

**Goodnow Library
Board of Trustees
Minutes**

Tuesday, April 12, 2022, 7:00 p.m.

Recording of the proceedings can be found at [sudburytv.org](https://www.sudburytv.org)

*Please note: The regular monthly meeting time was changed for the month of April to ensure compliance with Open Meeting Law posting requirements.

Call to order: Beth called the meeting to order at 7:00PM.

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 March 1, 2022 meetings:

Beth made a motion to approve the [March 1, 2022 minutes](#) as edited. Seconded by Alan. Motion approved unanimously.

Trustee's Report:

Director Evaluation

The Town of Sudbury Employee Evaluation and Development Plan and MBLC Sample Library Director Evaluation were included in the Trustee's monthly packet for review prior to the meeting per the request of the Chair. At Beth's recommendation, the Trustees compared these two documents to determine which would be the best format to use in evaluating the Goodnow Library Director in a standard, lasting process moving forward.

Highlighted Discussion Points:

Town of Sudbury Employee Evaluation and Development Plan

- Used by all Sudbury Town Employees, accepted practice within Sudbury
- The Town only requires evaluations until the Library Director reaches senior status within the Town pay grid
- At the time that a new Director comes into the role, they will be evaluated using the Town form; it would make sense to use this form universally to preserve continuity

MBLC Sample Library Director Evaluation

- Short, more efficient form
- Includes sections irrelevant to Goodnow Library / outside Trustees' realm of expertise (unable to evaluate on); the form could be customized to fit

Goodnow's needs

- A briefer evaluation may be appropriate as full evaluations are no longer required by the Town due to the Director's senior status, yet the Trustees feel that an evaluation is important to recognize the Director's achievements.

Alan made a motion to use the Town of Sudbury Employee Evaluation and Development Plan as the standard evaluation form for all Library Directory evaluations moving forward. Beth seconded. Motion passed unanimously.

What is the goal?

Alan expressed that the evaluation should exemplify the positive work that the Library Director has done during the COVID pandemic. For this to be accomplished, the current Board would be in the best position to provide accurate and detailed information. However, Beth and Natalie emphasized that the goal should be creating a standardized process that utilizes the same method year after year, focusing on a timeline that works for both the Library and the Town. The Board agreed the evaluation would not need to be completed immediately, but that a process should be determined by the current Board.

Timeline

Beth made a motion to set a Library Director evaluation timeline as follows: Board begins the Library Director evaluation each March, so that it is completed prior to the Town Meeting, each May. Barbara seconded. Motion passed unanimously.

Correspondence: none received

Director's Report:

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

COVID Update:

The Community Room, Story Craft Room, and other meeting spaces are open for booking. Library Departments have adapted their program schedules to allow for increased availability for outside groups. Due to COVID restrictions, programs have been held in the Library's larger spaces, especially the Community Room, more frequently than in the past.

National Library Week:

Staff was celebrated with personal cards written by the Library Director, a special message from the Town Manager, and treats on National Library Workers' Day.

Historical Room:

Furniture will be installed with possible events in mind.

Financial Report

Currently 75% through the fiscal year with spending on track. At the most recent

meeting of the Goodnow Department Heads (Director, Assistant Director, Head of Children's Services, Head of Circulation, Head of Reference, Head of Technical Services, Teen Librarian, Office Supervisor), the Supervisors worked together to draft the Books and Materials budget for the upcoming fiscal year. The Library Director will finalize the budget prior to presenting to the Trustees at a future meeting.

Strategic Plan

Esmé has received a quote from Kelly Linehan, Director of the Waltham Library, for strategic planning consulting. Her services are highly recommended as she has experience with strategic planning and expertise in the Library industry. Kelly's proposal will be included for Trustees' review at the May meeting. The Board discussed a timeline of 3 -5 years for the new strategic plan.

Policy Updates: Due to a rise in book and program challenges across the country, Goodnow Library is updating relevant policies to ensure vitality and currency.

Collection Development Policy (Goodnow Library Policy Manual #3-1)

- Scope of the Collection: updated to more accurately reflect the standards of Goodnow Library
- Controversial Materials and Intellectual Freedom: Added limitation that challenges may only be made by Sudbury residents
- Trustees' Edit - Patron Suggestions: change "Inter Library Loan" to "Interlibrary Loan"

Beth made a motion to accept Collection Development Policy (Goodnow Library Policy Manual #3-1) as edited. Natalie seconded. Motion passed unanimously.

Request for Reconsideration (Goodnow Library Policy #3-4)

- Added limitation that requests may only be made by Sudbury residents

Alan made a motion to accept the Request for Reconsideration Policy (Goodnow Library Policy #3-4) as presented. Beth seconded. Motion passed unanimously.

In the case of a request, the Library Director would review the Request for Reconsideration Policy, Collection Development Policy, relevant laws, and research that may apply to the request. She may discuss the request with the Patron directly in an attempt to reach a resolution. If a solution is not met, she will bring her recommendation before the Trustees who will vote on a final decision. The Library Director and Trustees should review the questioned material in entirety.

Petitions, Nomination Papers and Campaign Activities (Goodnow Library Policy #4-B-4)

- Added clarity about where campaigning is allowed on Library property

Beth made a motion to accept Petitions, Nomination Papers and Campaign Activities Policy (Goodnow Library Policy #4-B-4) as presented. Alan seconded. Motion passed unanimously.

Goodnow Library Foundation (GLF) Report:

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

GLF inquired whether a Trustee (or rotating schedule of Trustee members) would be willing to attend their Board meetings. Trustees will discuss at a future meeting.

Old Business:

Friends of the Goodnow Library (Friends) – comments by Alan Gordon

Alan inquired about the status of the Friends of the Goodnow Library (Friends), whom the Trustees severed ties with in January of 2021. He wondered whether there had been any communication from the group after Alice Lavine's, President of the Friends, recent campaign for a seat on the Board of Trustees in March of 2022. He expressed that the Library and the Friends of the Goodnow Library should be reunited within the next year. The Trustees and the Sudbury community continue to value the past work of the Friends. All parties hope to see the groups' relationship restored. Despite efforts to make improvements and compromise, current Friends' leadership, not the Friends organization itself, have led to a failure to reunite the two organizations. Alan expressed that the Library Director should be made an ex officio member of the Friends' Board and the current leadership, specifically Alice Levine (President) and Susan Pettit (Vice President), should be asked to leave the organization. These steps would allow a path towards reunification for the Friends and the Trustees. He does not see a Memorandum of Understanding (MOU) as a requirement for moving forward.

Natalie requested that this topic be added as an agenda item for the May meeting.

New business:

Article Celebrating Library Director in Sudbury Town Crier

Beth highlighted a wonderful article, submitted by Goodnow Library staff, which celebrates Esmé Green, Library Director's over 10 years of service to Goodnow Library and the Town of Sudbury.

Local Lit Collection

Goodnow Library features a great new collection of self-published books written by local children.

Changed Date of May Meeting Due to Town Meeting on May 2

Due to limitations in Sudbury TV's recording capabilities caused by Town Meeting, the May Trustees Meeting will be moved to Monday, May 9 at 6:30pm. The meeting will include both new sworn in Trustees, Jean Nam and Katina Fontes and exiting Trustees, Alan Gordon and Beth Whitlock. As exiting members, Alan and Beth will not vote at the May meeting.

Trustees Agenda Format

Natalie requested that items on the agenda that require a vote be notated as so in the

future.

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

Adjournment: Beth made a motion to adjourn at 8:19pm. Motion approved unanimously

Documents Used During Meeting (Organized Alphabetically):

1. Director's Monthly Report 4-12-22
2. Financial Report March FY22
3. Goodnow Library Policies for Trustee Approval
 - a. DRAFT 3-1 Collection Development
 - b. DRAFT 3-4 Request for Reconsideration
 - c. DRAFT reconsideration form
 - d. DRAFT 4-B-4 Petitions Nomination Papers and Campaign Activities
4. MBLC Sample Library Director Evaluation
5. Monthly Goodnow Library Foundation Report
6. Town of Sudbury Employee Evaluation and Development Plan
7. Trustees Agenda 2022-4-12
8. Trustees Minutes 3.1.22

Next meeting: Monday, May 9, 2022 6:30PM