

## **Goodnow Library Board of Trustees**

### **Minutes**

**Tuesday, September 6, 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 6:33pm

**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**