

Goodnow Library

Board of Trustees

Minutes-REVISED

Tuesday, November 2, 2021, 6:30 p.m.

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

Call to order: Beth called the meeting to order at 6:29PM.

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

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

Vote to approve minutes of the October 5, 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.

Trustee's Report:

Bylaw Review

Trustees continued review of Bylaws, including written comments submitted by Barbara, Natalie, and Beth. Official notice of the five proposed amendments will be sent at least seven days prior to the next meeting. Trustees will then vote on each amendment.

Discussion of whether:

- Library Director should be stated as an ex officio Board Member in the Bylaws.
- Vacancy replacement procedure should be added to Bylaws. Further information must be gathered before a decision is made.

Open Meeting Law (OML) Update:

Ingrid provided an update on the OML complaint filed by Henry Sorrett. Attorney General's Office is currently reviewing the complaint. Ingrid (Chair at time complaint was filed) and Town Counsel will meet with the Attorney General's Office (AGO) to provide additional information.

Director's Report:

Financial Report:

Esmé spoke with the Town Treasurer and the Massachusetts Board of Library Commissioners (MBLC) about our State Aid accounts. It was determined that there is no need to keep the three accounts separate. We may combine them into one account in the next fiscal year for increased efficiency.

The revival of the passport program is an exciting new revenue stream for the Library Services Revolving Fund as well as a great service for our patrons. Despite a decrease in overall availability, meeting rooms are open for booking, which generates revenue to

the Meeting Room Revolving Fund.

Facilities: Facilities continues to make necessary repairs to the Library.

COVID-19 update:

- Children's programs are back inside with safety restrictions, including capacity limits. Registrations are increasing as patrons adjust to new program formats.
- Halloweenfest was a great success – 656 attendees.
- Patrons are interested in attending events as long as we keep providing safe, fun ways to make it happen!

FY22 Projects:

- *Website:* Contract with Stirling Brandworks is being finalized. Work on website should begin soon.
- *Library of Things:* Exciting new collection! Launched on Oct. 30 at Halloweenfest.

Foundation Report:

Be Bold, featuring Sam Greenfield was held on Oct. 26. The first in-person Book Sale occurred Oct. 15 -17, generating \$4,000 for the Library's discretionary fund. The Annual Appeal has been mailed to over 6,200 households. Goodnow Library Foundation (GLF) will begin prioritizing raising funds for the Endowment.

Beth made a motion to approve GLF Board Member at Large candidate, Catherine Beldotti Donlan. It was seconded by Alan. By a roll call vote the motion was unanimously approved.

Beth made a motion to approve GLF Board Member at Large candidate, Samantha Colbert Greenfield. It was seconded by Barbara. By a roll call vote the motion was unanimously approved.

Old Business:

New business:

Correspondence

- Goodnow Library Trustees' email – messages are received by the Chair and Library Director and shared with all Trustees at official meetings. Beth (Chair) reported two messages:
 1. Patron with concern about whether the outside book drop decals would be replaced to recognize the Friends' donation of the drop box. The Library is processing a replacement.
 2. Trustees were invited to an event to support individuals with brain-based disabilities.

- Historically, the current Chair of the Trustees and Library Director have received communications from the Trustees email, librarytrustees@sudbury.ma.us. Due to a mistake made by Town IT, the past Chair Ingrid was not removed upon the appointment of new officers, nor was the current Chair Beth added to the list of email recipients. Natalie, as a new Trustee was added to the mailing list. To correct this mistake, the Library Director asked Town IT to return the list to its historic status (current Chair & Library Director only). This raised concerns and questions around the mailing distribution list and procedure. A discussion proceeded about whether all Trustees should be included in the distribution list for the Trustees email, librarytrustees@sudbury.ma.us, moving forward.

1. Main discussion points (in no particular order) included, but not limited to:

- Expectation of public is that messages will be received by all Trustees
 - Inconsistent with other Town Boards & Committees?
 - Open Meeting Law violation concerns
 - Trustee role in Library policy vs. operations
 - Speed of response
- Town Counsel has drafted a letter to Friends of the Goodnow Library asking them to use their correct address and update their website (no longer funding Goodnow Library programs or supplies) to avoid confusion.

Ingrid made a motion to accept the letter drafted by Town Counsel to be sent by the Chair, Beth, to the Friends, asking them to update their website so that it is correct and use their Post Office Box as their address. It was seconded by Barbara. By a roll call vote the motion was unanimously approved.

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

Adjournment: Beth made a motion to adjourn at 8:27pm. By roll call, the motion passed unanimously.

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

Documents Used During Meeting (Organized Alphabetically):

- Code of Conduct for Town of Sudbury Committees
- Examples of Bylaws from Other Public Libraries
 - Brookline, Reading, Westford, Sherborn
- Goodnow Trustees Bylaws
- November 2021 Goodnow Library Foundation Report

- Massachusetts Library Association Code of Conduct
- October FY22 Financial Snapshot
- Recommendations for Revisions to Goodnow Library Bylaws Submitted Individually by:
 - Barbara Pryor
 - Natalie Schlegel
 - Beth Whitlock
- Trustees Agenda 2021-11-2
- Trustees Minutes 10.5.21