

**Goodnow Library
Board of Trustees
Minutes**

Tuesday, March 1, 2022, 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 6:32PM.

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: 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 February 1, 2022 meetings:

Board members thanked the Chair-appointed Secretary for detailed and time-intensive work on minutes. Section reflecting Natalie's comments under "Open Meeting Law" was edited for clarification.

Beth made a motion to approve the [February 1, 2022 minutes](#) as edited. Seconded by Alan. Motion approved by roll call vote of Alan, Lily, Ingrid, Barbara, Natalie, Beth.

It was established that Open Meeting Law only requires roll call vote when at least one Trustee attends the meeting virtually. Roll call votes will not be taken for in person meetings from this point on.

Trustee's Report:

Director Evaluation

At the March meeting, the Board established a three-person subcommittee (Lily, Ingrid, Natalie) to compile documents for the Library Director Evaluation. Prior to this subcommittee meeting, Ingrid was tasked with contacting Town Counsel to ensure all Open Meeting Laws (OML) were correctly followed.

Based on the information received, Lily, Ingrid, and Natalie did not meet to begin work for this project and the Trustees decided that a subcommittee should not be created for the Library Director evaluation going forward. Official subcommittees are subject to the same OMLs as the full Board, so this would not assist in increasing the efficiency of the evaluation process.

Natalie contacted the Massachusetts Board of Library Commissioners (MBLC) by email regarding the Director evaluation process and they provided suggestions and examples. Click [here](#) for MBLC response. After discussion, the Board decided to individually review the sample evaluation rubrics provided by the MBLC prior to the April meeting. The Board will bring their feedback about the rubrics to the April meeting where they will discuss a sustainable evaluation process and timeline.

Correspondence:

The correspondence submitted referenced the period of time when the Friends of the

Goodnow Library (The Friends) maintained a relationship with the Goodnow Library (prior to January 2021). Patron inquired whether the Library made office space available to The Friends. Beth responded that space was made available to the organization as well as extensive storage for books in the Library basement.

Director's Report:

Click [here](#) for the monthly report prepared by the Library Director.

Beth commended Esmé, as a Director and community leader, for engaging in diversity, equity, and inclusion (DEI) training.

The Sudbury Police Department brought charges against an individual who used false library accounts for the theft of library materials. Goodnow staff aided in providing relevant information to the Police Department.

Financial Report

Currently 66% through the fiscal year with spending on track.

Annual Report:

There was discussion around the word "decolonize" and whether it should be included in the report. It was decided that the term should remain as it accurately describes the action being taken to diversify the Library's collection and is the current accepted academic term. A common definition of "decolonize" is the process of deconstructing colonial ideologies of the superiority and privilege of Western thought and approaches.

Beth made a motion to approve the Annual Report as edited. Seconded by Barbara. Motion approved unanimously. All Trustees signed the Annual Report signature page following the vote.

COVID Update:

The Sudbury Board of Health will be lifting the mask mandate, but continuing to encourage mask use. Library staff will continue to wear masks in the building. All patrons will be encouraged and respectfully asked to wear masks in the building and during programs. At this time, the Library will require masks for children under age 5 (unable to be vaccinated) in programs. The Library understands that flexibility and the ability to pivot quickly remain a necessity. The Director and staff will continue to make decisions based on the current environment.

The Sudbury Board of Health provided COVID-19 at-home test kits to all Library staff.

The children's department will no longer offer hybrid programming, which has been available for nearly two years during the pandemic. Online viewing has had little to no participation and the virtual component adds significantly to the workload.

Goodnow Library Foundation (GLF) Report:

Click [here](#) for the monthly report prepared by Goodnow Library Foundation Development Director, Holly Bernene.

Old Business:

New business:

Goodnow Library – A Space for All

Lily and Natalie gave insight into the various ways they use the Library in their personal lives and the different perspectives they gain when their children and grandchildren participate in Library services.

Collection Development Policy

Prompted by a wave of book challenges across the country, Esmé will be reviewing the vitality of the Library's current Collection Development Policy and presenting relevant ideas to the Trustees at the April meeting.

Summer Reading Update

The 2022 summer reading program will be held at the Library in person. Programs will not be held outdoors at the Wayside Inn or virtually.

Event Idea – “Sleep Under”

Barbara described a potential Library event. Patrons come dressed in PJs for evening activities. Go home to sleep. Come back in the morning with PJs for morning activities.

Bill Barletta, Sudbury Director of Facilities, Retirement

Bill Barletta will be retiring at the end of March. He has been a wonderful partner to the Library. He will be missed. During the interim of finding Bill's replacement, the Library will manage their own maintenance. Esmé has experience with this process.

Trustee Meeting Packet Distribution

Natalie requested that the meeting packet be sent to Trustees a week in advance. This will be the procedure going forward. There may be a slight delay in the distribution of the monthly financial report due to the timing of the closeout of the Library's monthly financials.

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

Adjournment: Beth made a motion to adjourn at 7:25pm. Motion approved unanimously

Documents Used During Meeting (Organized Alphabetically):

1. Correspondence: MBLC / Town Counsel
2. Director's Monthly Report 3-1-22
3. Financial Report February FY22
4. Monthly Goodnow Library Foundation Report
5. Trustees Agenda 2022-3-1
6. Trustees Minutes 2.1.22
7. Updated Library Annual Report 2021

Next meeting: Tuesday, April 5, 2022 6:30PM