

Goodnow Library
Board of Trustees

AGENDA

Tuesday, November 1, 2022, 6:30 p.m.
Small Conference Room
21 Concord Road, Sudbury

Call to order/Notice of meeting recording

Attendance

Minutes of the September 6, 2022 and October 4, 2022 meetings

Trustees' Report:

- Update: Invitation to Friends board to join future meeting with proposal
- Correspondence (if any received)

Director's Report:

- Preliminary FY24 budget review
- Monthly report
- Volunteer policy (vote)

Foundation Report:

- Monthly report

Old Business:

- Annual Goals
- Trustee Update
- Land Acknowledgement

New business:

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

Adjournment:

Next meeting: Tuesday, December 6, 2022, 6:30PM

Goodnow Library Board of Trustees

Minutes

Tuesday, September 6, 2022, 6:30pm

Recording of the proceeding can be found at sudburytv.org.

Call to order: Lily called the meeting to order at 6:33pm

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

Attendance: All trustees in attendance.

Minutes: Ingrid moved to accept the minutes. Lily seconded. Voted unanimously to approve minutes from the June 7, 2022 meeting.

Trustees' Report:

Strategic Plan

Esmé reviewed the proposed The Strategic Plan for 2022-2027. She feels it's a concrete plan with clear actions. She gave a general overview of the goals in this proposed plan.

The Trustees discussed that there is a lot in the plan since it is a 5 year plan. Esme suggested that there would be an action plan likely developed annually that aligns with this strategic plan. That action plan would be the next step that the staff would work on after the 5 year plan is approved.

The Trustees decided to take a little more time to review the proposed plan and discuss at the next meeting.

Correspondence

No correspondence.

Director's Report:

Trustee Handbook - Reviewed the "Trusty Trustee Handbook." A nice summary of roles and responsibilities of a Library Trustee.

Monthly Report - Some highlights are discussions about Free Period Products and Reconfiguration of the kitchen.

Financial Report - Expenses to date are tracking as expected. The library will request an increase to the limit of the Revolving Fund which supports the Passport renewal process.

Policy Update: Library of Things - There is a request to change 2 things about the Library of Things policy.

1. When the Library of Things was first established, the Library limited checkouts to Sudbury residents only. The Library would like to change this policy and open it up to anyone in the Minuteman System.
2. Add a clause to be able to suspend privileges for anyone who repeatedly does not return items on time.

Jean made a motion to accept the new proposed policy changes. Ingrid seconded. The motion passed unanimously.

Staff Day - Friday Nov 4, 2022.

Ingrid made a motion to close the Library on Nov 4, 2022 for Staff Day. Barbara seconded. The motion passed unanimously.

COVID Update - Children's programs will no longer require masks.

Foundation Report: No discussion.

Old Business:

There isn't an update about Hoopla right now.

Meeting start time will remain at 6:30pm for now.

Adjournment:

At 7:55pm the meeting was adjourned.

Documents used during the meeting:

1. Trustees' Agenda 2022-9-6.pdf
2. Goodnow Strategic Plan 2022-2027.pdf
3. Director's monthly report 9-6-22
4. Financial Report August FY23.pdf
5. 5-9 Library of Things.docx
6. Goodnow Library Foundation Report.pdf

Next Meeting: Tuesday, Oct 4, 2022 6:30pm

Goodnow Library Board of Trustees

Minutes

Tuesday, October 4, 2022, 6:30pm

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

Call to order: Lily called the meeting to order at 6:40pm

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

Attendance: All trustees in attendance except for Barbara.

Minutes: Jean agreed to take minutes for the meeting.

Trustees' Report:

Strategic Plan

The Strategic Plan for 2022-2027 was proposed at the previous meeting, Sept 6, 2022. There were a few clarifying questions tonight.

Goal 8 - Natalie expressed a belief that Goal 8 was actually goals for the Goodnow Library Foundation, not for the Library itself. Others agreed that this goal should be removed.

Goal 6 - Katina suggested adding a link to the report with the definition of a Climate Resiliency Hub.

Natalie made a motion to approve the Strategic Plan with Goal 8 removed, and a link added for Climate Resiliency details. Seconded by Jean. The motion passed unanimously.

Land Acknowledgement

Katina gave background on what a Land Acknowledgement was. She shared the version used by the DEI commission and also a proposal for one that the Trustees might adopt.

Esmé suggested adding it to the library website. There was general agreement from the Trustees that this was a good idea.

Katina suggested that the Trustees give the Land Acknowledgement some thought and a decision could be made at a future meeting. There was general agreement from the Trustees for that proposal.

Goal Setting

Jean proposed that the Trustees should set annual goals for themselves. She presented some proposed goals for 2022-2023.

Volunteer Hub - The idea is that the Goodnow Library could become a hub for adult volunteers in a similar way that the MKL office at Lincoln-Sudbury Regional High School has become a volunteer hub for high school students.

Katina suggested that partnering with Sudbury Doing Good may be beneficial. Other trustees and Esmé mentioned other volunteer centers, Sudbury Senior tax relief volunteer program, Helping Hands, and others. If the library establishes a hub, it should work with and complement these other centers.

Jean volunteered to spearhead this initiative if the Trustees agree to pursue it.

Reach out to the Friends of Goodnow - The Trustees agreed to reach out to the Friends. The goal would be to invite them to a meeting to share any proposal they might have for how they envision a relationship with the library. The Trustees would listen to the Friends proposal and then discuss at a later date.

Natalie suggested that perhaps the Foundation would also be invited to the meeting. Several Trustees expressed that this invitation to the Friends was about the relationship between the Friends and the library and did not involve the Foundation.

3 dates were proposed for the invitation - Nov 1, Dec 6, and Jan 3.

The Trustees agreed that Lily would email the Friends and extend the invitation.

Communicate Trustees work to the Community - There was general agreement that communicating the Trustees work once or twice a year would be beneficial. There was some discussion about how this might also streamline the Annual Report process.

Update the Strategic Plan - Earlier in the meeting the Strategic Plan was voted on unanimously. This goal is complete!

Calendar - Natalie suggested adding a goal about an annual calendar. The Trustees agreed that having a calendar with various milestones (e.g. Budget submission deadline, Annual Report deadline, etc.) would be helpful.

Jean will add this goal to the Goals document and make other suggested edits, and then she will bring the updated document back at the next meeting.

Correspondence

One piece of correspondence was received in regards to the signage at the library for Indigenous People's Day. The writer was concerned that not mentioning Columbus Day was offensive to people with Italian American Heritage.

The Trustees agreed that Esmé would respond to the email and convey that there was no offense intended and reiterate the library's commitment to diversity and inclusion. She would also mention that there is currently an Italian Heritage display in the library.

Director's Report:

ARIS report - Esmé reviewed the snapshot of the ARIS report. It was noted that Children's book checkouts and Adult programming has increased significantly even compared to pre-Covid numbers.

Library Services Fund - There was general agreement from the Trustees for Esmé to request to raise the spending limit on the Library Services Fund by \$5k. This is because costs for postage and such for passports, toner for printers, paper, etc. have risen.

DEI Statement - Natalie made a motion to approve the proposed DEI statement for the library. Seconded by Ingrid. The motion passed unanimously.

Adjournment:

At 8pm Natalie made a motion to adjourn. The motion passed unanimously.

Documents used during the meeting:

1. Trustees' Agenda 2022-10-4
2. Director's monthly report 10-4-22
3. Goodnow Library Trustees Goals 2022-2023 – Draft Proposal
4. Land Acknowledgement Statement
5. ARIS snapshot

Next Meeting: Tuesday, Nov 1, 2022 6:30pm

Financial Report

- **FY24 Preliminary Budget:**

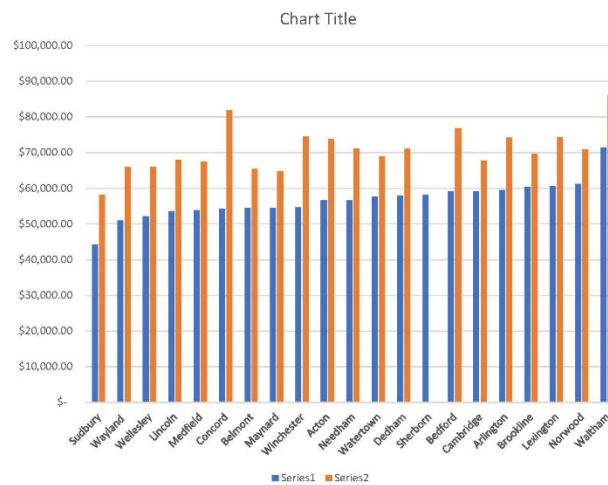
Teen Librarian: I would like to again request a promotion from Grade 6 to 8 for this position. It will be the third year making this request. Salary comparisons show this position to be significantly below other that of other Minuteman Libraries.

Teen Librarian- salary study

Sudbury lowest salary by at least \$6K annually

History of Teen Librarian position:

- Position created ~20 years ago by assigning Teen responsibilities to an existing Reference position.
- Position upgraded to full time in FY16
- Now is the time to upgrade the position from a Grade 6 (regular Reference position with no added responsibilities or leadership role) to a Grade 8, which makes it comparable with the other members of the Library leadership team.



Books and Materials: the cost of print and digital continues to climb. One theme that emerged during the strategic planning process was that patrons wanted to find what they were looking for on the shelf and not wait so long for a copy to become available.

- **Operations:**

Town Funds: This report marks 33% into the current fiscal year. Expenses remain steady with a slight increase of 4% spending over FY22.

Trust & Miscellaneous Revenue: There is no unusual spending in these accounts.

Equity Summit: We were invited to participate in a zoom event, hosted by Sudbury for Racial and Social Justice (S4RSJ). 20 groups doing DEI work in Sudbury were represented, and each shared their mission, goals, past/planned related activities/events, and how others can help with that work. The library shared its new strategic plan and relevant goals, as well as the many events we

have hosted and have planned. We are looking forward to continuing the conversation with all of these great organizations.

Celebrating Disability Awareness Month: We hosted two events in this series this month. The first was a webinar called [Unlearning Ableism](#), which all staff were encouraged to attend. The second was an in-person, library wide event, *Together We Play*. In partnership with the Town of Sudbury's Commission on Disability, and Sudbury Cooperative Preschool's Justice, Equity, Diversity, and Inclusion initiative, the library hosted a library wide event to celebrate and learn about differences, abilities, and how you can be an ally for people with disabilities. In addition to authors, there were many activities to participate in, including a scavenger hunt and an adaptive bike zoo.

Book Challenge: I received a call about a book in the Children's department called "How Do You Make a Baby?" The caller had not been in the library herself or read the book, but a friend had seen it and took some pictures of images they found objectionable and sent them to her. I sent her a copy of our Collection Development Policy and Request for Reconsideration Form. I received a second call, asking for the policy and form, but the caller did not say which title they were calling about. I send the same documentation to them. As of the writing of the report, I have not had any further communication from either caller. There may be an update at the meeting.

First Parish: I have been invited to participate a Discovery Study being undertaken by First Parish Church to re-imagine their role as a community partner and plan for the future. We had an interesting tour of the grounds and have been working on an asset map that identifies all partners in Sudbury.

MBLC Financial Report: The Library submitted its financial report to the MA Board of Library Commissioners, and met all minimum requirements to receive a state aid award. As a reminder, The MBLC administers the Annual Report Information Survey (ARIS) and Financial Report in compliance with Massachusetts General Law, Chapter 78. Each fiscal year, public libraries are required to submit this data in order to receive State Aid to Public Libraries and to meet the Minimum Standards of Public Library Service. For more information, click [HERE](#).

Fall Book Sale: The Book Nook held its Fall book sale October 13-15, including a donor preview on Thursday, and a family-friendly event sponsored by the Sudbury Family Network on Saturday. They raised over \$3,600.

Facilities:

- [Meeting room kitchen](#): Facilities Director has decided to add this to the capital list. Because this will cause a significant delay, we will order a refrigerator now so we can at least keep perishables cool.
- [Period products](#): waiting for installation

- Historical Room: Working on shelving drawings, electrical work. The Foundation will be having a donor reception in the space.
- Electric Vehicle Charging Station: waiting for installation
- Landscaping: quote approved and work complete

Statistics: September showed a decrease across most of the board as people returned to school and work after Labor Day. Last year at this time we were just beginning to bring back in person programming with limited capacity.

September	FY23 this month	FY23 last month	FY22
Total circulation	26,662	32,578	26,998
Digital circulation	5,813	6,512	5,431
Traffic	8,485	11,068	7,763
New Cards	56	111	66
Programming	56/1,192	80/1,623	42/1,580
Newsletter subscribers*	3,110	3,038	2,895
Computer use (sessions)	557	2,818	547
Wi-Fi use	15,788	14,010	2,129**

*updated Jan/Apr/Jul/Oct **different tracking system

Volunteer Policy

Applying to Volunteer

Prospective volunteers must complete the volunteer application form and return it to the Office Supervisor in the Administration Office. If there is an opportunity available for an applicant, the Office Supervisor will contact the applicant for an interview. Interviews are by appointment only. All volunteers must pass a Criminal Offense Records Investigation (CORI).

Minors

Volunteer applications are accepted for people 13 years and older. Anyone under the age of 18 must submit a volunteer application that is signed by a parent or guardian to volunteer at the library.

Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Selection of in-house volunteers is the responsibility of the Office Supervisor.

If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests or qualifications.

Roles and Responsibilities

We ask volunteers to be reliable in their commitment to the library and to notify the library in advance if they are unable to work their regularly scheduled time slot.

Volunteers are expected to refer all requests for information to the library staff, other than purely directional questions (e.g. where is the bathroom; where is the children's room, etc.). Volunteers are asked to keep an accurate record of the hours they work each week in departmental hours logs.

Training & Supervision

The Office Supervisor coordinates the volunteer program and is available to discuss assignments, concerns, or questions. Volunteers will receive specific training in their assigned duties from the library staff member who directly supervises their work.

Work Schedules

Volunteers shall only work during hours when adequate supervision is available. Typically, a volunteer works a 2 hour time slot each week unless otherwise arranged. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and the Office Supervisor or immediate supervisor.

Approved:

Community Service

Persons who seek volunteer assignments at the Goodnow Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

Senior Tax Relief Volunteers

Senior volunteers are welcome to participate in the Sudbury Property Tax Work-Off Program. This is a program for Sudbury seniors, 60 and over, and Sudbury veterans, of any age, who own and reside in a Sudbury home. Volunteer placements are for a maximum of 100 hours for the program year.

Leaving Volunteer Service

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made.

Whenever possible, the library will make an effort to reassign the volunteer. However, if no other mutually suitable volunteer position exists at the time, the volunteer will be asked to discontinue service and his or her application will be kept on file for one year, subject to review should a suitable position become available during that time.

In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be removed from service.

Approved:

Goodnow Library Foundation
Monthly Report – November 1, 2022

1. Upcoming events:

Saturday, November 5 - Sudbury Doing Good Fair. Meet the folks behind more than 50 of Sudbury's nonprofits, community groups, and town departments who are "doing good" in every area that impacts the community. Learn how you can be involved. To be held on the 1st and 2nd floors of the Library.

Wednesday, November 9 - Be Bold with Rob and Ryan DeLena. They will discuss their book Without Restraint: How Skiing Saved My Son's Life that details how Rob and his wife fought the medical and educational systems over Ryan's school placement, fostering the freedom for Ryan to pursue his dream of becoming a professional ski mountaineer. To be held in the Library's Community Room.

2. Save-the-Date!

Thursday, December 1 - Donor Reception in the Historical Room. A cocktail party to thank all donors to the Historical Room project and other special Library supporters (like YOU, the Trustees!). We will also celebrate the installation of the new furniture.

3. Annual Appeal:

Every household in the town of Sudbury will receive the GLF's Annual Appeal in the mail during the week of November 7. (Those who have already made a donation this year will be excluded from the mailing.)

Goodnow Library Trustees

Goals 2022-2023

V1.0 November 2022



Mission and Vision

From the Goodnow Library Strategic
Plan 2018-2022

Mission Statement

Improving lives through the power of information, ideas and innovation.

Vision

The Goodnow Library will:

- Be a primary resource for learning and literacy
- Be socially equitable and accessible to all
- Be a valued community partner
- Be proactive and responsive to community needs



Goal - Communicate Trustees' work to the community.

Action:

- Publish annual goals.
- Publish semi-annual update on major library initiatives and Trustees' goals.

Measurable Result: Published reports.

Goal - Update Annual Calendar Milestones

Action:

- Director to share Annual Calendar with the Trustees. This calendar will include milestone dates for budget, evaluation, annual report, etc.

Measurable Result: Annual Calendar document.

Goal - Establish Goodnow as a Volunteer hub

From the Library's Mission and Vision

- Be proactive and responsive to community needs.
- Be a valued community partner

Background: Sudbury is a generous community with many people looking for volunteer opportunities. Having a centralized volunteer hub could streamline the process of matching volunteers with organizations in need.

Action:

- Research the MLK Volunteer office at LSRHS which is a hub for student volunteers.
- Propose an infrastructure for a volunteer hub.

Measurable Result: Proposal for a Goodnow Volunteer hub.

Goal - Update the Strategic Plan

Background: The current Strategic Plan expires this year.

Action:

- Support the Director in development of the Strategic Plan.

Measurable Result: A new long term Strategic Plan.

Goal - Open a communication channel with the Friends of Goodnow Library organization.

Action: Reach out to the Friends to invite them to share a proposal for how they envision a relationship with the Library.

Measurable Result: Record of correspondence to initiate discussion.



Trustees Update

Fall 2022

New Library Initiatives

- An Electric Car Charging station is coming to the Goodnow! Through a collaboration with the Energy Committee, plans are underway for four Electric Vehicle charging stations in the rear library parking lot.
- The Library is proud to be a pilot program in town for supplying free period products in the restrooms.

Trustees Work

- The Trustees approved a new 5-year (2022-2027) strategic plan developed by the Library Staff.
- The Trustees agreed to a set of Goals for the 2022-2023 year.

Lily Gordon, Chair
Natalie Schlegel, Vice-Chair
Katina Fontes
Ingrid Mayyasi
Jean Nam
Barbara Pryor