

## **Goodnow Library Board of Trustees**

### **Minutes**

**Tuesday, November 1, 2022, 6:30pm**

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

**Call to order:** Lily called the meeting to order at 6:31pm

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

**Attendance:** All trustees in attendance.

### **Minutes:**

Ingrid motioned and Natalie seconded to approve the meeting minutes for the Sept 6 meeting. The motion passed unanimously.

Katina motioned and Ingrid seconded to approve the meeting minutes for the Oct 4 meeting. The motion passed unanimously.

### **Trustees' Report:**

*Reach out to the Friends of Goodnow* - Lily emailed the Friends (the week of Oct 5) 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. 3 dates were proposed for the invitation - Nov 1, Dec 6, and Jan 3.

The Friends responded that they would discuss the invitation at their Oct 15 Friends meeting.

As of this meeting, there has been no further correspondence on the topic.

*Correspondence* - An email was received by the Trustees from someone researching Library salaries. Esmé responded with the relevant data.

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

Esmé mentioned that the Library family is mourning the loss of the beloved husband of a wonderful Library volunteer. Bethany Shaw has done countless projects with the Library, in particular, she and her husband built the Little Free Art Gallery. The Library is encouraging the community to share art in remembrance of Bethany's husband and in support of the family. The staff also donated to the [GoFundMe for the family](#).

*FY24 Budget* - Esmé had 2 ideas for requests for the upcoming budget.

Upgrading the Grade for the Teen Librarian Position. The Teen Librarian is a Department Head, and all other Department heads are Grade 8. The Teen Librarian position is currently a Grade 6 position. This is a historic holdover. The position used to be a part-time reference librarian - Grade 6. In FY16 it was upgraded to a full time Department Head, but an oversight at the time left it at a Grade 6 instead of changing it to the appropriate Grade 8. It's time to correct this.

Upgrading the part time Reference Librarian position (specializing in Local History) to a full time position. Currently this is a 15 hours per week, part-time position, and the request is to upgrade it to a full time position.

The Trustees were in favor of these asks and discussed how they could help advocate for these position upgrades. It was decided that they would write a letter of support. Jean volunteered to write a draft to be discussed and voted on at the Dec 6 meeting.

*Volunteer Policy* - Currently there is no official policy for library volunteers. Esmé presented a draft for a volunteer policy. The only suggested revision was to add a hyperlink which would further describe the Senior Tax Relief Program.

Barbara motioned and Ingrid seconded to approve the new proposed volunteer policy. The motion passed unanimously.

### **Old Business:**

*Annual Goals* - The Goals were updated with edits discussed at the last meeting.

*Trustee Update* - As described in the new Annual Goals, the Trustees discussed a draft of a Fall 2022 Trustees Update. It was suggested that this update could be communicated via the Library website and the newsletter.

The following edits were suggested:

- Add a "Communicate with Us" section giving an email address for people to submit comments.
- Add some other goals which have been achieved - 1) Annual Calendar, 2) Reached out to the Friends
- Add a link to the Annual Goals

*Land Acknowledgement* - The Trustees discussed the Land Acknowledgement statement and the ways in which the Library could increase awareness.

Barbara motioned and Katina seconded to adopt the Land Acknowledgement statement to be read at the January and June meetings and be displayed on the website and any other special displays in the library. The motion passed unanimously.

**New Business:**

*Town Annual Reports* - These are due at the end of January. Asking that the report be finished before our Jan meeting (first week of January) is difficult because the year will have just ended. The Trustees agreed that they would aim to approve the report at the February meeting.

**Adjournment:**

At 7:46 pm Natalie made a motion to adjourn.

**Documents used during the meeting:**

1. Trustees' Agenda 2022-11-1
2. Goodnow Library Trustees Meeting Minutes - Sept 6, 2022
3. Goodnow Library Trustees Meeting Minutes - Oct 4, 2022
4. Director's Report - 2022-11-1
5. Director's Report Supplement 1 (Teen Librarian)
6. Director's Report Supplement 2 (Local History Reference Librarian)
7. Volunteer Policy Draft
8. Goodnow Library Foundation Report - 2022-11-1
9. Goodnow Library Trustees Goals 2022-2023
10. Goodnow Library Trustees Update Draft - Fall 2022
11. Land Acknowledgement Statement

**Next Meeting: Tuesday, Dec 6, 2022 6:30pm**