Committees. As an elected Committee, the Board of Trustees may choose to adopt these or a similar set of principles. As an additional guideline, Barbara suggested that the Chair make all public statements on behalf of the Committee to ensure clear and precise messaging. The Board agreed to review and discuss at the next meeting.

**Director's Report:**

Financial Report:

The staff have done a great job spending down the Book & Materials Budget despite a challenging and unique year. A normal year's budget would be divided consistently throughout the year on a month by month basis. Due to the unusual nature of this year, that was impossible. Furthermore, purchasing has been unusual this year as publishing has been delayed or decreased due to the pandemic. The Teen and Children's Departments have been particularly impacted by this. Additionally, we have seen a

significant drop in the demand for adult DVDs and CDs as streaming service use has increased exponentially. However, the demand for print books has remained strong. Another item to note is that our custodial contract will go out to bid on July 1 (3-year contract). The FY22 budget was passed at Town Meeting. Our budget schedule will normalize in FY22.

State Aid has remained a vital source of revenue for the Library. These funds have no fiscal year or line item restrictions and have helped the Library build reserves for important purchases. To receive State Aid, a Municipality and its Library must meet its Municipal Appropriation Requirement and the Minimum Standards of Free Public Library Service. Failure to meet these qualifications will result in the loss of additional privileges for the Library and its Patrons, such as the ability to borrow materials from other Massachusetts Libraries. To learn more, visit [mbic.state.ma.us](http://mbic.state.ma.us)

### Carry Forward

A Carry Forward is when a Town Department has remaining funds in the current fiscal year that they transfer to the upcoming fiscal year for a specific purpose (FY21 → FY22) with the permission of the Town Manager and Accounting Department. The Library has a surplus in our Salary Line. Part time and sub staff hours were decreased during the shutdown and the Head of Reference position was unfilled for two months during the fiscal year. \$12,096 was transferred from the Salary line to General Expense. These funds will be used for a Carry Forward to purchase acoustic paneling in the NowLab.

### COVID-19 update:

- *Printing:* We are working on a cashless payment option for Patron printing and copies. No ideal solution has been determined at this point as many options are overpriced or incompatible with current Library software.
- *Fines:* The moratorium on overdue fines has been extended. We are still considered going fine free in the future.
- *Passports:* Staff is working hard to get recertified and offer this service to Patrons again. Checks only are accepted for Passports. Staff cannot perform the service for individuals that they know personally.
- *Holidays:* The Library will be closed on all dates listed below in celebration of the following upcoming Holidays:
  - Juneteenth –
    - Friday, June 18 (Observed) / Saturday, June 19 (Official)
  - Independence Day-
    - Saturday, July 3 (Observed) / Sunday, July 4 (Official) / Monday, July 5 (Observed)

### FY22 Projects:

- *Website:* Working on updating the website, including offering online credit card payments for meeting rooms, etc.

- *Library of Things*: A collection of physical items, such as fishing gear, baking pans, etc. that is owned by the Library and can be borrowed by Patrons. Head of Reference Services will be leading the project in building this collection.
- *Strategic Planning*: Goodnow Library's previous strategic plan expires at the end of calendar year 2022. Trustees will start work on a new plan at the end of calendar year 2021.
- *ADA Assessment*: This is a priority for the Town's Select Board. Facilities is the main point of contact for this project, but the Library will be focusing on providing greater training for staff around this topic.
- *Signage*: The second-floor signage is being revamped. Karen has updated all the shelf panel numbers. Additionally, our NowLab Coordinator is working on creating wooden genre / category descriptors using laser cutting technology.
- *Staff Development*: Development will focus on topics such as equity, diversity, and inclusion as well as de-escalation training. These relevant subjects have been requested by staff.
- *Committee Service*: As the Director of the Library, Esmé Green has committed her time to the following endeavors, in addition to her regular service in FY22:
  - ALA (American Library Association) Counselor
  - Minuteman Board of Directors
  - MSL (Massachusetts Library System) Conference Committee
  - State Advisory Council on Libraries (SACL)
    - MA Board of Library Commissioners Committee that evaluates grant applications from different Libraries

## **Foundation Report:**

### General Update

The Foundation's new website is active. The platform is more user-friendly and allows for greater customizability and updating than the previous model.

### Historical Room

Including the challenge put forth from the Goodnow Family (effort to raise \$25,000), the Foundation has now raised \$39,000 towards the Historic Room project. Fundraising efforts continue and sentiments are positive.

### GLF Table in Library Lobby

The Foundation had a presence in the Library lobby for the first day of reopening to promote their work, hand out flyers and bookmarks, and answer questions.

## Fall Cocktail Party

The Fall Cocktail Party will be held at the Wayside Inn on September, 17 from 5-8pm. Sponsorship packets will be sent out this week.

## Strategic Plan

The Foundation's strategic plan is due to be re-written. However, due to the unforeseen circumstances of the pandemic and the severance with the Friends, GLF has decided to write a 1-year action plan at this time. This will provide time to focus on immediate Patron needs while allowing a return to normalcy and further research on Patrons' wants.

### **Old Business:**

- *Hudson Paintings:* Barbara noted the detail and care with which the text had been examined prior to being delivered to the Framers. A great deal of thought and effort has been put into this project, with a special care for the public and those interested in history.
- *Open Meeting Complaint / Public Records Request, Requested by Henry Sorett:* Over 4,000 pages of printed information as well as numerous Library and Town IT Department Staff time was required to fulfill this request. The request has been sent to the Attorney General's Open Meeting Law Office as per procedure. Due to the caseload, the determination will likely take a few months. It was reiterated for the public that there has been no Open Meeting Law violation on behalf of Goodnow Library or the Board of Trustees.

### **New business:**

- *Public Records Request, Requested by Pat Brown:* Esmé received a second Public Records Request from Pat Brown. She requested the original Public Records Request and what resources it took for the Library to fulfill the request.
- *Town Meeting:* At Town Meeting, Henry Sorett made a false statement about the cost paid by the Library to a PR Firm. The amount stated was \$50,000 to \$75,000. The actual amount spent was \$1,400.
- *Add "Public Comment" Section to Agenda:* Natalie recommended that a section for public comment be added to agenda. It was noted that the public has always been welcome to attend Trustees Meetings and that public comments were welcomed at the "new business" portion of the meeting. However, a section labeled "public comment" may make this clearer.

**Tour of Building:** At this time Esmé led a tour prior to the Trustees returning to the Historic Room to adjourn the Meeting.

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

**Adjournment:** Beth made a motion to adjourn at 7:44pm. By roll call, the motion passed unanimously.

Next meeting: Tuesday, September 7, 2021 6:30PM