

## Goodnow Library Board of Trustees

### Minutes

Tuesday, September 8, 2020, 5:00 p.m.

### Virtual Meeting Via Zoom

**Attendance:** Alan Gordon (ch.), Lily Gordon, Esmé Green (sec.), Ingrid Mayyasi (v. ch.), Barbara Pryor, Marie Royea, Beth Whitlock

**Absent:** none

**Call to order and vote to approve minutes of the June 2 meeting:** The meeting was called to order at 5:12pm. Lily made a motion to accept the minutes. Seconded by Alan. So voted.

### Director's Report:

Financial Report: new fiscal year. Spending at about 20%; we are 16% through the year now. Some of the categories are being spent differently than they were original set up. For example, spending is increased for digital material such as e-books and downloadable audiobooks and movies, while spending is reduced for print material. This is due to shifting demands resulting from the covid shutdown. A reminder that we are still in a 1/12<sup>th</sup> budget until town meeting on September 12.

### COVID-19 Update:

Current service and programming: We have just completed summer reading. It was entirely virtual. Staff assembled grab and go reading/crafting kits for all ages. The Children's department distributed 1,600 kits for children this summer! Programs for all ages and interests were held via zoom.

Reopening plans: there has been no activity from the town's "Reopening Taskforce" that was assembled in May. Esmé has periodically reached out to gather information, but there has been little information or progress. We do know that the town manager is proceeding cautiously, and looking for an uptick in October after students return to school. There is a meeting of a small group from the taskforce to look specifically at the Library's plan. At the moment we think that the best approach to allowing the public in would be to alternate days between contactless pick up and in-Library browsing. Perhaps a Monday/Wednesday/Friday versus Tuesday/Thursday/Saturday rotation, so that the Library can be disinfected the day after in-Library use. The trustees stressed respecting the Library staff's wishes when considering in-Library public browsing. No dates for implementation will be set before coordinating with other town offices.

Service to other town departments: Covid has provided numerous opportunities for collaboration with other town efforts. The Library volunteered its drive through book return for accepting ballots, and loaned out its Plexiglas sneeze guards to polling stations. The Library also provided discarded magazines to the Health Department for their upcoming drive-through flu clinics.

Town Manager: the trustees would like to invite him to a near future meeting at his convenience.

Annual Town Meeting: town meeting will be held on Saturday, September 12 outside at the high school playing fields. All town employees have pitched in to help out with this extraordinary event. The Library has two articles, in addition to its operating budget, on

the warrant.

Article 12: this is a request to set up a revolving fund to accept various fees for current and future Library services, such as passport application fees.

Article 48: this request is the result of a combined effort of Library staff and the Library foundation to update and improve the functionality of the Library's historical room. It seeks \$150K to reconfigure shelving, add specialized and secure storage for maps, artifacts and the local history book collection. The result will have a two-fold benefit: the special collections will be stored safely in appropriate cabinets, and the room will then be able to be opened full time for silent study and work by the public.

Personnel: The Library said farewell to two long-time staff, Victoria Boziuk and Joyce Kamsler. Joanne Lee joined the Library as Head of Reference Services. She comes to the Library from the Worcester Public Library. It's a challenging time to bring a new person on board, but she has hit the ground running, getting a lay of the land, setting up virtual homeschooling programs that filled up three times before the demand was met. She has been working closely with other department heads to implement Library wide events, such as the Pop-Up Library events and Sudbury CARES programs.

### **Trustee Report:**

#### Friends:

Donations: In August, Esmé was contacted directly by a donor asking for instructions on how to give to the Library. Esmé explained that there were a number of options and asked how the donor wanted the money expended. The donor said that she and her family had loved coming to the Library for many years and enjoyed all the different programming. Esmé recommended she make the donation to the Friends, and set up a time to meet the donor outside the Library to accept the check and documentation. Esmé offered a small ceremony and plaque to the family due to the size of the donation. When Esmé notified the Friends of the donation and her intentions to recognize the family, they became upset that the Library wanted to use the money, accused her of opening their mail and insisted she allow them to make any recognition to the donor. One result of this series of events was to change the manner in which the Library accepts donations. Esmé asked the trustees to support asking the Foundation to set up a dedicated Memorial and Gifts line to accept donations to the Library and to update the website wording accordingly. The trustees agreed and asked Esmé to bring it up with the Foundation board at their next meeting.

Memorandum of Understanding: the board inquired about the status of the MOU. It was delivered to the Friends board on February 26 with a deadline to sign it of March 13. Due to the covid shutdown, the trustees agreed to withdraw that deadline. The board would like to set a new deadline and asked the Chair, Ingrid, and the director, Esmé to update the letter and deadline for signing the MOU to October 16.

### **Foundation Report:**

#### **I. GLF Communications**

- The GLF published its first Annual Report in July. The report provided a comprehensive look at 2019 including financials, events & programs, and donor recognition. It was emailed to all GLF supporters.
- "News from the GLF" is the new(ish) digital monthly. It's receiving good feedback.
- Amy Sheldon continues to work with Holly and Kristin to contribute to the GLF's social media presence, email communications and local press releases.

## II. Finances

- You all should have received the GLF's Annual Appeal in your mailbox last week. The annual fund budget is set at \$35,000 for 2020. As of 9/1/20 about \$12,000 from other sources had already been raised towards this goal.
- Separately, Leadership Circle members received a personalized letter as a pledge reminder or to ask for a Leadership Circle membership renewal.

## III. Events

- The unveiling of Janice Corkin Rudolf's sculpture, "Tree of Inspiration", will take place by Facebook Live on Sunday, September 20<sup>th</sup> at 12noon. Please tune in!
- The GLF's annual gala – "Books & Brews" – was postponed from until October 17<sup>th</sup>. It will take place virtually instead of in-person. Nonetheless, it will be a really fun evening. The caterers will provide take-away dinners and the GLF will host a pick up for food and drinks at the Library from 5-6pm. This will be followed by a 7pm Zoom presentation featuring bartenders, storytellers and a pianist that "attendees" can watch in their homes. If you haven't yet purchased your ticket, invites will be going out soon.

## IV. Other

- The GLF has a Foundation Fund for the Future committee that is working on a plan for a campaign to raise endowment money.
- The high school internship program – "GLF Develops" – is picking up again after being cut short in March. The students are looking to work with seniors in the town to help them with Library technology (remotely) and to start up a Zoom discussion group.

*Old Business: none*

*New business: none*

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

**Adjournment:** Marie made a motion, seconded by Barbara, to adjourn at 7:08 pm.

*Next meeting: Tuesday, October 6, 2020, 5:00PM*