

**Goodnow Library  
Board of Trustees  
Minutes**

**Tuesday, May 9, 2022, 6:30 p.m.**

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

\*Please note: The regular monthly meeting time was changed for the month of May to accommodate Sudbury TV recording schedules due to the Sudbury Town Meeting.

**Call to order:** Beth called the meeting to order at 6:38PM.

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

Please note: At the time the meeting was called to order, Sudbury TV recording staff was unable to be present for personal reasons. To accommodate the lack of recording equipment, Goodnow Library Trustees used Zoom equipment to record the meeting until the Sudbury TV staff member arrived at 6:49pm to record the remainder of the meeting. Despite the use of Zoom technology, the entire meeting was in-person. There were no hybrid or virtual participants.

**Attendance:** By roll call, the chair took attendance and the following Board members were present: Katina Fontes, Alan Gordon, Lily Gordon (V. Chair / Incoming Chair), Ingrid Mayyasi, Jean Nam, Barbara Pryor, Natalie Schlegel (Incoming V. Chair), Beth Whitlock (Chair).

Additionally, the following individuals were in attendance: Holly Bernene (Goodnow Library Foundation Development Director), Esmé Green (Library Director), Emelia Thibeault (Secretary / Library Office Supervisor)

***Vote to approve minutes of the April 12, 2022 meetings:***

Beth made a motion to approve the April 12, 2022 minutes as edited. Seconded by Lily. Motion approved unanimously.

**Trustee's Report:**

Correspondence: none received

Thank You to Our Fantastic Board of Trustees – Comments by Trustees and Library Director:

*Beth Whitlock, Outgoing Chair:* Beth expressed her gratitude for the opportunity to be involved with Goodnow Library as a volunteer for an impressive quarter of a century, participating as a member of the Friends of the Goodnow Library and a Trustee. Beth thanked Library Director Esmé Green for her unique quality of focusing on continual improvement and the "big picture" while remaining diligent about the details required for everyday operation. She complimented incoming Trustees, Katina Fontes and Jean Nam on their intellectual and professional manner during campaign forums, expressing her faith in the future of the Board.

*Esmé Green, Library Director:* Thanked outgoing Trustees Alan Gordon and Beth Whitlock for their service. Invited them to continue to visit the Library often. Esmé

acknowledged her appreciation for the uniquely high quality of members amongst the Board of Trustees throughout her years of service to the Town.

*Ingrid Mayyasi:* Ingrid thanked the outgoing Trustees for their service. She expressed gratitude for the great advice she had often received from Alan. Ingrid noted that she actually met Beth through the Library and continued working with her through volunteer positions with the Friends of the Goodnow Library and Trustees.

*Barbara Pryor:* Barbara thanked Alan and Beth for the unique perspectives they brought to the Board of Trustees. She shared her appreciation for the quality of work that the Board was able to accomplish due to the discussion of differing opinions.

*Alan Gordon, Outgoing Board Member:* Alan acknowledged his appreciation for the opportunity to work with such a great group of individuals whom were able to cohesively work towards the betterment of the Library. He recognized the strengths of the two incoming Trustees, Katina Fontes and Jean Nam, and expressed his confidence in the continuing success of the Board going forward.

*Lily Gordon, Incoming Chair:* Lily shared that she has been impressed by the Board due to the wide diversity of opinion. The Trustees do not always agree on all topics discussed. However, they are able to work together to reach a solution after open conversation.

#### Election of New Slate of Officers & Incoming Board Members

- Lily Gordon, Chair
- Natalie Schlegel, Vice Chair
- Katina Fontes, Board Member
- Jean Nam, Board Member

Barbara made a motion to accept the new Slate of Officers and incoming Board Members as stated above. Ingrid seconded. Motion approved unanimously.

\*At this time in the meeting, the recording switches to official Sudbury TV recording technology.

#### **Director's Report:**

Please email Trustees Secretary, Emelia Thibeault at [Thibeaulte@sudbury.ma.us](mailto:Thibeaulte@sudbury.ma.us) if you would like to request a copy of this month's Director's Report.

#### COVID-19 Update

There has been an increase in COVID-19 cases amongst staff. Substitute Library Assistants and Reference Librarians are utilized for fill in for staff who are out. Should outages become insurmountable, the Library would look at reducing hours until staffing could be replenished. We do not foresee this at this time.

#### Historic Room

Most expenses have been paid for. Remaining expenses include furniture (Goodnow Library Foundation will cover) and shelving units (Library's CPA Funding will cover).

### Financial Report

This month's Financial Report reflects spending through April, which is the 10<sup>th</sup> month of the fiscal year. Currently 83% through the fiscal year with spending on track.

#### *Overview of Budget for New Members:*

- Town Funds (shown at top in green):
  - General Expenses: office & general supplies
  - Contracted Services: cleaning contract & custodial supplies
  - Library Materials: important line, where majority of library books and materials expenses come from, required spending for Library certification
  - Automation: important line, Minuteman Library Network membership and digital content fees are paid out of this line, other services necessary for library daily operations
  - Carry Forward: If a Town Department has remaining funds at the end of fiscal year, a carry forward allows them to bring those funds to the next fiscal year, given the funds will be used for a specific purchase quoted in the original fiscal year to be completed as soon as possible. In FY21 we carry forward the cost of sound proofing the Now Lab.
  - Salaries
- The remainder of the budget includes Trust Funds (Goodnow, Bradshaw, Lopater, Rhoades, Raymond), CPA Funding, Revolving Funds and State Aid. State aid is received directly from the Massachusetts Board of Library Commissioners based on financials and statistics reported to the State.

### Strategic Plan

Massachusetts Board of Library Commissioners deadline to submit the strategic plan is October 1. The Trustees may decide to wait to complete a strategic plan until after the October 1 deadline. However, Goodnow Library would be without a strategic plan for a gap of time and would be unable to apply for certain grants (LSTA) during the next round of funding.

*Promotion:* The survey will be promoted through the Library's website, social media, email blast, etc. It will also be encouraged that Trustee's share through their own personal email to extend the reach, especially to non-Library users who have valuable insights about attracting new users to the Library. Additional promotional opportunities will be considered as applicable.

*Focus Groups:* Jean suggested that potential collaborators, such as local non-profit organizations (HopeSudbury, Sudbury Family Network, Sudbury Foundation Non-profit Coffee, etc.), Town Departments & Commissions (Parks & Recreation, Sudbury Schools)

and the Chamber of Commerce be added to the list of focus groups.

- *Diversity, Equity, and Inclusion (DEI)*: Katina acknowledge the importance of including diversity, equity and inclusion topics in the strategic plan. She recommended that the Town DEI Commission and Commission on Disability would be valuable groups to add under potential collaborators.

*Data Benchmarking*: Trustees questioned whether the Library (or consultant) has metrics to determine an appropriate respondent pool prior to analyzing data received. Library Director will compare respondent numbers from previous strategic plan. At the completion of data collection, Library Director and Trustees will determine if enough data was gathered to move forward or if the process should be delayed to gather further input from the community.

The acceptance of this proposal may require the Trustees to meet for one extra meeting before the completion of the strategic plan.

Barbara made a motion to accept the timeline and proposal submitted by strategic plan consultant, Kelly Linehan, as edited. Ingrid seconded. Motion passed unanimously.

### **Goodnow Library Foundation (GLF) Report:**

Please email the Trustees Secretary, Emelia Thibeault at [Thibeaulte@sudbury.ma.us](mailto:Thibeaulte@sudbury.ma.us) if you would like to request a copy of this month's report prepared by Goodnow Library Foundation Development Director, Holly Bernene.

The most recent book sale raised approximately \$3,000. Thank you to all the Book Nook volunteers! The Foundation will be hosting an Annual Gala again this year rather than a 5K, which they had initially considered for this year.

The Foundation is working on their own strategic plan as well.

### **Old Business:**

#### Trustees Calendar

The calendar will be updated to reflect the Director Evaluation timeline and shared (view only) with the Board of Trustees.

### **New business:**

#### WGBH with the American Experience

Beth shared about an opportunity that WGBH is offering. Libraries can sign for kits in which different sized groups will come to the Library to help patrons interactively learn about and experience unique "American experiences".

#### Content Quality Concerns with Library Materials Vendor, Hoopla

Hoopla is a provider of e-books and digital content. They take this content from many different publishers and aggregate the content into one service. Rather than the individual Library selecting each title for their collection as is done with Overdrive (the company that provides Libby), Hoopla provides one large catalogue that patrons can

browse and select any title. The Library has no control over what is included in the collection. The Library pays based on what their patrons actually borrow.

It came to the attention of concerned librarians that inappropriate content had been added to the Hoopla collection, which does not meet the standards of a basic Collection Development Policy. Titles included topics advocating white supremacy, Holocaust conspiracy theories, etc. This was addressed with the organization at which point the title were removed. However, Hoopla's stance on the standards surrounding their content has not been made clear. Librarians recently met with the company that owns Hoopla about this policy at the National Conference in Oregon and emphasized the importance of this issue. The Massachusetts Library Association Conference will be held this May and the company will be present to continue this conversation.

Goodnow Library will keep track of this issue and given no progress will consider ending use of the service. The Library Director is hopeful that a solution will be reached.

### Agenda Posting

Natalie raised concerns about the current agenda not being accessible to the public. Esmé explained that it was a website turnover issue. The Trustees discussed new ways in which the agenda could be made available. Jean recommended utilizing the Town's website and posting through the clerk to the Town's website, in addition to the Open Meeting Law requirement of posting to the Clerk's physical office. Esmé will work with the Town's IT Department to reactivate the Trustee's page on the Town of Sudbury website (previously linked directly to the Trustee's page on Goodnow Library website). All past Trustee records will be migrated to this page and all future records will be posted there.

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

**Adjournment:** Lily made a motion to adjourn at 7:38pm. Motion approved unanimously

### **Documents Used During Meeting (Organized Alphabetically):**

1. Director's Monthly Report 5-9-22
2. Financial Report April FY22
3. Monthly Goodnow Library Foundation Report
4. Sudbury Strategy Plan Proposal Revised Dates
5. Trustees Agenda 2022-5-9
6. Trustees Minutes 4.12.22

**Next meeting: Tuesday, June 7, 2022 6:30PM**