

Goodnow Library

Board of Trustees

Minutes

Tuesday, January 4, 2022, 6:30 p.m. (via Zoom)

Recording of the proceedings can be found at sudburytv.org

Call to order: Beth called the meeting to order at 6:36PM.

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 via Zoom, Esmé Green (Library Director), Alan Gordon, Lily Gordon (V. Chair), Ingrid Mayyasi, Barbara Pryor, Natalie Schlegel, Beth Whitlock (Chair).

Vote to approve minutes of the November 2, 2021 and December 7, 2021 meetings:

As the requested changes were satisfactory (please view December 7, 2021 minutes for details on changes), Beth made a motion to approve the November 2, 2021 minutes. Seconded by Ingrid. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

After minor corrections, Beth made a motion to approve the December 7, 2021 minutes. Seconded by Barbara. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

A concern was raised over the use of industry (unknown by the average person) abbreviations. Minutes will now include abbreviations written out fully when first used to enhance public comprehension. For example: Massachusetts Board of Library Commissioners (MBLC).

Trustee's Report:

Bylaw Review:

The following revisions were made to the Goodnow Trustees' Bylaws:

1. A new section to be added under "LIBRARY DIRECTOR" entitled "EVALUATION" with the following language:
 - a. The Trustees will complete a written annual evaluation of the Library Director. The final version of the evaluation will be placed in the Director's personnel file.

The Board will periodically conduct a self-evaluation.

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

2. The "PERSONNEL" section was edited to the following language:
 - a. Employs a competent and qualified Director, who advocates for adequate compensation, benefits, agreeable working conditions and

opportunities for professional growth for all employees.

Motion to approve revision #2 made by Beth. Seconded by Ingrid. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

Correspondence:

- No messages were received to the Trustee email.
- All Trustees have been added to the mailing list for the Trustee's email.

Director's Report:

Monthly Report: Esmé provided a written Director's Report including information for the Trustees to review prior to the meeting. This streamlines the flow of information and provides greater room for discussion, if necessary.

Goodnow Library Fine Free as of January 1, 2022: We are officially fine free! Thank you to everyone for your support and for the great show of teamwork that pulled this together. Information about the program has been shared through a FAQ page on our website, social media, and a press release.

First Parish Church Discovery Study: First Parish Church is partnering with Sacred Spaces, a non-profit group, to perform a discover study. They asked Esmé, as a long-time employee of the Town of Sudbury, to participate in an interview for the study. This strategic planning exercise made it clear that many community organizations, including Goodnow Library and First Parish Church, experience many of the same challenges.

Sudbury Energy Commission – Electric Car Charging Station: Esmé spoke with Rami Alwan of the Sudbury Energy Commission about the possibility of installing a car charging station in the Goodnow Library parking lot. This is an opportunity to participate in sustainability efforts that are so important to our community. The Library is well suited to meet this need, with a large parking lot and a welcoming, public facility that is open 7 days and 4 nights a week. If approved by the Sudbury Energy Commission, there would be no cost to the Library to install the charging station.

Open Meeting Law (OML) Update: Esmé had a conference call with the Attorney General's Office (AGO) and Town Counsel concerning the OML complaint submitted by Henry Sorett. The case has moved into the review and determination phase. The attorney explained that the process is a slow one. Once a determination is made, the AGO will send a letter to the complainant and the Trustees will receive a copy.

Town Wide News: The Library participated in the Town-wide Sweater Throwdown awards. Esmé was a judge for the Most Innovative category. Staff made the sweater worn by Esmé in the publicity and at the event. As a reminder, this is the Annual Tree Lighting event, modified for COVID times.

FY23 Budget Update:

Esmé and Emelia Thibeault, Goodnow Library Office Supervisor, met with the Town Manager and Finance Director for the FY23 budget meeting. The budget was proposed as discussed at the December 7, 2021 Trustees meeting (please review December 7, 2021 Minutes for details).

Budget Meeting Results:

- Teen Librarian upgrade denied
- Request for additional funds towards e-book content partially granted - \$15,000 out of \$25,000 requested
- All other requests were approved

Reasons cited for decline of Teen Librarian position upgrade: 1) There were many personnel requests across many Departments and none were accepted with the exception of one, which was funded through an alternative source; 2) Library did not provide a strong enough argument for the upgrade. The Library Director was encouraged to submit this request again with the FY24 Budget Proposal.

COVID-19 Procedure / Update:

Esmé and Emelia Thibeault, Goodnow Library Office Supervisor, have been working to standardize the Library's procedures around COVID-19, such as sick pay for a COVID-19 related reason. This has become particularly prevalent given the surge of Omicron cases around the holidays. Administration created an easy to understand flow chart, based on the Center for Disease Control and Prevention's (CDC) and MA guidance, that staff can reference to determine how they should act in a given circumstance related to COVID-19. The Library has put a pause on all in person programming for two weeks until January 18, 2022. Staff will reassess at that time.

Esmé requested that the Library open late (at 10am) on Thursday, January 6 for an hour long all staff meeting to be held via Zoom. This meeting will be used to go over the time sensitive COVID-19 procedures and protocols discussed above with staff.

Alan made a motion to approve a one-hour delay in opening Goodnow Library on Thursday, January 6 for the purpose of an all staff meeting (via Zoom) for COVID-19 training. Seconded by Barbara. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

FY23 Revolving Funds:

Meeting Rooms Revolving Fund: In keeping with past years, the Library will request a \$10,500 spending limit.

Alan made a motion to approve the FY23 spending limit of the Goodnow Library Meeting Rooms Revolving Fund at \$10,500. Seconded by Barbara. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

Library Services Revolving Fund: The Fund began in FY22. The Library requested \$6,000 the first year (FY22) based on lack of revenue generated from services (passports, printing, coffee cart) due to COVID-19. As services have resumed, and passports in particular have become a large revenue generator, we will be increasing the amount requested this year to \$10,000.

Beth made a motion to approve the FY23 spending limit of the Goodnow Library Services Revolving Fund at \$10,000. Seconded by Ingrid. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

Financial Report

Currently 50% through the fiscal year. Spending is on track with our total Town funds spent at 51%. Library Services Revolving Fund has brought in \$4,300 in revenue year to date (YTD). The majority of that is from Passport applications. Meeting Room revenue has been coming in slowly. Room bookings are on hold again until at least 1/18/2022 (staff will reevaluate at that time).

Library of Things:

Beth made a motion to approve the Library of Things policy with the expectation that the policy will be added to the Library's policy manual and website. Seconded by Lily. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

Annual Report:

A draft of the Annual Report will be presented to Trustees for approval at the February Trustees meeting. The Annual Report is an annual process by which every Department in the Town sends a written summary of their activities for the calendar year, including financial and statistical reporting, to the Town Manager. Reports are compiled by the Town's Information Officer in a format that is distributed for public consumption.

Goodnow Library Foundation (GLF) Report:

The Goodnow Library Foundation's (GLF) raised a total of \$177k this year, with a budget of \$163k. Thank you to the many supporters who contributed: Annual Fund and Leadership Circle (\$46k total, \$16k raised from year end appeal); Historical Room Restoration project; Wayside Inn event; and Book Nook. Planning is underway to conduct a feasibility study for the GLF Endowment campaign.

Be Bold event, featuring Gina Lucente-Cole, will be held on Tuesday, February 1 addressing the pandemic's lasting impact in the workplace. Topics discussed will include how employers can develop leaders, be more flexible and engaging, and build remote and hybrid teams.

Holly Bernene, Development Director of the Goodnow Library Foundation, thanked the members of the Goodnow Trustees for their 100% participation in the Annual Appeal.

Old Business:

Update Regarding the Replacement of the Outside Book Drop Decal

Please review November 2, 2021 Minutes for original discussion on this topic. Esmé will follow up with the decal vendor. A design was drafted by Goodnow Library NowLab Coordinator and sent to the vendor's graphic design team. Esmé is awaiting a finalized proof of the design, which will include recognition of the Friends' donation in 2015.

New business:

Open Meeting Law (OML) Resources

Resources for further learning around OML for Trustees can be found at the Sudbury Town Clerk's website and the Attorney General's website.

Campaign Finance Report Due to Town Clerk

Reminder to Trustees that Campaign Finance Reports (regardless of whether they will be running for a Trustee position this year), are due to the Town Clerk.

Public Concern Around COVID-19 – Questions Received by Library Staff From Public

Will Goodnow Library Close Due to COVID-19 related concerns: There have been no decisions to do so at this time and we do not project a closure in the future. However, we have not ruled out the possibility should the situation demand it. Health and safety are our first priority. Additionally, staffing levels is a contributing factor. We are very fortunate that the Town of Sudbury has had a mask mandate for the majority of the pandemic, which provides a level of protection.

Will the Town of Sudbury provide COVID-19 testing? This is not information that the Library has access to. However, the Library administrative team will be doing our best to secure at-home antigen tests for Library Staff as tests are very difficult to obtain in the commercial market.

Trustees Calendar

Esmé shared a calendar of annual Trustee tasks with the Board that will assist the Trustees in preparing for upcoming deliverables and responsibilities. Bylaw review and Library Director evaluation were added to the calendar. It was determined that the Trustees will go into Executive Session during the February meeting to discuss the process for evaluating the Library Director.

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

Adjournment: Beth made a motion to adjourn at 7:54pm. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

Documents Used During Meeting (Organized Alphabetically):

1. Annual Calendar of Goodnow Trustees
2. FY23 Goodnow Library Meeting Rooms Budget Request Form
3. FY23 Goodnow Library Services Revolving Fund Budget Request Form
4. 5-9 Library of Things Policy
5. December FY22 Financial Snapshot
6. Director's Monthly Report 1-4-22
7. Goodnow Trustees Bylaws – edited 12.15.21
8. Monthly Goodnow Library Foundation Report
9. Open Meeting Law Handout from Attorney General's Office
10. Trustees Agenda 2022-1-4
11. Trustees Minutes 11.2.21 (revised)
12. Trustees Minutes 12.7.21

Next meeting: Tuesday, February 1, 2021 6:30PM