

Goodnow Library
Board of Trustees

AGENDA

Tuesday, April 4, 2023, 6:30 p.m.
Small Conference Room
21 Concord Road, Sudbury

Call to order/Notice of meeting recording

Attendance

Minutes of the March 7, 2023 meeting

*Public Comment**

Trustees' Report:

- Director's performance review
- Correspondence (if any received)

Director's Report: see attached

- Programming policy (vote)
- Donor plaque request (vote)

Foundation Report: see attached

Old Business:

New business:

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

Adjournment:

Next meeting: Tuesday, May 2, 6:30PM

**The Trustees invite residents of Sudbury to comment on matters related to the library. Please sign in and wait to be recognized by the Chair. State your name, address, and any relevant affiliation. Limit remarks to three minutes. The purpose of public comment is for Trustees to hear perspectives to inform their effective governance of the Goodnow Library. Public comment is not a discussion, debate, or dialogue; therefore, commenters should not expect a response. The public comment period is 15 minutes total.*

Goodnow Library Board of Trustees
Minutes-DRAFT
Tuesday, March 7, 2023, 6:30pm
Recording of the proceeding can be found at sudburytv.org.

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

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

Attendance: All trustees in attendance.

Minutes:

Ingrid motioned and Barbara seconded to approve the meeting minutes for the Feb 7 meeting. The motion passed unanimously.

Trustees' Report:

Winter Update

There was one question about the EV charging stations. Would they be Tesla-type or more generic? Esmé will look into this.

The 2022-2023 Goals and this Winter Update will be posted to the library website in the Trustees section.

Director's Performance Review

Esmé to email evaluation forms to the Trustees. They will complete them by the next meeting.

Correspondence

There was an email sent to all Town Committees with regards to artifacts from the Rail Trail construction. It was agreed that the Trustees didn't have any interest in these and they trust that the Sudbury Historical Society will handle this issue well.

Public Comment at Meetings

Natalie shared a proposal for public comments at our future meetings.

The ensuing discussion resulted in the following proposal:

The Trustees invite residents of Sudbury to comment on matters related to the library. Please sign in and wait to be recognized by the Chair. State your name, address, and any relevant

affiliation. Limit remarks to three minutes. The purpose of public comment is for Trustees to hear perspectives to inform their effective governance of the Goodnow Library. Public comment is not a discussion, debate, or dialogue, therefore commenters should not expect a response. The public comment period is 15 minutes total.

Public comment will be included starting at the April 2023 meeting.

Natalie motioned and Katina seconded to approve public comment as discussed in this meeting. The motion passed unanimously.

Director's Report:

LSTA Grant Letter of Support

Katina and Esmé are working on an LSTA grant. They asked that the Trustees write a letter of support for this grant application.

Katina motioned and Natalie seconded to submit the proposed letter of support. The motion passed unanimously.

Displays Policy

A new policy about book/materials displays was proposed by Esmé.

Jean motioned and Barbara seconded to approve the new book/materials policy as discussed in the meeting. The motion passed unanimously.

Notary Services

The library will start to offer Notary services. This will be a free service to the community.

Notable News

The Children's department has been very responsive to community requests. Chess Clubs stopped happening at the elementary schools during/after Covid, but the demand for them has actually increased. The response to the library's Chess Club was so positive that they are already expanding the program. Lincoln-Sudbury high school students are helping to facilitate the club.

Foundation Report:

The Foundation report was shared.

Old Business:

None.

New Business:

None.

Adjournment:

At 7:29 pm adjournment.

Documents used during the meeting:

1. Trustees' Agenda 2023-3-7
2. Goodnow Library Trustees Meeting Minutes - Feb 7, 2022
3. Director's Report - 2023-3-7
4. LSTA grant letter of support draft
5. Public Comment Proposal
6. Display Policy
7. Notary Services Information
8. Foundation Report

Next Meeting: Tuesday, April 4, 2023 6:30pm

Director's Report April 4, 2023

Overview

Awarded \$15K from the Sudbury Foundation to add adaptive items to the Library of Things, and for creating a Decodables book collection in Children's, as well as enhanced programming.

Attended Library Legislative Day at the State House, where the Legislative Agenda was promoted. I also attended an event hosted by the LWV at the Grange, where I spoke with Rep. Gentile and MA Sen. Eldridge.

Hosted Office Hours for the new town manager in the historic octagon. Both sessions had a high turnout.

First Parish Discovery Committee met for the last time, and I shared library policies and provided insight to committee on hosting public programs.

New Teen Librarian (Laurie) started; spent time training and orienting her.

Received feedback on LSTA grant draft, worked on getting more support letters. Final application is due April 11.

Launched Princh, allowing Apple pay and debit and credit card payment for printouts and copies

Processed lots of passport applications. 116 for March.

Spring Book Sale was fantastic. They set up, held the sale and cleaned the room up in five days. There was a big turnout and they made good money.

Worked on planning of the annual MA library conference; organizing registration to send a number of library staff. It is planned for May 8-9 in Falmouth.

Update on EV charging stations: the contract was signed last week so construction should start this summer. We are waiting on Eversource. In response to the question about whether the chargers will work with Tesla's, the information I got from the Energy Commission is that we don't know if they will work with Tesla, as Tesla uses a proprietary plug system. These chargers will be from a generic system. With respect to the cost to use the stations, the price will be set to sell the power at cost to make it as reasonable as possible to the residents. An estimate based on current pricing is \$3.20 for two hours.

Policies: in addition to the Programming policy I am presenting at the meetings, we have reviewed all existing policies for gendered language. As a result, we have removed "he" or "she" from the following:

1. Collection Development
2. Acceptable Behavior
3. Volunteers

4. Registration
5. Petitions, Nomination Papers and Campaign Activities

Financial Report

We are 75% through the year. We are entering the time when line items are close to being expended, and we will monitor them closely throughout the remainder of the fiscal year.

Personnel updates

Happy to announce Elle Harms as our new Part time Reference Librarian replacing Brenda Castino. Like Brenda, she will work on the Reference desk but also have time to work on Local History. Elle was previously a substitute librarian in our Circulation department.

Coming Up

- April vacation, giant Candyland
- Finish up grant
- SF Nonprofit Coffee
- Earth Day

FY23							
Account Name	Budget	Expensed YTD	Available FY23	% Spent FY	FY22 YTD	% Change FY22 - FY23	
Town Funds							
General Expense	\$ 10,000.00	\$ 9,010.15	\$ 989.85	90%	\$ 2,604.72	246%	
Contracted Services	\$ 52,000.00	\$ 41,440.65	\$ 10,559.35	80%	\$ 8,029.52	416%	
Library Materials	\$ 211,026.00	\$ 163,693.27	\$ 47,332.73	78%	\$ 47,823.61	242%	
Automation	\$ 63,000.00	\$ 60,581.26	\$ 2,418.74	96%	\$ 43,237.07	40%	
Total Expenses	\$ 336,026.00	\$ 274,725.33	\$ 61,300.67	82%	\$ 101,694.92	170%	
Carry Forward	\$ 3,318.44	\$ 2,669.72	\$ 648.72	80%	\$ 12,096.00	-78%	
Salaries	\$ 998,026.00	\$ 676,675.29	\$ 321,350.72	68%	\$ 223,404.33	203%	
Total Town Funds	\$ 1,337,370.44	\$ 954,070.34	\$ 383,300.11	71%	\$ 337,195.25	183%	

75%

Account Name	Budget	Expensed YTD	Available FY23	% Spent FY	Revenue FY23	FY22 YTD	% Change FY22 - FY23
Trust & Miscellaneous Revenue							
Goodnow Funds	\$ 35,000.00	\$ 16,698.39	\$ 18,301.61	0%	\$ 1,217.67	\$ 2,191.75	662%
Bradshaw - Hist	\$ 100.00	\$ 100.00	\$ -	0%	N/A	\$ -	0%
CPA - Hist Reno	\$ 130,172.53	\$ 200.81	\$ 129,971.72	0%	N/A	\$ -	0%
Lopater - Books	\$ 1,091.89	\$ 782.32	\$ 309.57	0%	N/A	\$ 491.33	59%
Raymond	\$ 100.00	\$ 66.13	\$ 33.87	0%	N/A	\$ -	0%
Rhoades - Garden.	\$ 600.00	\$ -	\$ 600.00	0%	N/A	\$ -	0%

State Aid & Revolving Funds							
Library Services Revc	\$ 10,000.00	\$ 6,379.77	\$ 3,620.23	176%	\$ 31,496.99	\$ 783.75	714%
Meeting Room Revo	\$ 10,500.00	\$ -	\$ 10,500.00	0%	\$ 2,900.00	\$ -	0%
State Aid	\$ 30,100.00	\$ 9,004.69	\$ 21,095.31	0%	\$ 23,595.89	\$ 18,087.68	-50%

*State Aid = \$86,766.62 in account at start of fiscal year

Programming

Purpose of the Programming Policy:

The Staff of the Goodnow Library offers programs intended to further the Library's mission. The Library functions as an informational, recreational, and cultural resource for the community. Programs are a means through which the public can share experiences, explore ideas, appreciate special interests, exchange information, connect with each other and with the Goodnow Library. This policy shall be distinguished from use of meeting rooms by outside groups.

Library sponsorship of a program does not necessarily constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy. Library programming will reflect a wide range of diverse perspectives and opinions.

In developing and delivering programs, the Library Staff utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Budget and cost of program
- Space required for program
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to Library's mission
- Staff time

Performers, speakers, community members, etc. may use our [Suggest a Program Form](#) to let the Library know of programs that may be of interest to the community. Priority is placed on community relationships and partnerships. Final decisions on what programs are offered are made by the Library Director.

At any Library sponsored event:

- All programs are free and open to the public
- Programs may be held on site at the Library, off site, or online
 - Decisions related to whether the program is in person, hybrid, or virtual are made by the coordinating staff in collaboration with the performer or speaker.
 - A program may be converted to virtual as needed (weather, speaker issues, etc.). Library Staff will make every effort to let potential participants know about such a change.
- Professional performers are selected by Library Staff
- Program attendance will not exceed the capacity of its space as determined by the fire

code

- Programs may be designed for and limited to a specific audience, age, or grade level
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library Staff supervising the event
- Patrons will respect decisions made by Library Staff with the presenter's input regarding an event's audience, registration, capacity, late arrivals, and allowable walk-ins

Ticketing or Registration

Some events may require tickets or registration due to room or venue capacity, and to allow the presenter to prepare for the number of people attending. Registration begins at least two weeks before the program. All registered attendees will be sent a reminder about the upcoming event at least 48 hours in advance. The Library requests that registered individuals notify the organizers as soon as possible if they are unable to attend in order to allow other people to register. In cases of high demand programs (such as limited seating craft programs), a patron who repeatedly fails to show with no prior notification, they may be blocked from registering for these types of events for up to 3 months.

Waitlists

For high-demand events, the Library may create a waitlist in lieu of allowing walk-ins. The waitlist will be activated as soon as registration is full. Should space become available, every effort will be made to notify waitlisted patrons in time for them to attend the event. If there is still space, walk-ins will be allowed.

Event Promotion

The Library can only promote Library-sponsored programs. The Library Staff is responsible for program graphics which adhere to the Library's branding guide. All external graphics must be approved for use by the supervising staff or Library Director in regards to collaborative programs. If time and space allows, the Library may share community program information.

Event Management

Even in the event of pre-registration, the Library does not guarantee seating once a program has begun. If the event does not have a waitlist, walk-ins may be allowed to fill unclaimed spots. In compliance with the Americans with Disabilities Act (ADA), the Library will ensure seating for anyone needing accommodation. The Library requests at least two weeks of notice for any accommodation such as an interpreter, listening devices, etc. All are welcome and the Library is committed to making reasonable accommodations.

Patrons causing a disruption of an in-person program may be asked to leave by the supervising staff or Library Director. Caregivers are responsible for their children's conduct. Attendees causing a disruption during a virtual program may be muted or removed from the

Zoom.

Program Reconsideration

Only Sudbury residents may request a program reconsideration. Requests must be submitted in writing to the Library Director at least 2 weeks prior to a program. Please fill out the "[Request for Review of Library Program](#)." All reconsideration requests will be reviewed by the Library Director and, if needed, be discussed with the Library Board of Trustees. The Director will inform the requester of their decision at least 2 days prior to the program.

Authors or booksellers may sell books as part of a Library program. Programs sponsored by the Goodnow Library Foundation may include the sale of merchandise as a fundraiser to benefit the Library. Sale of any other products at Library programs is not permitted unless authorized by the Library Director or designee.

Donor Recognition Policy

At the discretion of the Library Trustees, donors to the Goodnow Library may be recognized by the Library's Board of Trustees for their financial contributions or exceptional achievement that benefit the programs, projects, and services.

Naming and Name Recognition

The naming or name recognition of library facilities, rooms, special use areas, specialized collections and endowments is set forth in this policy to ensure that such recognition is consistent with the mission of the Goodnow Library and its reputation as a public entity. The Goodnow Library Board of Trustees shall evaluate proposals for naming and name recognition for those persons, foundations or corporations that have had a positive impact on the library through philanthropic contributions or through exceptional achievement in service to the library and the profession of public librarianship.

Naming rights or name recognition will normally not extend beyond the useful life of the room or area. (Generally, the library trustees will grant naming rights or name recognition for benefactors only when the trustees expect the room or area will exist for at least five years.) Absent an explicit agreement to the contrary, naming rights will remain in place for a period of no longer than twenty-five (25) years. In the event the room or building is significantly altered in a timeframe that is less than 75% of the agreed upon time when the gift was made, the Goodnow Library Board of Trustees will find an appropriate means of acknowledging the underlying philanthropy whenever possible.

If, in the judgment of the Trustees, a person or entity for whom space has been named engages in activities that are in conflict with the library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Goodnow Library, the naming or name recognition of a library facility, room, special use area, or specialized collection, the Trustees shall have the discretion to cease the use of the name.

Definitions

- **Financial Contributions:** For the purposes of this policy, this includes all cash, securities, and "gifts-in-kind" contributions for the benefit of the Goodnow Library. Contributions of securities will be liquidated upon receipt and the donor will be acknowledged for the cash value at the time the securities are sold. Philanthropic gifts may be made to the library through the Goodnow Library Foundation
- **Endowment:** A permanently secured fund, in which the principal remains intact, to which an annualized portion may be distributed for library programs, services, furnishings, or collection development.
- **Room & Special Use Areas:** A Room is a defined area of the library, such as a meeting room, office, or any room that is partitioned from other sections of the building. A Special Use Area is an unenclosed area within the library building that has a distinct and identifiable purpose.
- **Naming:** Refers to titling a facility, room, special use area, specialized collection, or a special purpose endowment. The naming shall be considered either by philanthropy or as an

honorific. The name of the individual, foundation or corporate entity shall preface the title of the room (e.g. Atkinson Wing) and shall be used in signage as well as references to the entity in publicity materials and other library documents. **Name recognition** acknowledges a substantial philanthropic contribution for a facility, room, special use area, or specialized collection with a conspicuously placed plaque.

- **Plaques:** All plaques shall be of standard size, materials, and appearance. Standard inscription shall be: "(Room Name) made possible by a generous contribution from (Donor Name)." The cost of producing and installing plaques shall be funded by the donation. Plaques shall not be affixed to furniture; exceptions may be made for outdoor plaques which may be placed at the trustees' discretion.

Signs (permanent and temporary):

- Occasionally a sign other than a plaque may be an appropriate way to recognize a donor. In that instance, the library trustees will make a determination about the size, appearance and amount required to qualify for a sign on a case-by-case basis. In making their decision, the trustees will take into consideration the requirements for plaques as described in the Donor Recognition Policy. Signage may not be affixed to furniture, except in the case of outdoor signs. No permanent signs are allowed without the approval of the Trustees. Temporary signs require approval of the Library Director.

Recognition of Donor Contributions

All financial contributions shall be acknowledged in writing as soon as possible upon receipt of the contribution. Such correspondence shall include proper tax information. In the case of a memorial or gift contribution, an acknowledgement shall be sent to the honoree or the family of a memorialized person, if applicable.

Unless the donor specifies anonymity, donors may be acknowledged by any of the following means: donor wall, annual reports, newsletter listings, online promotions, and/or special media advertising. Decisions to accept anonymous gifts must be made by the Trustees.

Guidelines for Naming and Name Recognition of Philanthropic Contribution

Endowment Funds

The Goodnow Library Trustees will determine the minimum required for consideration for a named endowment. A named endowment may be requested by the donor or proposed by the library board with permission of the person or corporation to be named. The request shall be evaluated by the library board for approval.

Named Rooms and Special Use Areas

In general, only rooms or designated special use areas shall be named for an individual, family, foundation, or corporation. The amount required for the naming of such a space shall be determined at the time of the project by the Goodnow Library Board of Trustees.

Signage for named spaces shall be prominent and readily identifiable. Lettering shall be scaled appropriately to the aesthetics of the room or area so named. All references to the named area in promotional materials, directional signage, and library documents shall include the name of the individual, family, foundation, or corporation.

Plaque and Sign Recognition

Donors to public, non-public rooms, or areas inappropriate for naming may be recognized by a conspicuously displayed plaque or sign at or near the area.

The cost shall generally be less than a named or titled room and that amount shall be determined at the time of the project by the Goodnow Library Board of Trustees. Name recognition may be the name of an individual, family, foundation or corporation making the contribution.

Plaques or signs shall be of standard size and appearance throughout the library building and on the library grounds. ([See Donor Recognition Guidelines](#))

Guidelines for Honorific Naming

All naming opportunities, except that of naming the library building or the entity known as Goodnow Library, may be afforded to individuals who have given extraordinary service to Goodnow Library, the public library profession, or the Town of Sudbury. The individual must have left the service of the library, either in the capacity of employee, volunteer, supporter, or trustee, for a period of no less than one year unless otherwise excepted by a library board resolution. The library board has final authority for such naming.

Guidelines for Corporate Naming and Name Recognition

Eligibility

Corporations that are compatible with the library's mission and purpose and, in the opinion of the Goodnow Library Board of Trustees, reflect a positive influence on the library and Town of Sudbury may be eligible for naming or name recognition for all naming opportunities, except for the naming of the library building.

Such corporations must have a high ethical standard of business practice, as determined at the sole discretion of the library board.

Corporate Name Recognition

All signage and plaques for corporate name recognition will follow the same standards as signs and plaques for individuals, families, and foundations. Corporate logos will be excluded from such signs and plaques to avoid appearance of commercial influence.

Naming Agreements between Donor and Library Board

All agreements for naming through philanthropic gifts shall be documented in a Memorandum of Agreement (MOA) between the donor and library board. MOAs shall detail the terms of the

agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the library board.

In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the library board may withdraw the naming commitment. The library board shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time, as determined at the sole discretion of the library board, to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor

The Goodnow Library
Memorandum of Agreement (MOA) for Naming Rights
For The
[insert name here] Room

In recognition of the vital role played by the Goodnow Library in the Town of Sudbury, the undersigned intends to establish by a gift of \$[insert amount of gift commitment here], payable over up to [insert number here] years, as a Naming opportunity to be known as

The [insert name here].

It is the donor's wish that the room or area located [insert with room description] be named The [insert].

The Naming Right is subject to the Goodnow Library Donor Recognition Policy, a copy of which the donor hereby acknowledges having received.

The donor acknowledges that the format of the Naming Right is as follows: [insert typeface and type size.]

This Naming Right will remain in place for a minimum of twenty-five (25) years. The Naming Right will not remain in place beyond the useful life of the room. If, as a result of changed conditions in the future, the life of the room does not exceed [insert] years, the Goodnow Library Trustees will determine each time where the Naming Right is to be placed.

The Goodnow Library Board of Trustees and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Goodnow Library

Printed Name of Donor

Acknowledgment by the Chair
of the Goodnow Library
Trustees

Signature of Donor

Date _____

Date _____

The Goodnow Library
Memorandum of Agreement (MOA) for a Plaque
For The
[insert name here] Room

In recognition of the vital role played by the Goodnow Library in the Town of Sudbury, the undersigned intends to establish by a gift of \$[insert amount of gift commitment here], payable over up to [insert number here] years, for a Plaque to read as follows:

The [insert description here].

It is the donor’s wish that the room or area where the Plaque is located is [insert with room description].

The Plaque is subject to the Goodnow Library Donor Recognition Policy, a copy of which the donor hereby acknowledges having received.

The donor acknowledges that the format of the Plaque is as follows: [insert dimensions, material, typeface, type size and any markings such as lines or symbols].

This Plaque will remain in place for a period of no longer than twenty-five (25) years. The Plaque will not remain in place beyond the useful life of the room. If, as a result of changed conditions in the future, the life of the room does not exceed [insert] years, the Goodnow Library Trustees will determine each time where the Plaque is to be placed.

The Goodnow Library Board of Trustees and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Goodnow Library

Printed Name of Donor

Acknowledgment by the Chair
of the Goodnow Library
Trustees

Signature of Donor

Date _____

Date _____