

**Goodnow Library
Board of Trustees
Minutes**

Tuesday, December 7, 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 6:34PM.

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

Attendance: By roll call, the chair took attendance and the following members were present in person, at the Goodnow Library Conference Room: Alan Gordon, Lily Gordon (V. Chair), Ingrid Mayyasi, Barbara Pryor, Natalie Schlegel, Beth Whitlock (Chair).

The following people were present virtually: Esmé Green (Library Director), Karen Tobin (Assistant Library Director). Karen was only present for the call to order and notice of meeting recording. Karen joined temporarily to assist in the case that any technical challenges should arise.

Vote to approve minutes of the November 2, 2021 meeting: The Trustees did not vote to approve the November minutes. Natalie raised concerns about "correspondence" listed under "New business":

- Additional details to be included concerning patron's email submission about the Library's outside book drop decals – should specifically mention question about recognition of Friends' donation
- Section to be included about the discourse around the Trustees email, librarytrustees@sudbury.ma.us, and whom (all Trustees and Library Director or Chair and Library Director only) should be included in the distribution list for correspondence sent to this inbox going forward

The items will be edited and resubmitted for Trustees review and voting at the January, 4, 2022 meeting.

Trustee's Report:

Open Meeting Law (OML) Update:

Ingrid had a conference call with the Attorney General's Office (AGO) regarding the Open Meeting Law complaint filed by Henry Sorrett. Town Counsel was also present. Information requested included, but not limited to:

- Time between December – January meetings
- How Ingrid (Chair at time) drafted statement to Friends (Friends of the Goodnow Library)
- Hiring of public relations firm
- Letter sent to Friends after January meeting

In advance of the meeting, Town Counsel provided the AGO with documentation. This assisted in establishing a timeline of the lengthy decision-making process which led to the termination of the Trustees' relationship with the Friends.

- Letter regarding relationship sent to all members of the Friends' Board
- Last correspondence in which Trustees requested the Friends to sign the Memorandum of Understanding (MOU)

The AGO may have further questions for Ingrid. Additionally, Esmé will be meeting with the Attorney General's Office in the next few weeks regarding the same topic.

Bylaw Review

The following revisions (changes highlighted in green) were made to the Goodnow Trustees' Bylaws:

1. Under "Officers":
 - a. A Chair and a vice-Chair shall be chosen annually at the first meeting following the conclusion of Annual Town Meeting; **the Chair will appoint a Secretary to the Board**; the Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, be responsible for the submission of an annual report to the town and generally perform the duties of the presiding officer; the Chair or the vice-Chair or a designated Trustee shall represent the Board of Trustees in all matters which require coordinative action with other town officials, committees and boards, with state education and library agencies and shall report and present to the Trustees the results of such meetings for their information and further action; in the absence of the Chair from a Board meeting, the vice-Chair shall preside; in the absence of both, the members present shall select a temporary Chair for the meeting; the Secretary shall keep a true and accurate account of all proceedings of the Board meetings, and on the authorization of the Chair, of all special meetings, and shall have the responsibility for recording and maintaining all minutes and other records of the Board;

Motion to approve revision #1 made by Beth. Seconded by Barbara. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

2. The Trustees did not approve the addition of a new section under "LIBRARY DIRECTOR" entitled "EVALUATION". New language for this section was discussed and will be voted on at the January meeting.
3. Remove the section "Specific Duties"

Motion to approve revision #3 made by Beth. Seconded by Alan. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

4. Under "Meetings"
 - a. The Board of Library Trustees shall hold a regular monthly meeting throughout the year with the exception of the months of July and August;

the scheduled time of the meetings shall be determined by the Board each year and posted **with the Town Clerk's Office**; special meetings may be called by the Chair, whenever the Chair determines that the transaction of business should not be delayed until the next scheduled meeting or at the request of a majority of the Trustees; the special meetings shall be in compliance with Massachusetts General Laws, Chapter 39, Section 23A; the board shall meet in executive session when required in accordance with open meeting law procedures.

Motion to approve revision #4 made by Beth. Seconded by Ingrid. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

5. Edit any language within the Bylaws that refers to the Town's Select Board as their previous name, Selectmen.

Motion to approve revisions #5 made by Beth. Seconded by Natalie. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

ByLaw Review Continued / Correspondence

1. Beth reported a correspondence to the Trustees email from a former Goodnow Library employee. The email brought up concerns over the "Personnel" section of the Bylaws, specifically relating to employee fringe benefits and Trustee influence in such matters.
 - a. After discussion, the Trustees agreed that The Library Director, not the Trustees, advocates on behalf of employees and proposed a revision to the "Personnel section" to be voted on at the January meeting.
2. Beth reported a second correspondence from the aforementioned former Goodnow Library employee. The email shared information about the MA COVID-19 Emergency Paid Sick Leave law and questioned whether the Town of Sudbury had a method of covering COVID-19 sick leave for all employees.
 - a. All employees can apply for this benefit. The Town of Sudbury utilizes a standard form, provided by the State, to gather information from any (including non-benefit eligible) employees whom request COVID-19 sick leave. Based on that information, the Town Human Resources Department determines whether to approve leave referencing eligibility guidelines put forth by the State.

Director's Report:

Esmé provided a written Director's Report, including information on Financials, the FY23 Budget, Library Statistics, Facilities, etc. for the Trustees to review prior to the meeting. This streamlined the flow of information and provided greater room for discussion, if necessary.

FY23 Budget

Items to Note:

- Increase in personnel services

- Corrections were required to the personnel services budget form provided by Town
- Asking to regrade (upgrade) Teen Librarian salary
- Increase of \$500 in General Expense line
 - COVID-19 related materials, such as hand sanitizer, sanitizing wipes, masks, etc.
- Increase of \$10,000 in Automation line
 - Library has large automation expenses that are not being covered by Town Funds. Have had to rely on State Aid and Trust Funds in the past.
- According to Massachusetts General Laws, a Library of Goodnow Library's size must spend a minimum of 15% of its operating budget on books and materials to remain certified and in good standing.
 - Historically, have asked for exactly 15% of operating budget. This year, will be requesting an additional \$25,000 for e-content due to rising cost and demand within our community.
 - Funds also requested through the American Rescue Plan Act (ARPA).
- Department Description and Accomplishments
 - Increase in circulation of e-content – reaching patrons even when the Library itself was inaccessible during shutdown
 - Despite lower than average circulation in FY21, when the Library was closed to the public, each book was individually packaged and put out by staff – an impressive feat to be proud of!
 - Programs continue to be numerous and innovative despite the challenges of the past few years
 - Note: The Head of Adult Services position was not filled in FY20. Teen Study Week (TSW) was not held in FY20 and FY21.

The total budget requested to the Trustees for approval was \$1,372,389, which is approximately a 7.6% increase over the FY22 budget. Alan made a motion to approve the budget request for \$1,372,389. It was seconded by Beth. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth. Please note that corrections were made to the budget prior to presentation to the Town Manager and Town Treasurer. The final budget request was \$1,330,156, which is an approximate 4.3% increase over the FY22 budget.

Financials:

Currently 42% through the fiscal year. Spending is on track. Revolving Funds are beginning to bring in revenue, especially Passports.

Library of Things: Esmé presented the policy for the Library of Things for the Trustees approval. As a vote was not made at the December meeting, a vote will be taken at the January meeting.

Foundation Report:

The Goodnow Library Foundation (GLF) is working on the Annual Appeal. They have been successful in obtaining new donors, renewing lapsed donors, and increasing membership of the Leadership Circle. Kirstin and Holly are working together to thank major and Leadership Circle donors at the year end.

Planning for the Endowment campaign, with a tentative goal of \$1 million, is underway.

Old Business:

Letter to Friends regarding use of correct address and accurate information on website: Beth was uncomfortable with the letter that was originally drafted by Town Council as she did not want the meaning of the letter to be misconstrued. She decided not to send a letter to the Friends on this topic as she did not believe there was any ill intention behind the errors made by the Friends. The Trustees agreed with this decision.

Correspondence – Trustee Email: Continued discussion about whether all Trustees should receive correspondence to the Trustees email or the Trustees' Chair and Library Director should be the only members to receive messages to the inbox as has been done historically.

- Natalie contacted all the elected Committees within Town and gathered information on whom receives emails to their respective committee emails. Based on this information, the Goodnow Trustees are an outlier.
 - Beth expressed concern over this action being taken, with Natalie acting as a Trustee, without the knowledge of the Chair or the Trustees.
- Natalie expressed that all Trustees should receive emails to the Trustee email for the purpose of increased accessibility to patrons as well as increased ability for all Trustees to better understand the needs expressed by those patrons in their correspondences.
- Due to concerns over Open Meeting Law (OML) violations, Trustees would like the Town Information Systems Department to assist in adding a clear indication that messages received are coming from the Trustee email.

Natalie made a motion that all Trustees be recipients of emails directed to librarytrustees@sudbury.ma.us. All responses will come from the Chair only. No other Trustee will respond to any emails received from this account. Beth seconded the motion. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

New business:

Open Meeting Law Information:

Natalie attended an OML training provided by the Attorney General's Office (AGO) and shared insights that she learned with the Trustees.

Information shared included, but not limited to:

- Must deliberate publicly; deliberation can occur electronically
 - There are exclusions to what constitutes deliberation – exclusions may apply as long as Trustees are NOT sharing their opinions with one another
 - Ex. Discussions for the purposes of creating agendas; scheduling meetings; sharing of reports, documents, materials
- Minutes: must provide enough detail that a member of the public who did not attend the meeting can reasonably understand.
 - List all documents reviewed in meeting – documents become public record (excluding job applications and performance evaluations)

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

Adjournment: Beth made a motion to adjourn at 8:19pm. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

Documents Used During Meeting (Organized Alphabetically):

1. FY23 Budget Forms - Library
2. FY23 Budget Request Narrative - Library
3. FY23 Budget Request – Library
4. 5-9 Library of Things
5. Bylaw Amendments for Meeting 12.7.21
6. Director's Monthly Report 12-7-21
7. Goodnow Trustees Bylaws
8. Monthly Goodnow Library Foundation Report
9. November FY22 Financial Snapshot
10. Patron / Former Goodnow Library Employee Email to Trustees Email regarding COVID-19 Emergency Paid Sick Leave
11. Patron / Former Goodnow Library Employee Email to Trustees Email regarding Personal Section of Bylaws
12. REVISED Trustees Agenda 2021-12-7 (Please note: This agenda was revised as it was reposted to the Town Clerk's office due to the change in meeting format. The meeting was originally in person only, but was edited to hybrid to accommodate all members in attendance.)
13. Town Committee Spreadsheet - # of Members Whom Receive Emails to Committee Email Presented by Natalie Schlegel
14. Trustees Minutes 11.2.21

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