

**Goodnow Library
Board of Trustees
Minutes**

Tuesday, September 7, 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 6:29PM.

Attendance: By roll call, the chair took attendance and the following members were present: Alan Gordon, Lily Gordon (v. chair), Ingrid Mayyasi, Barbara Pryor, Natalie Schlegel, Karen Tobin (substitute for ex-office/sec.), Beth Whitlock (chair)

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

Vote to approve minutes of the June 1, 2021 meeting: After minor corrections were made, Ingrid made a motion to accept the minutes. It was seconded by Barbara. By a roll call vote the minutes were unanimously approved.

Trustee's Report:

New Trustee's photo was taken for the website.

Director's Report:

Financial Report:

Updated Financial Snapshot:

Esmé and Emelia have updated the Financial Snapshot to better represent a full picture of the Library's financials. This information includes Trust, Revolving Fund, State Aid, and Miscellaneous Revenue account expense information. Additionally, a column has been added to represent revenue intake for accounts such as Revolving Funds, State Aid, and Donation accounts. The Library and Trustees will be looking at a YTD comparison of the budget throughout the year. FY20 will be used as a comparison as FY21 was extremely abnormal. The Library is currently spending less, on average, than in FY20. However, it is important to note that this is reflective of the second month of the fiscal year in a twelve-month budget. Spending is likely to change throughout the year. Other items of note include:

- New Custodial Contractors, M&M Contract Cleaners = monthly custodial cleaning bill has decreased by average of \$560
- Closed out ATM 19/33 Sud News account – This was used to pay for majority of Lucidea bill, which is usually expensed to Automation.
- Closed out Lost & Damaged account – Used to pay for majority of MLN digital content fee. Lost & Damaged fees and expenses will now be included in the Library Services Revolving Fund. Other expenses included in Library Services Revolving Fund: program supplies, passport program materials, copier materials, coffee cart supplies, fish tank supplies.
- For a description of the Forrest, Goodnow, Raymond, and Rhoades Trusts

approved by the Select Board at the 8/31/21 meeting, please view page 101 [here](#).

Carry Forward – Correction:

Information given during the meeting about Carry Forwards was incorrect. As Barbara suggested, the Carry Forward completed during FY22 should be recorded on the FY22 Financials. This has been corrected. As confirmed by the Town Accountant, Carry Forwards result in an increase of the subsequent year's (ex. FY22) budget and a corresponding expense. Therefore, the expense should be recorded in the year in which the purchase is made.

Facilities: Acoustic panels have been installed in the NowLab and staff have noticed a positive difference immediately. The Library has experienced flooding over the Summer. Facilities is monitoring and doing repairs as necessary.

Historical Room Project: Acoustic panels have been installed. Holly and Esmé are finalizing the furniture quote. Esmé has been working with Facilities and the contractor on the shelving modifications.

Fine Free Pilot: Town Manager has approved the Library to go fine free. The Trustees are in favor, but would like to review the program outline prior to taking an official vote. A vote will be taken at the next meeting. It was noted that there is a differentiation between fines and fees. This program would not remove fees for lost or damaged books, etc.

COVID-19 update:

- *Mask Mandate:* Effective, September 1, 2021, the Town released an updated mask mandate requiring all individuals aged two and above to wear face coverings in all indoor spaces, public or private (open to the public). See sudbury.ma.us for more details.
- *Circulation Numbers:* The months highlighted in yellow represent the months which the Library was closed (March 2020 – May 2021). Although the Library was open to the public in April and May of 2021, hours were very limited. A direct comparison is made to FY19 circulation numbers to see the effect of COVID (decrease in circulation).
- *Programming:* At this time, foreseeable future programs will be held as follows:
 - Children's Department: Outdoors as weather permits
 - Adult Department: Mixed outdoor / indoor
 - Teen Department: Dependent on participant comfort level
 - Virtual programming will continue concurrently with in person programming as applicable.
- *Meeting Rooms:* The Community Room and Small Conference Room became open for public booking beginning September 1. Please note: due to limitations on space and programming schedules, the Library has reserved these rooms on

various dates. The rooms will not be available to the public and outside groups at these times. The Story Craft Room is not currently available to the public. Study Rooms have been open to the public since the end of June. Barbara and Lily brought to Staff and Trustees' attention that some community groups had expressed dissatisfaction with inability to book Library spaces at certain times. Staff will follow up on these concerns.

ARIS (Annual Report Information System) Review

ARIS includes Staffing, Circulation, Service, and Program statistics and is reported to the Board of Library Commissioners. Although there was a decrease in the circulation of physical material, it was noted that there was an increase of digital content. Both of these trends are likely related to COVID.

Goodnow Library is a net provider of materials, which is a testament to the collection.

"Registered borrowers" include individuals from communities outside of Sudbury who have registered a Library card with the Goodnow Library and use the facility as their main Library. Sudbury residents are designated as "Sudbury borrowers."

FY22 Projects:

- *Website:* Website will be completely redesigned. Requests for proposals have been sent out. We have received three responses. We are reviewing them and will choose a designer soon. The Board will be kept updated.
- *Library of Things:* The Library's Head of Reference is developing a collection of items, such as guitar, pop-up tent, Switch (gaming console), etc., that patrons can borrow. This project should be complete by the Open House on October 30.
- *ADA Assessment:* Esmé ordered updated braille room signage for Reference office and other spaces. Also included "staff only" as appropriate.
- *Signage:* NowLab Coordinator continuing to work on this project.
- *Publicity Efforts:* Esmé and the other supervisors are working on a new publicity strategy that will be more focused and data driven.
- *Staff Development Day, October 1:* The Library requested permission to close on Friday, October 1 for the purpose of a full day of staff development. Alan made a motion to approve the closing on October 1. It was seconded by Beth. By a roll call vote the motion were unanimously approved.

Foundation Report:

Historical Room & Goodnow Family

Exciting news! The Goodnow Family has reached their \$25K goal for the Historical Room. The Goodnow Foundation has raised the additional \$25K from the local community. The Sudbury Foundation granted \$15K to cover additional furnishings for the space, including a computer station.

Annual Gala

The Gala has generated about \$34K to date in sponsorships and donations. \$4K in tickets have been sold (as of 8/31). Additional tickets are expected to sell prior to the event.

Strategic Plan

The next *Be Bold* event, featuring Samantha Greenfield will be held in the Community Room on Tuesday, October 26. The Foundation is looking for panelists to feature in an upcoming *Be Bold* event focused on career skills. Career counselors, coaches, or other individuals whom are interested, please contact the Goodnow Foundation directly.

Book Nook

The Book Nook's in-person book sale will be held October 15 – 17. A special preview evening will be hosted for individuals on the Book Nook mailing list. The Sudbury Family Network will be given the opportunity for early arrival on Saturday morning. Book donations of a maximum of 1-2 boxes or bags will be accepted prior to the sale.

Old Business:

By-Law Review / Code of Conduct:

As the Board of Trustees are an elected Committee rather than an appointed Committee, they have decided that they should not adopt the Code of Conduct. However, they will review their By-Laws at the next meeting and determine if any of the principles within the Code of Conduct should be incorporated into their own governing guidelines.

Cashless Payment for Printing: Continuing to work on this solution. Library staff had a meeting with a potential vendor and are waiting for the proposal. The ideal solution would combine black & white, color, and wireless printing into one device. Beth raised a concern about wait times during busy periods if the printing system is consolidated into one device. Prior to the transition to a new system, the Library is continuing to offer 10 free pages of printing to patrons.

Passport Program: Training has been completed and the paperwork has been submitted. The Library is waiting on approval to restart this program.

New business:

Open House: The Halloweenfest Open House will be held on Saturday, October 30 from 10am – 2pm. Halloweenfest will include various fun activities, such as crafts for all ages, pumpkin decorating, a scarecrow contest, cider donut and apple cider refreshments and the opportunity to explore and learn more about the Goodnow Library. This event is a welcome back to everyone after last year's shutdown.

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

Adjournment: Ingrid made a motion to adjourn at 7:51pm. By roll call, the motion passed unanimously.

Next meeting: Tuesday, October 5, 2021 6:30PM