

Goodnow Library Board of Trustees
Minutes-corrected
Thursday, September 5, 2017, 7:00pm
Historical Room, Goodnow Library, 21 Concord Road

Attendance: Alan Gordon, Lily Gordon, Esmé Green, Ingrid Mayyasi, Barbara Pryor, Marie Royea.

Absent: Susan Johnson

Guests: David Columbo, Sally Hild, Elin Neiterman, Sudbury Historical Society; Carol Hull, former library trustee

Call to order: Barbara called the meeting to order at 7:00pm. She then made a motion to move the discussion of the Clark Diaries to the beginning of the meeting. Seconded by Ingrid. So voted.

New Business:

Clark Diaries: after introductions were made all around, Mr. Columbo explained that there is an archive of approximately 15,000 documents and that the Clark Diaries (three archival boxes of diaries, ranging from 1860-1890) are part of it, and that it is his hope to reunite the diaries into the larger archive. His intention is to donate the entire collection to the Sudbury Historical Society ultimately. He stated that the diaries are the only items missing from the archive. Mr. Columbo's uncle was Alton Clark, who he says had Alzheimer's when he gave the diaries to Don Max (former library trustee and town historian), and that his judgment was impaired. The library has a note written by Don Max stating that the diaries were given by Alton Clark to the library, and would be stored securely in the Barton Room. The Historical Society intends to make the Clark collection a focal point of their special collections in their new museum. They hope to digitize the diaries and the entire collection eventually, in order to preserve the originals as well as allow for greater access to the public. The revised mission of the Historical Society is to demonstrate daily life in Sudbury's history, and the Clark diaries fit this criteria well. The library trustees voiced concern that the Historical Society is not a town entity, and so could sell off the diaries at some point if they chose to. Mr. Columbo countered that the library had deaccessioned items in the past. Ms. Hild explained that the Historical Society has recently tightened up its policies and procedures, and that the inventory was more secure as a result. Lily questioned why it was necessary to have the collection together; many local collections were housed by various agencies, and the diaries would be accessible to researchers who came to the library, which is five minutes away from the Historical Society. There was discussion of the importance and methods for digitizing, and all parties agreed it was an important goal, no matter what the other outcomes of the discussion. The library trustees then thanked the group for coming and said they would be in touch. Following the group discussion, the library trustees questioned if the diaries really needed to go into the larger archive. They also have concerns about the sustainability of the Historical Society as the director is funded by the Sudbury Foundation for a period of three years, and beyond that is unknown. Additionally, the Historical Society is still fundraising for the museum. The board asked Esmé to let Sally Hild know that their answer is that at this time, they want to hold onto the diaries. The library is a more stable and well-funded organization. They want to see how the museum project goes, and would be happy to discuss again once it is complete and open.

Vote to approve minutes of the June 15, 2017 and August 10, 2017 meetings:

Barbara asked for a motion to approve the minutes of the previous two meetings. Alan made a motion, Marie seconded. Barbara had a question about the June minutes with regards to the status of the parking situation. Esmé reported that the spaces were striped and the final piece are the signs reading "Library Employee Parking Only." Once those are installed, library staff will receive placards and be instructed to use those spots. The hoped-for outcome is that space will be freed up in the library parking lot during busy times. Barbara also asked about the artist's rendering for the Rudolph sculpture, which will be a fundraiser for the Second Floor Project. There being no other questions or corrections, a vote was taken to accept the minutes. So voted.

Director's Report:

Review Code of Conduct: Esmé passed around copies of the town's "Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager," and the "Email Communications Policy for all Members of all Committees of the Town of Sudbury."

Financial Report

Operating budget: Esmé pointed out that the Automation line is already spent. This is due to a single invoice; membership to the Minuteman Library Network. The library had a reduction in this budget line for FY18. In FY19, the library will work on strengthening its case for an increase, based on actual automation costs vs. the budget.

CIP budget: Energy management system-\$162K-FY22-5 yr plan; Roof replacement (areas 2,3,6,7)-FY20; Roof replacement (areas 4,5)-FY21; maintenance/carpet-all years: Esmé updated the group on the Capital Improvement Plans, as assembled by the Facilities director.

Trusts: FY18 budget: the Selectmen approved the release of \$25K from the Goodnow Trust for FY18. This money will be used for professional memberships, training, and small capital items.

Strategic Plan (vote): Esmé presented the 2018-2022 Strategic Plan. The library's mission has been update to "*Improving lives through the power of information, ideas and innovation.*" It's vision is:

The Goodnow Library will:

- *Be a primary resource for learning and literacy*
- *Be socially equitable and accessible to all*
- *Be a valued community partner*
- *Be proactive and responsive to community needs*

Five goals were developed to support the plan and the mission and vision:

1. Support learning and multiple forms of literacies
2. Create a place that cultivates diverse ideas and innovation
3. Foster community connections
4. Provide high standards of customer experience
5. Develop sustainability initiatives

Lily made a motion to approve the 2018-2022 plan with minor edits. Seconded by Ingrid. So voted. Esmé thanked the board for their assistance and support.

Collection Development Policy (possible vote)—starting point for Coll Dev procedures manual: tabled to October meeting.

Customer Service Policy (possible vote): tabled to October meeting.

Circulation policy (new loan rules) Vote: tabled to October meeting.

Trustees Report:

Director's evaluation: Barbara reported that she and Marie (vice-chair) were scheduled to meet with Melissa (town manager) and Maryanne (asst. town manager) on September 6 to review Esmé's evaluation.

Foundation Report:

Update on Second Floor Project: The language of the contract has been agreed upon and the start date is October 1.

Old business: none

Any other items not known 48 hours in advance of the meeting: none

Adjournment: Alan made a motion to adjourn at 8:55pm. Seconded by Lily. So voted.

Next meeting: October 3, 2017