

**Goodnow Library
Board of Trustees
Minutes**

Tuesday, October 5, 2021, 6:30 p.m.

Recording of the proceedings can be found at sudburytv.org

Call to order: Beth called the meeting to order at 6:33PM.

Attendance: By roll call, the chair took attendance and the following members were present: Alan Gordon, Esmé Green (Library Director), Ingrid Mayyasi, Barbara Pryor, Natalie Schlegel, Beth Whitlock (Chair)

Lily Gordon (V. Chair) was not present for roll call. Joined the meeting at 6:38pm.

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

Vote to approve minutes of the September 7, 2021 meeting: After minor corrections were made, Alan made a motion to accept the minutes. It was seconded by Ingrid. By a roll call vote (excluding Lily Gordon) the minutes were unanimously approved.

From this point on, Lily Gordon (V. Chair) was present for all discussions.

Trustee's Report:

Bylaw Review / Code of Conduct:

The Town of Sudbury Code of Conduct applies to appointed Committees and therefore, does not directly relate to the Library Board of Trustees, whom are elected. The Board decided to review the document and determine if any of the principles should be adopted, either as a separate document or within their own Bylaws. Additionally, they determined that this would be an appropriate time to make any necessary updates to the Bylaws as they were last reviewed in 2016. In the future, the Trustees aim to review the Bylaws annually.

The Trustees discussed whether it would be appropriate to add Code of Conduct language to their Bylaws, adopt a separate Code of Conduct document, or forgo the document as it did not apply to them. The Trustees will review three documents; Goodnow Library Trustees Bylaws, Goodnow Library Trustees Functions and Duties, and Town of Sudbury Code of Conduct. They will vote on any changes or new adaptations at the next meeting. All emails regarding suggested edits will be sent to Esmé directly as discussion between Trustees outside an official meeting would violate Open Meeting laws.

Possible Bylaw Amendments:

- Update Needed, under "Officers": "the Director of the Library shall act as Secretary to the Board, unless the Chair appoints another member of the Board to serve as Secretary"
 - Amend to allow non-Board member to act as Secretary.
- Under "Service and Community Relations", #5: "Maintains a presence with the

Friends of the Goodnow Library;" / Under "Specific Duties", #2d: "Establishes committees and areas of responsibility: Friends of the Library"

- Suggestions of changes included:
 - Remove Friends of Goodnow Library
 - Add Goodnow Library Foundation
 - Change wording to be less specific to any one group, such as: "Maintain a presence with groups including, but not limited to Friends of the Goodnow Library, Goodnow Library Foundation, etc."

Director's Report:

Financial Report:

Fiscal year spending is on track and in line with historic trends. An increased budget for the Goodnow Fund was requested and approved by the Town's Select Board to help offset additional expenses incurred due to COVID and FY22 special projects (website, Library of Things, etc.). State Aid will also contribute to these costs when needed.

The Library Services Revolving Fund has generated \$711 in revenue to date. Revenue for this fund currently comes from coffee cart and printing services as well as lost & damaged book fees. Passport fees will soon be added to this Fund.

Facilities: Facilities continues to make necessary repairs to the Library (ex. Damaged compressor).

Fine Free Pilot: Benefits of Fine Free Program:

- Increase equity & inclusion
- Increase efficiency
- Increase customer service and patron satisfaction

Ingrid made a motion to accept the Fine Free Program, therefore making the Goodnow Library fine free. It was seconded by Barbara. By a roll call vote the motion was unanimously approved. The program start date will be January 1, 2022. There may be some exceptions to this program, including fees for museum passes and Library of Things.

COVID-19 update:

- *Mask mandate:* Disposable masks available in Patron facing Library areas. Patrons & staff relations remain positive.
- *Programming:* Virtual program attendance remains high. Many Patrons do not want to attend in person programming at this time. Hybrid and virtual programming will continue. Children's Services' in Library programming will begin Nov. 1 with capacity and COVID safety restrictions.

FY22 Projects:

- *Website:* Stirling Brandworks has been selected for the website redesign.

Contract is being drafted.

- *Library of Things*: Exciting project involving various members of the Goodnow team to be launched at Halloweenfest on October 30. Trustees discussed that a Library of Things Equipment Agreement may not be necessary as other Libraries have not required them.
- *Staff Development Day, October 1*: Staff day was a success. Staff Development included First Aid & CPR training from Sudbury Fire/EMT, sessions on Trauma Informed Services and self-defense and more.

Foundation Report:

Gala was a success. About \$25 – \$30k in profit was generated from the event. The first in-person book sale of the year will be held Friday, October 16 – Saturday, October 17.

Alan made a motion to approve Goodnow Library Foundation Board Member at Large candidate, Megan Kelley. It was seconded by Beth. By a roll call vote the motion was unanimously approved.

Old Business:

Cashless Payment for Printing: The Library currently has three Patron facing printers that require staff involvement to process payment. The ideal solution would combine black & white, color, and wireless printing into one device and would accept both cash and credit card payment. Staff continue to work with vendors to meet this goal. We do not anticipate that this will cause increased wait times for printing as the solution will increase efficiency of the printing station.

Passport Program: The program will be restarting very soon! The team worked hard to bring this great service back. Plans for a Passport Day are also in the works.

Meeting Rooms: Karen reposted the current Library policy on the Goodnow website to make community groups more aware of booking availability. Due to limitations on space and programming schedules, the Library has reserved meeting rooms on various dates. The rooms will not be available to the public and outside groups at these times.

New business:

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

Adjournment: Beth made a motion to adjourn at 7:57pm. By roll call, the motion passed unanimously.

Next meeting: Tuesday, November 2, 2021 6:30PM