

Goodnow Library Board of Trustees

Minutes

Tuesday, February 7, 2023, 6:30pm

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

Call to order: Lily called the meeting to order at 6:34pm

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

Attendance: All trustees in attendance.

Minutes:

Natalie motioned and Katina seconded to approve the meeting minutes for the Jan 3 meeting. The motion passed unanimously.

Trustees' Report:

Public Comment at Meetings

Natalie reported back that other committees had a few guidelines around public comment:

- Either beginning or end of meeting
- Total time limit for all comments - e.g. 15 min
- Time limit per speaker - e.g. 2 minutes
- Statement of the purpose - e.g. Not for a dialogue

The trustees agreed that Natalie would write up a proposal and bring it back at the next meeting for further discussion and possible vote.

The Chair allowed 2 public comments at this point

Sue Stein (53 Stone Rd) and Francis Gillespie (90 Indian Ridge Rd) are both employees at the Goodnow Library. They both spoke about how they would request that the trustees not refer to the "staff" as one entity that behaves as a block. They asked that the trustees try to be more specific in the future.

Correspondence

The Friends of Goodnow replied to a request from the trustees to give examples of how they would like to support the library. They sent a list of past programs that they had run and also a list of library-run programs that they had previously funded.

Jean stated that she appreciated the list of ideas. For programs that the Friends would like to run, she stated that they were welcome to reserve the community room (or other room) as any

non-profit is welcome to do. And if they would like to fund future library programming, then they were welcome to write a check to the Goodnow Library Foundation and specify that they would like the funds to go towards library programs. She stated that if either or both of these things happened, then that would be a great first step forward.

Barbara suggested that Esmé might verify with Town Counsel that the Friends writing a check to the Foundation was a valid suggestion.

Director's Report:

Esmé started off by thanking the trustees for the cookies, fruit, and treats that were delivered a couple of weeks ago.

Annual Report

Barbara offered some grammatical and other suggestions. Natalie asked if there were any further details available about the EV charging station.

Katina motioned and Ingrid seconded to approve the Annual Report with discussed edits. The motion passed unanimously.

Revolving Funds

The library is requesting increases to spending limits to the Library Services Revolving Fund (\$25,000) and the Meeting Room Revolving Fund (\$20,000). These are the spending limits that are voted on at Town Meeting every year.

Natalie asked if we could get the balances in each of these accounts. Esmé will make that request from the Town Finance department.

Barbara motioned and Katina seconded to approve the suggested changes to the Revolving Fund spending limits. The motion passed unanimously.

FY24 Budget

The Interim Town Manager communicated that they plan to change the Teen Librarian grade from a 6 to 7. The request had been to upgrade to a grade 8. No reason was given for not upgrading as requested. The \$2,500 requested was moved from another portion of the library budget.

The request to change the Local History Reference Librarian from part time to full time was denied.

Facilities

Period products have been installed in all of the bathrooms.

With the arrival of the new office manager, the staff took the opportunity to reassign office spaces to better suit activities.

The outdoor book drop is having some issues. The slot cannot be locked. This is a problem because it needs to be locked during heavy weather conditions so that water does not leak into the book drop.

New Programming Policy

A new programming policy has been drafted in order to clarify library programming guidelines.

Two suggestions were made. First, to clarify that this policy is for library run programs, not to be confused with general use of the meeting rooms (There is a separate policy for that). Second, to create the linked forms for program idea submission and program reconsideration.

Esmé will bring back a new draft at a future meeting.

Bulletin Board Policy

Minor changes were suggested to the current bulletin board policy.

Natalie motioned and Barbara seconded to approve the new changes to the bulletin board policy with one discussed edit. The motion passed unanimously.

Early closing for the Goodnow Library Foundation Gala event

Jean motioned and Ingrid seconded to approve closing the library early (2pm for the 2nd floor and 4pm for the first floor) on Friday, May 5, 2023 in order to prepare for the GLF Gala event.

Foundation Report:

The Foundation report was shared.

Old Business:

Esmé shared the Legislative Agenda for libraries in Massachusetts.

New Business:

None.

Adjournment:

At 7:33 pm adjournment.

Documents used during the meeting:

1. Trustees' Agenda 2023-2-7
2. Goodnow Library Trustees Meeting Minutes - Jan 3, 2022
3. Director's Report - 2023-2-7
4. Program Policy
5. Bulletin Board Policy
6. Foundation Report

Next Meeting: Tuesday, March 7, 2023 6:30pm