

Goodnow Library
Board of Trustees

AGENDA

Tuesday, May 15, 2023, 6:30 p.m.*
Small Conference Room
21 Concord Road, Sudbury

Call to order/Notice of meeting recording

Attendance

*Public Comment**

Minutes of the April 4, 2023 meeting

Election of officers

Trustees' Report:

- Correspondence (if any received)

Director's Report:

- Revision of July holiday policy (vote)
- Proposal to acquire photographs by Scott Foster (poss. 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, June 6, 6:30PM

**date changed due to Annual Town Meeting*

**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, April 4, 2023, 6:30pm

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

Call to order: Lily called the meeting to order at 6:35pm

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

Attendance: All trustees except Natalie were in attendance. Natalie was expected to arrive at 6:45pm.

Minutes:

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

Public Comment:

Alan Gordon (209 Nobscot Rd) - Thanked the Trustees for their work and for adding the public comment.

Alice Levine (42 Chanticleer Rd, Representing the Friends of the Goodnow) - She wrote a letter to the Trustees and would like it to be included in the minutes of this meeting. Furthermore, she stated that the last correspondence from the Trustees to the Friends was January 2023. She would like a timetable for discussions between the Friends and the Trustees.

Maura Carty (15 Stonebrook Ln) - She is excited about the EV charging stations and suggested that the library consider some guidelines / etiquette for usage of the stations.

Alice Levine (42 Chanticleer Rd, Representing the Friends of the Goodnow) - Asked if there was a timetable for discussions between the Friends and the Trustees. The Trustees reiterated that the Friends could reserve the Community Room in the library if they wished to run a program and could donate funds via the Goodnow Library Foundation if they wished.

Jeff Levine (42 Chanticleer Rd) - He doesn't think anything can be accomplished on the Friends issue without face-to-face discussions.

Note: At 6:45pm Natalie joined the meeting.

Trustees' Report:

Correspondence

There was an email from the Friends of Goodnow. This email enumerated various programs that they would be interested in doing or funding.

- Katina shared that she believes that the needs for funding are at the discretion of the library director. Furthermore, in response to the statement by the Friends that they “would need a means for fundraising such as our Book and Bake Sale,” Katina stated that it’s not within the scope of the trustees to determine what fundraising activities are done and by whom. That should be determined by the organizations who are doing the fundraising.
- Natalie wondered if the Foundation might take part in a discussion about the book sale. To which Esmé shared that the Foundation and Friends have met in the past, so that’s something that the Friends can explore.
- Jean reiterated that she thought it was wonderful that the Friends have listed activities that they wouldn’t mind doing and/or funding. As a next step, it would be nice to see the Friends do any of those things. If they would like to run a program in the Community Room, then they can sign up online or in-person. If they would like to fund any library organized events, then they can donate through the Library Foundation. The doors of the library are wide open and if the Friends would like to contribute, it would be nice to see a first step.
- Some Trustees suggested that we should take things slowly. They reiterated that many efforts were made in the past to work with the Friends to no avail. Several current and past Trustees were past leaders of the Friends organization and it was a difficult decision to sever ties because they all wanted to see things work out, but a decision was made in the best interest of the library.

There was an email from a patron regarding the period products in the restrooms. This question was resolved by an email from the director.

There was an email requesting that supporting materials be shared with the public before meetings. This was already done for this meeting and the director shared the link with this person.

Director’s Performance Review

It was agreed that each trustee’s evaluation would be included as part of the minutes of this meeting. The Trustees each shared any highlight from their evaluation during the meeting.

Some highlights were:

- There is tremendous variety in the work that Esmé does from library services to community events. All of these bring people into the library and establish it as a place to learn and share knowledge.

- It's noteworthy to mention all of the external involvements and leadership roles in state and national library organizations.
- These external involvements bring best practices and new ideas into our library.
- There are so many collaborations with so many organizations. This is not easy and we appreciate that Esmé is here and doing this work.
- Esmé is extremely knowledgeable and the library is a wonderful inclusive environment bringing many different programs and services to the community.
- Esmé brings a positive attitude to new ideas and this results in an environment where new ideas can flourish.

Director's Report:

EV car chargers

A patron offered to donate a Tesla charger. Esmé will reach out to the Energy committee to see if this could be included in the project.

Program Policy

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

Jean motioned and Katina seconded to approve the program policy as discussed in the meeting. The motion passed unanimously.

Donor Plaque Request

In 2020 a sizable donation (on the order of \$25,000) was made in memory of community members who loved the library. Their wish was that the money go towards programming at the library. At the time, Esmé suggested to the donors that they should donate through the Friends of Goodnow.

Unfortunately, the library has not seen any of these funds and the donor is disappointed. However, the library would like to honor the spirit of this donation with a plaque - the exact wording and location of the plaque is to be worked out between the director and the donor.

Katina motioned and Ingrid seconded to approve this request for a plaque. All trustees voted in favor except for Natalie, who abstained.

Foundation Report:

The Foundation report was shared.

Old Business:

None.

New Business:

Because Town Meeting will be May 1 and 2 this year, the Trustees agreed to move the May meeting to Monday, May 15, 2023.

Adjournment:

7:55 pm adjournment.

Documents used during the meeting:

1. Trustees' Agenda 2023-4-4
2. Goodnow Library Trustees Meeting Minutes - March 7, 2023
3. Director's Report - 2023-4-4
4. Public Comment Sign-In Sheet
5. Program Policy Proposal
6. Donor Recognition Policy
7. Foundation Report
8. Director Evaluation Forms
9. Email from Friends of Goodnow dated Feb 2023

Next Meeting: Monday, May 15, 2023 6:30pm

EMPLOYEE NAME: Esme Green POSITION: _____

DEPARTMENT: _____ TIME IN POSITION: _____ yrs. _____ mos.

PRESENT GRADE: _____ STEP: _____ DATE OF LAST INCREASE: _____

RECOMMENDED FOR STEP INCREASE: YES NO

PROPOSED GRADE: _____ STEP: _____ DATE OF PROPOSED INCREASE: _____

APPRAISAL FACTORS

*For each appraisal factor, cite examples of past performance to support your evaluation.
Describe expectations of performance where appropriate.*

-
1. SPECIFIC RESPONSIBILITIES IMPORTANT TO POSITION
Supervisor to itemize. Attach job description.

2. PERFORMANCE IN MEETING PRIOR GOALS

Insert goals from previous year and evaluate performance for each goal.

3. JOB KNOWLEDGE

Knowledge and understanding of the various duties, policies and procedures of the position. Abilities and skills to carry out these duties. Attends training classes when appropriate to enhance, and keep current, skills. General understanding of town operations. **Comment and cite examples:**

Esme has incredible professional knowledge and expertise. She is active in professional organizations, such as the Massachusetts Board of Library Commissioners, where she serves on the State Advisory Council on Libraries, and as the Minuteman Library Network Board of Directors Treasurer. She regularly reviews policies and recommends changes to the Board of Trustees, provides professional training for her staff, and demonstrates an understanding of Town finances and procedures.

4. CUSTOMER SERVICE

Handles needs of the customer quickly, efficiently, enthusiastically and courteously. Customer may include the public, the press, boards/committees, and or Town employees. Understands this is the most important aspect of any public service position. **Comment and cite examples:**

Esme is always available to answer my questions and meet to discuss library-related matters. When asked to provide additional information, she goes out of her way to find the requested documents. She also goes above and beyond to prepare agendas and packets for Goodnow Trustee meetings and in writing annual reports.

5. QUALITY OF WORK

Work is thorough, accurate, neat; gives attention to detail; follows up on items as appropriate; follows established policies and guidelines; strives to satisfy requests for service; has good organization skills.

Comment and cite examples:

Whenever a question arises during a Trustee meeting, Esme always provides an answer, update, or additional information at the next meeting. She collects and posts documents for the Trustee meetings and they are always well-organized.

6. PRODUCTIVITY

Produces expected amount of satisfactory work at a reasonable speed and on schedule. Ability to immediately resume work on one task after being interrupted to perform another. **Comment and cite examples:**

Esme has followed through on multiple initiatives and goals, as noted on the 2022 highlights. Notable initiatives include the free menstrual products recently installed in all the library restrooms, adding notary services to the growing list of services available to the public, working with the Energy Commission to add EV charging stations in the parking lot, participating in antiracism and DEI training, and updating policies on programming, collections development, and displays. This is all in addition to day-to-day work related to personnel challenges and the ongoing COVID-19 pandemic.

She has also worked with me to adopt a land acknowledgment for the website and initiate a grant application to create a special collection on Indigenous history at the Goodnow Library.

At times, I am amazed at how much is on her plate at any one time. Yet, she always finds time to work with me and shift focus easily on initiatives.

7. COMMUNICATION

Presents ideas clearly and concisely in written and oral form, listens attentively, understands and follows directions well, keeps management informed as appropriate. **Comment and cite examples:**

Esme provides comprehensive reports at Trustee meetings that keep us all regularly abreast of what is happening at the library and what she and other staff members are working on.

8. INITIATIVE AND COMMITMENT

Self-starting, seeks solutions to work problems, works with a minimum of supervision, offers assistance without being asked, willing to volunteer extra time and effort, makes recommendations for improvements to operations. **Comment and cite examples:**

Esme is a self-starter and able to tackle her work with minimal input from the Trustees. I have attended many off-hours events and she is usually present, even when it is unnecessary. I have also seen her at off-site community events. She is committed to her work and goes above and beyond what is required.

9. INTERPERSONAL RELATIONS

Ability to interact professionally and amicably with individuals with whom the employee comes into contact in the performance of their assigned duties, including co-workers and the public in general.

Comment and cite examples.

From my interactions with staff, I believe Esme works well with her co-workers and will often bring them for input when needed. My interactions with her have always been pleasant and I have not witnessed any interactions where she was rude or unprofessional.

On more contentious topics, such as the Drag Queen Storytime, she responded to questions from the public professionally but stood firm in her support of the program and her staff's decision-making process.

10. FLEXIBILITY/ADAPTABILITY TO CHANGE

Accepts new assignments and changing responsibilities, adapts constructively to policy or procedure changes, does not allow personal matters to interfere with work performance. **Comment and cite examples:**

Esme is always abreast of changing trends in library best practices and brings many of those trends to the Goodnow Library. Esme has to regularly adapt to changes in board composition and town administrators. From what I can tell, she has adapted to these changes well.

I have never seen evidence of her personal life interfering with her work performance.

11. JUDGMENT/DECISION MAKING

Seeks data, makes logical analyses, presents alternatives, makes sound recommendations, takes action in timely manner, seeks advice from supervisor when appropriate, willing to make effective decisions, ability to evaluate and change work methods to improve operations. **Comment and cite examples:**

She is open to suggestions, yet willing to make tough decisions when necessary.

12. ATTENDANCE/PUNCTUALITY/DEPENDABILITY

Reliable, reports to work every day on time, obtains approval from Supervisor in advance for vacation and other planned absences, does not abuse sick leave. **Comment and cite examples:**

She has never arrived late to any meetings I have attended.

COMPOSITE EVALUATION: Overall appraisal

- Outstanding Performance is exceptional in all areas and is clearly recognizable as being superior.
- Very Good Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- Satisfactory Competent and dependable level of performance. Meets performance standards of the job.
- Needs improvement Improvement needed. Performance is deficient in certain areas.
- Unsatisfactory Results are generally unacceptable and require immediate improvement.

Comments:

Overall, I believe Esme is an outstanding Director and we are lucky to have her.

DEVELOPMENT PLAN:

List specific steps, training programs, or other activities planned to enhance the employee's job and career growth.

Please be specific with regard to cross-training, systems training, management/supervisory coaching, etc.

I would like to see the Trustee be more proactive in their duties. This means not relying so heavily on Esme for board meeting materials. This would both unburden the Director and give the Trustees ownership of their work. For example, the Chair could create the agenda in consultation with the Director and other Trustees, and collect items to share during the "Trustee's Report" portion of the agenda. (Currently, the chair does not do a call for items to include on the agenda.) The Board could also appoint a Trustee to work with Esme to write the Annual Report.

GOALS FOR FOLLOWING YEAR

The following are stated performance goals for the year ahead:

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

EMPLOYEE COMMENTS

Please comment on areas at which you feel you are particularly effective, as well as those areas you feel need improvement. Include general comments regarding this performance review:

What particular part of your job gave you satisfaction?

What particular part of your job gave you frustration?

What goals have you set for yourself? (For example, training courses, education, learning new job functions, etc.)

What career objective would you like to achieve?

Please make any suggestions or recommendations on how your supervisor can assist you during the next review period.

Signatures:

Employee: _____ Evaluator: _____

This evaluation and development plan was reviewed and discussed with me. My signature affirms this fact but does not necessarily represent my agreement with it.

Date: _____

Date: _____

EMPLOYEE NAME: Esme Green POSITION: Library Director

DEPARTMENT: _____ TIME IN POSITION: _____ yrs. _____ mos.

PRESENT GRADE: _____ STEP: _____ DATE OF LAST INCREASE: _____

RECOMMENDED FOR STEP INCREASE: YES NO

PROPOSED GRADE: _____ STEP: _____ DATE OF PROPOSED INCREASE: _____

APPRAISAL FACTORS

*For each appraisal factor, cite examples of past performance to support your evaluation.
Describe expectations of performance where appropriate.*

1. SPECIFIC RESPONSIBILITIES IMPORTANT TO POSITION

Supervisor to itemize. Attach job description.

Participated in a number of several anti-racism workshops, and along with the department heads, developed a DEI statement, which was implemented in all hiring and featured on the new website.

Worked with the Metrowest Reader's Fest and the Wayland Library to host Gish Jen for the MWRF's second annual event.

Works with other town departments to plan and implement collaborative efforts

Co-hosted the first Sudbury Pride event with over 500 attendees. Managed flak over hiring a drag queen to read stories.

Working with the Energy Commission to bring Electric Vehicle Charging Stations to the library.

2. PERFORMANCE IN MEETING PRIOR GOALS

Insert goals from previous year and evaluate performance for each goal.

Met all performance goals for previous year.

3. JOB KNOWLEDGE

Knowledge and understanding of the various duties, policies and procedures of the position. Abilities and skills to carry out these duties. Attends training classes when appropriate to enhance, and keep current, skills. General understanding of town operations. **Comment and cite examples:**

Esme has served in leadership roles locally, regionally, and nationally.

Participated in a number of several anti-racism workshops, and along with the department heads, developed a DEI statement, which was implemented in all hiring and featured on the new website.

4. CUSTOMER SERVICE

Handles needs of the customer quickly, efficiently, enthusiastically and courteously. Customer may include the public, the press, boards/committees, and or Town employees. Understands this is the most important aspect of any public service position. **Comment and cite examples:**

Very responsive to customer needs. Always polite.

5. QUALITY OF WORK

Work is thorough, accurate, neat; gives attention to detail; follows up on items as appropriate; follows established policies and guidelines; strives to satisfy requests for service; has good organization skills.

Comment and cite examples:

Reports are extensive and detailed.

e.g., 2022 Highlights Report.

6. PRODUCTIVITY

Produces expected amount of satisfactory work at a reasonable speed and on schedule. Ability to immediately resume work on one task after being interrupted to perform another. **Comment and cite examples:**

As Board Chair, I met with Esme frequently. She juggles questions and phone calls in a polite manner.

7. COMMUNICATION

Presents ideas clearly and concisely in written and oral form, listens attentively, understands and follows directions well, keeps management informed as appropriate. **Comment and cite examples:**

Monthly Report and Director's Report are comprehensive.

8. INITIATIVE AND COMMITMENT

Self-starting, seeks solutions to work problems, works with a minimum of supervision, offers assistance without being asked, willing to volunteer extra time and effort, makes recommendations for improvements to operations. **Comment and cite examples:**

Took on additional work, such as payroll, invoicing, etc, when Office Supervisor left unexpectedly.

9. INTERPERSONAL RELATIONS

Ability to interact professionally and amicably with individuals with whom the employee comes into contact in the performance of their assigned duties, including co-workers and the public in general.

Comment and cite examples.

Always acts professionally with staff, patrons, and Board.

10. FLEXIBILITY/ADAPTABILITY TO CHANGE

Accepts new assignments and changing responsibilities, adapts constructively to policy or procedure changes, does not allow personal matters to interfere with work performance. **Comment and cite examples:**

Managed through Covid surge early in year.

Installed free menstrual products in library restrooms.

11. JUDGMENT/DECISION MAKING

Seeks data, makes logical analyses, presents alternatives, makes sound recommendations, takes action in timely manner, seeks advice from supervisor when appropriate, willing to make effective decisions, ability to evaluate and change work methods to improve operations. **Comment and cite examples:**

Staff Development Day covered education around pronouns, deescalation training, and other aspects of customer service.

12. ATTENDANCE/PUNCTUALITY/DEPENDABILITY

Reliable, reports to work every day on time, obtains approval from Supervisor in advance for vacation and other planned absences, does not abuse sick leave. **Comment and cite examples:**

Not relevant.

COMPOSITE EVALUATION: Overall appraisal

- Outstanding Performance is exceptional in all areas and is clearly recognizable as being superior.
- Very Good Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- Satisfactory Competent and dependable level of performance. Meets performance standards of the job.
- Needs improvement Improvement needed. Performance is deficient in certain areas.
- Unsatisfactory Results are generally unacceptable and require immediate improvement.

Comments:

Esme Green is a talented and hard working library professional.

The proof of her competence is in the quality of our library. We are fortunate to have someone of her stature, commitment, and energy.

DEVELOPMENT PLAN:

List specific steps, training programs, or other activities planned to enhance the employee's job and career growth.

Please be specific with regard to cross-training, systems training, management/supervisory coaching, etc.

Not relevant.

GOALS FOR FOLLOWING YEAR

The following are stated performance goals for the year ahead:

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

EMPLOYEE COMMENTS

Please comment on areas at which you feel you are particularly effective, as well as those areas you feel need improvement. Include general comments regarding this performance review:

What particular part of your job gave you satisfaction?

What particular part of your job gave you frustration?

What goals have you set for yourself? (For example, training courses, education, learning new job functions, etc.)

What career objective would you like to achieve?

Please make any suggestions or recommendations on how your supervisor can assist you during the next review period.

Signatures:

Employee: _____ Evaluator: _____

This evaluation and development plan was reviewed and discussed with me. My signature affirms this fact but does not necessarily represent my agreement with it.

Date: _____

Date: _____

TOWN EMPLOYEE PERFORMANCE OF EVALUATION AND SUDBURY DEVELOPMENT PLAN

EMPLOYEE NAME: Esme Green

Position: Goodnow Library Director

DEPARTMENT: _____ TIME IN POSITION: _____ yrs. _____ mos.

PRESENT GRADE: _____ STEP: _____ DATE OF LAST INCREASE: _____

RECOMMENDED FOR STEP INCREASE: YES NO PROPOSED GRADE: _____ STEP: _____ DATE OF PROPOSED INCREASE: _____

APPRAISAL FACTORS

For each appraisal factor, cite examples of past performance to support your evaluation.

Describe expectations of performance where appropriate.

1. SPECIFIC RESPONSIBILITIES IMPORTANT TO POSITION

Supervisor to itemize. Attach job description.

Develops and prepares long-range planning for the library facility and the operational growth of the Library.

Plans and oversees the implementation of library services and operations.

Oversees development and implementation of Library Volunteer program.

With division heads, develops, coordinates, and prioritizes annual and long-range goals and objectives for each division and for the department as a whole.

Directs all library personnel.

Oversees collection development.

Prepares the annual library budget for submission to the Library Trustees and Town Manager.

Serves as Goodnow's voting representative on the Membership Committee of the Minuteman Library Network.

Pursues grant funding from state and federal sources.

Manages the physical plant.

Directs the Library's community relations and public relations activities.

Working with the Town Technology Administrator, the Minuteman Library Network staff, and the Goodnow's Assistant Director, oversees the automation and telecommunications systems and services of the Library.
Reports to Library Trustees on a regular basis.

Assists and encourages patrons in using the library resources.

Represents the Library to professional organizations, and local, regional and state agencies.
Attends regional meetings and programs.

Works with other town departments.

Works with other libraries to plan and implement collaborative efforts.

Keeps well informed of professional issues.

Maintains regular attendance and punctuality at the workplace.

Performs similar or related work as required, directed or as situation dictates.

2. PERFORMANCE IN MEETING PRIOR GOALS

Insert goals from previous year and evaluate performance for each goal.

Esme's goals for last year are listed below:

All of the goals were met.

Complete a new strategic plan - The library has a new strategic plan which was adopted by the trustees on October 3, 2022.

Complete a redesign of the library website - The library has a new website, ensuring accessibility and ease of navigation.

Complete the Historic Room renovation - The Historical Room renovation is nearly complete.

Successfully upgrade the teen librarian position to insure it is in line with professional Standards - Esme wanted to upgrade the teen librarian position from a grade 6 to grade 8. An increase to step 8 was not granted in the new library budget, but the position was increased to a grade 7.

Investigate new initiatives, such as providing notary service, cashless payment system for printing, installing 24/7 book lockers, and introducing a bookmobile. - Notary services have been introduced and there is now a cashless payment system for printing and copying.

3. JOB KNOWLEDGE

Knowledge and understanding of the various duties, policies and procedures of the position. Abilities and skills to carry out these duties. Attends training classes when appropriate to enhance, and keep current, skills. General understanding of town operations. **Comment and cite examples:**

Esme is very knowledgeable about all aspects of her job and continues training to remain current. This past year she participated in a number of antiracism workshops, and along with the department heads, developed a DEI statement, which was implemented in all hiring and featured on the new website. For this year's Staff Development Day, Esme and the staff covered further education around pronouns, and de-escalation training.

Esme is also active in several outside library organizations:

- Worked with the Metrowest Reader's Fest and the Wayland Library to host author Gish Jen for the MWRF's second annual event.
- Served on the State Advisory Council on Libraries to award federal funds to state libraries in the form of grants.
- Elected Treasurer to the Minuteman Library Network Board of Directors, who oversee policy, budget preparation and telecommunication infrastructure for the 42 libraries in the network.
- Co-chaired the MA Library Association Conference Committee, whose charge it is to plan and execute the annual statewide conference for librarians, and served as the MA Chapter Councilor of the American Library Association.

4. CUSTOMER SERVICE

Handles needs of the customer quickly, efficiently, enthusiastically and courteously. Customer may include the public, the press, boards/committees, and or Town employees. Understands this is the most important aspect of any public service position. **Comment and cite examples:**

Customer Service is at the heart of library operations. It is so important that in the new Strategic Plan, item 1 is to provide an outstanding public service experience for all visitors. Customer service was also discussed at this year's staff development day. Here are other steps that are outlined in the current strategic plan to improve customer service.

- Offer professional staff training on general customer service by the end of FY23.
- Convene staff to review all public policies with a customer-centric focus (primarily, service, efficiency and effectiveness).
- Work with managers to ensure consistent adherence to new standards and clear consequences.
- Subsequently offer specialized customer service training for specific age

groups/population data points: Children (2024) /Teens (2025)/Seniors (2026).

5. QUALITY OF WORK

Work is thorough, accurate, neat; gives attention to detail; follows up on items as appropriate; follows established policies and guidelines; strives to satisfy requests for service; has good organization skills.

Comment and cite examples:

Esme always comes prepared for trustee meetings with all relevant documents having been sent out several days in advance so that the trustees know exactly what will be discussed and can be prepared.

Esme oversees the budget requests for the library and does an excellent job on submitting the request as well as tracking the budget over the course of the year.

Any programs and events held at the library are always very well planned and executed.

6. PRODUCTIVITY

Produces expected amount of satisfactory work at a reasonable speed and on schedule. Ability to immediately resume work on one task after being interrupted to perform another. **Comment and cite examples:**

This relates to number eight below initiative and commitment. The library has numerous programs on a weekly basis for children and adults. There are also special programs at the library on a regular basis.

7. COMMUNICATION

Presents ideas clearly and concisely in written and oral form, listens attentively, understands and follows directions well, keeps management informed as appropriate. **Comment and cite examples:**

Esme has very good communication skills both orally and written. Every year Esme writes the annual report of the library as well as things as grants, and memos.

8. INITIATIVE AND COMMITMENT

Self-starting, seeks solutions to work problems, works with a minimum of supervision, offers assistance without being asked, willing to volunteer extra time and effort, makes recommendations for improvements to operations. **Comment and cite examples:**

Esme is the epitome of initiative and commitment. Under her leadership the Goodnow Library has become the envy of many surrounding towns and other library directors contact Esme for information on programs being offered at the Goodnow. Here are a few of the new initiatives this past year.

- Worked with the Energy Commission to bring electric vehicle charging stations to the library
- Installed free menstrual products in the library restrooms
- Introduced notary service to patrons, and cashless printing and copying options
- Co-hosted the first Sudbury pride event with over 500 attendees.

This is in addition to initiatives that were started in previous years and have continued. This includes things like Truck Day, and the Doing Good Fair. This is in addition to the many programs offered on a weekly basis for all age groups.

9. INTERPERSONAL RELATIONS

Ability to interact professionally and amicably with individuals with whom the employee comes into contact in the performance of their assigned duties, including co-workers and the public in general.

Comment and cite examples.

Esme interacts with many individuals including the Trustees, patrons, members of the Foundation staff, staff of the Goodnow Library and other town employees. I have contact with her as my role as a trustee and Esme is always professional and friendly when I see her. Esme has very good interpersonal skills.

Esme has been elected to several leadership positions on outside groups that she is involved with.

- Elected Treasurer to the Minuteman Library Network Board of Directors, who oversee policy, budget preparation and telecommunication infrastructure for the 42 libraries in the network.
- Co-chaired the MA Library Association Conference Committee, whose charge it is to plan and execute the annual statewide conference for librarians, and served as the MA Chapter Councilor of the American Library Association.

10. FLEXIBILITY/ADAPTABILITY TO CHANGE

Accepts new assignments and changing responsibilities, adapts constructively to policy or procedure changes, does not allow personal matters to interfere with work performance. **Comment and cite examples:**

Esme is extremely flexible and makes changes when necessary. The library made many changes during covid. This past year was challenging when the omicron variant hit and there were changes in mask mandates. Esme also managed many personnel challenges, including retirements, resignations and recruitment. Esme and some of the department heads had to take on additional work such as payroll, invoicing and HR paperwork when the Office Supervisor position was vacant. Esme keeps the library running smoothly even when conditions are difficult.

11. JUDGMENT/DECISION MAKING

Seeks data, makes logical analyses, presents alternatives, makes sound recommendations, takes action in a timely manner, seeks advice from supervisor when appropriate, willing to make effective decisions, ability to evaluate and change work methods to improve operations. **Comment and cite examples:**

Esme makes effective decisions and seeks input when necessary. At the monthly trustee meetings, Esme regularly brings items for the trustees to vote on. She brings all of the information needed to make a decision and makes sound recommendations to the trustees. She is also very open to listening to alternate points of view on a subject. This past year quite a few policies were updated including the Request for Reconsideration policy that was strengthened to protect the library from book challenges from outside groups. Esme also developed a program policy to address challenges to library programs.

12. ATTENDANCE/PUNCTUALITY/DEPENDABILITY

Reliable, reports to work every day on time, obtains approval from Supervisor in advance for vacation and other planned absences, does not abuse sick leave. **Comment and cite examples:**

I have never known Esme to be late for a meeting .

Esme often attends library events outside of normal work hours. This includes trustee meetings, Foundation meetings, the yearly Foundation gala, the Sudbury pride event, the Doing Good Fair, and this spring, Earth Day. I am sure that there are many more.

Outstanding Performance_____ **COMPOSITE EVALUATION:** Overall appraisal

Outstanding Performance is exceptional in all areas and is clearly recognizable as being superior.

Very Good Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

Satisfactory Competent and dependable level of performance. Meets performance standards of the job.

Needs improvement Improvement needed. Performance is deficient in certain areas.

Unsatisfactory Results are generally unacceptable and require immediate improvement.

Comments: Esme Green is an outstanding library director who has transformed the Goodnow into a dynamic community hub that has offerings for all age groups and interests. Outstanding performance is stated as being exceptional in all areas and I feel that Esme is just that.

DEVELOPMENT PLAN:

List specific steps, training programs, or other activities planned to enhance the employee's job and career growth.

Please be specific with regard to cross-training, systems training, management/supervisory coaching, etc.

The following are stated performance goals for the year ahead:

Goal 1: Finish the Community Room Kitchen renovation.

Goal 2: Finish the Historical Room project

Goal 3: Work with the Foundation to build the endowment and

plan for the next major project like a bookmobile, 24/7 book

lockers.

Goal 4: Advocate for increased staffing.

Goal 5: Implement Goals from Strategic Plan.

Goal 6: Implement grants from Sudbury Foundation and MBLC.

Goal 7: Establish certification as a Climate Resiliency Hub,

Level 2

7

EMPLOYEE COMMENTS

Please comment on areas at which you feel you are particularly effective, as well as those areas you feel need improvement. Include general comments regarding this performance review:

What particular part of your job gave you satisfaction?

What particular part of your job gave you frustration?

What goals have you set for yourself? (For example, training courses, education, learning new job functions, etc.)

What career objective would you like to achieve?

Please make any suggestions or recommendations on how your supervisor can assist you during the next review period.

Signatures:

Employee: _____ Evaluator: _____

This evaluation and development plan was reviewed and discussed with me. My signature affirms this fact but does not necessarily represent my agreement with it.

Date: _____ Date: _____

**TOWN
OF
SUDBURY**

**EMPLOYEE PERFORMANCE
EVALUATION AND
DEVELOPMENT PLAN**

EMPLOYEE NAME: Esmé Green POSITION: Library Director

DEPARTMENT: _____ TIME IN POSITION: _____ yrs. _____ mos.

PRESENT GRADE: _____ STEP: _____ DATE OF LAST INCREASE: _____

RECOMMENDED FOR STEP INCREASE: YES NO

PROPOSED GRADE: _____ STEP: _____ DATE OF PROPOSED INCREASE: _____

APPRAISAL FACTORS

*For each appraisal factor, cite examples of past performance to support your evaluation.
Describe expectations of performance where appropriate.*

1. SPECIFIC RESPONSIBILITIES IMPORTANT TO POSITION

Supervisor to itemize. Attach job description.

Works with other town departments to plan and implement collaborative efforts

- Hosted a number of community events, including Climate Prep Week, Disability Awareness, the Doing Good Fair, and this spring, Earth Day
- Working with the Energy Commission to bring Electric Vehicle Charging Stations to the library
- Participated a Discovery Study being undertaken by First Parish Church to re-imagine their role as a community partner and plan for the future

Represents the library to professional organizations and regional and state agencies.

- Elected Treasurer to the Minuteman Library Network Board of Directors, who oversee policy, budget preparation and telecommunication infrastructure for the 42 libraries in the network.
- Co-chaired the MA Library Association Conference Committee, whose charge it is to plan and execute the annual statewide conference for librarians, and served as the MA Chapter Councilor of the American Library Association.
- Served on the State Advisory Council on Libraries to award Federal funds to state libraries in the form of grants.

Works with other libraries to plan and implement collaborate efforts

- Worked with the Metrowest Reader's Fest and the Wayland Library to host Gish Jen for the MWRF's second annual event
-

2. PERFORMANCE IN MEETING PRIOR GOALS

Insert goals from previous year and evaluate performance for each goal.

Completed a new strategic plan - With stakeholders, developed a timeline for gathering inputs and create a new 5 year strategic plan.

Completed a redesign of the library website - The new website is accessible and easier to navigate.

Completed the Historic Room renovation

Advocated to upgrade the Teen Librarian position to insure it is in line with professional standards

Investigated new initiatives, such as providing notary service, cashless payment system for printing, installing 24/7 book lockers, an introducing a bookmobile.

3. JOB KNOWLEDGE

Knowledge and understanding of the various duties, policies and procedures of the position. Abilities and skills to carry out these duties. Attends training classes when appropriate to enhance, and keep current, skills. General understanding of town operations. **Comment and cite examples:**

Keeps well informed on professional issues, practices, trends.

- Went fine free in January
- Installed free menstrual products in the library restrooms
- Participated in a number of several antiracism workshops, and along with the department heads, developed a DEI statement, which was implemented in all hiring and featured on the new website.

4. CUSTOMER SERVICE

Handles needs of the customer quickly, efficiently, enthusiastically and courteously. Customer may include the public, the press, boards/committees, and or Town employees. Understands this is the most important aspect of any public service position. **Comment and cite examples:**

For this year's Staff Development Day the staff received further education around pronouns, de-escalation training and other aspects of customer service.

5. QUALITY OF WORK

Work is thorough, accurate, neat; gives attention to detail; follows up on items as appropriate; follows established policies and guidelines; strives to satisfy requests for service; has good organization skills.

Comment and cite examples:

Manages the physical plant

- Continued working on plans to renovate the historical room; the room was painted, the furniture was ordered and installed, and the Wi-Fi connectivity was upgraded.
- The Walling Map was restored restored.
- The Historic Collections Committee (GLF, community members and staff) created the Hudson Gallery

6. PRODUCTIVITY

Produces expected amount of satisfactory work at a reasonable speed and on schedule. Ability to immediately resume work on one task after being interrupted to perform another. **Comment and cite examples:**

Esmé is constantly interrupted, by staff, patrons, visitors, and volunteers. She graciously helps however she can and manages to work through the interruptions successfully.

7. COMMUNICATION

Presents ideas clearly and concisely in written and oral form, listens attentively, understands and follows directions well, keeps management informed as appropriate. **Comment and cite examples:**

Reports to the Trustees regularly (monthly)

- Updated policies to meeting rooms, programming, collection development, displays
- Prepared agendas and supporting materials
- Budget preparation, monitoring; financial and statistical reports to the town and state.

8. INITIATIVE AND COMMITMENT

Self-starting, seeks solutions to work problems, works with a minimum of supervision, offers assistance without being asked, willing to volunteer extra time and effort, makes recommendations for improvements to operations. **Comment and cite examples:**

Enhance and create new services and collections

- Worked with staff and volunteers to submit two grants.
 - o Sudbury Foundation - Adaptive equipment to add to the Library of Things, Decodable book collection, programming enhancements.
 - o LSTA grant from the Board of Library Commissioners to find primary sources from the Indigenous people who were in Sudbury when the Colonial settlers came, and create an archive in the library with materials collected.
- Introduced notary service to patrons, and cashless printing and copying options

9. INTERPERSONAL RELATIONS

Ability to interact professionally and amicably with individuals with whom the employee comes into contact in the performance of their assigned duties, including co-workers and the public in general. **Comment and cite examples.**

For this year's Staff Development Day the new strategic plan, staff policies, human resources policies, and burnout/self-care were reviewed.

10. FLEXIBILITY/ADAPTABILITY TO CHANGE

Accepts new assignments and changing responsibilities, adapts constructively to policy or procedure changes, does not allow personal matters to interfere with work performance. **Comment and cite examples:**

- Managed lots of personnel challenges, including retirements, resignations and recruitment. Once again the director and department heads had to take on additional work such as payroll, invoicing and HR paperwork when the Office Supervisor position was vacant
- Managed through the omicron surge early in the year and the various iterations of mask requirements

11. JUDGMENT/DECISION MAKING

Seeks data, makes logical analyses, presents alternatives, makes sound recommendations, takes action in timely manner, seeks advice from supervisor when appropriate, willing to make effective decisions, ability to evaluate and change work methods to improve operations. **Comment and cite examples:**

Directs community relations and public relations

- Co-hosted the first Sudbury Pride event with over 500 attendees. Managed community concerns over hiring a drag queen to read stories

12. ATTENDANCE/PUNCTUALITY/DEPENDABILITY

Reliable, reports to work every day on time, obtains approval from Supervisor in advance for vacation and other planned absences, does not abuse sick leave. **Comment and cite examples:**

When correspondence is received from the community, Esmé responds with a patient demeanor and in a timely manner.

COMPOSITE EVALUATION: Overall appraisal

- Outstanding Performance is exceptional in all areas and is clearly recognizable as being superior.
- Very Good Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- Satisfactory Competent and dependable level of performance. Meets performance standards of the job.
- Needs improvement Improvement needed. Performance is deficient in certain areas.
- Unsatisfactory Results are generally unacceptable and require immediate improvement.

Comments:

DEVELOPMENT PLAN:

List specific steps, training programs, or other activities planned to enhance the employee's job and career growth.

Please be specific with regard to cross-training, systems training, management/supervisory coaching, etc.

GOALS FOR FOLLOWING YEAR

The following are stated performance goals for the year ahead:

Goal 1:

- Advocate for increased staffing

Goal 2:

- Implement Goals from Strategic Plan

Goal 3:

- Implement grants from Sudbury Foundation and MBLC

Goal 4:

- Advocate for the Community Room Kitchen renovation
- Finish the Historical Room project

Goal 5:

- Advocate for certification as a Climate Resiliency Hub, Level 2

EMPLOYEE COMMENTS

Please comment on areas at which you feel you are particularly effective, as well as those areas you feel need improvement. Include general comments regarding this performance review:

What particular part of your job gave you satisfaction?

What particular part of your job gave you frustration?

What goals have you set for yourself? (For example, training courses, education, learning new job functions, etc.)

What career objective would you like to achieve?

Please make any suggestions or recommendations on how your supervisor can assist you during the next review period.

Signatures:

Employee: _____ Evaluator: _____

This evaluation and development plan was reviewed and discussed with me. My signature affirms this fact but does not necessarily represent my agreement with it.

Date: _____

Date: _____

Employee Performance Evaluation and Development Plan
Esme Green, Goodnow Library Director (April 2023)

1. Specific Responsibilities—See job description
2. Performance n Meeting Prior Goals—Completed all but one 2022 goals which included complete new strategic plan, complete redesign of library website, successfully upgrading Teen Librarian position to insure is in line with professional standards Investigated new initiatives including providing notary service, cashless payment system for printing, installation of 24/7 book lockers and introduced a bookmobile. Unable to complete Historic Room renovation due to unavailability of some materials.
3. Job Knowledge--Impressed with variety of work Esme handles thoughtfully, creatively, and dependably
 - a. Developed new strategic plan, renovate Historical Room, hosted community events, managed personnel changes, up-dated some policy statements
 - b. Served on State Advisory Council on libraries to award Federal funds to state libraries in form of grants, Co-chaired MA Library Association Conference Committee, elected Treasure to Minuteman Library Network Board of Directors.
4. Customer Service--Offered notary and passport services, library now fine free, hosting community events including Climate Prep Work, Disability Awareness, Earth Day, omicron surge in early and installed free menstrual products in library restrooms, working with Energy Commission to bring Electric Vehicle Charging Stations to library, bring special events to library such as Truck Day, Summer Reading and Volunteer Appreciation Luncheon.
5. Quality of Work--Continued to support renovations in the Historical Room, attention to detail for example the updating of the Wi-Fi system and restoration of exhibits.
6. Productivity--Regularly handles work interruptions from staff and Sudbury residents , phone queries, computer questions, and manages personnel changes.
7. Communication—Presents ideas clearly at meetings with library trustees, gives monthly reports to library trustees, prepares and/or oversees budget, financial and statistical reports to town and state.
8. Initiative and Commitment—With so many changes in libraries today Esme worked to create a multi-year strategic plan and new website. Also, wrote letter to Select Board about the need to increase salary of Teen Librarians, held Staff Development Day around a variety of topics, and worked with staff and volunteers to submit two grants. First was for adaptive

equipment to add to Library of Things and second was to find primary sources about the Indigenous people in Sudbury when Colonial settlers came.

9. Interpersonal Relations—Esme has ability to listen to both staff and public and respond appropriately. For example, she manages staff and operations through Omicron surge. Number of elected offices she holds associated with libraries state –wide and nationally is a tribute to her flexibility in dealing with a variety of people and subjects.

10. Flexibility/adaptability to Change—Takes on other responsibilities such as hosting community events like Climate Prep Week, Disability Awareness, Truck Day, Sudbury Pride which hired a drag queen to read stories, and works with other libraries to host events.

11. Judgment/Decision Making--Revised policy statements, managed personnel changes/ challenges including retirements, resignations and recruitment. Will take on additional work when personnel changes require it.

12. Attendance/Punctuality/Dependability--Work ethic supports reliability, future planning necessary for job, and planned absences when some professional commitments require.

Goodnow Library/Evaluation Esme-2022

Director's Report

May 15, 2023

Overview

I just attended the annual MA library conference. We were able to also take a number of the staff, including the Assistant Director, the Head of Technical Services, Children's, Teen and Reference, as well as several Reference staff. I will include highlights from their reports next month.

Highlights for me were:

- Jonathan Friedman Director, Free Expression and Education Programs, PEN America, "*The Evolving Movement to Ban Books and Censor Education*" (hint, it's bad)
- Tommi Laitio, Bloomberg Public Innovation Fellow, Bloomberg Center for Public Innovation at Johns Hopkins, "*Learning Grounds for Conviviality*" (wonderful research on libraries as public spaces and democracy-builders)
- American Library President, Lessa Kanani'opua Pelayo-Lozada, who gave an update on the work of ALA, the increased number of reported book challenges, and resources ALA offers in support
- Ruth Balsler, State Representative from Newton, and Steve Potash, CEO of Overdrive, discussed the state of pricing and availability of ebooks in libraries
- Our own Karen Tobin, Assistant Director, co-presented "*Becoming a Dementia-Friendly Community: The Critical Role of Libraries*" to a standing room only audience
- And much, much more

Earth Day: by all accounts a great success. A number of information tables from town committees and commissions, food vendors, and library programs were available for an estimated 300-500 attendees.

Candyland: this was also a lot of fun, with about 150 attendees

GLF Spring Fundraiser: again, lots of fun. So great to see everyone back in the library again. The gala committee did an incredible job of decorating the library, supervising the teen clean up, and the town manager, several selectboard members and trustees came as well.

Policies: [see attached]

- Holidays – 4th of July: we have usually included a Saturday in addition to the fourth, and I would like to revise this. More to come at the meeting.

Financial Report [see attached for detail]

- Town meeting: the library budget and revolving fund spending limits passed without issue. I will start putting together the budgets for books and materials as well as the other spending buckets.

- Second state aid award received. See attached.
- FY23 is winding down. We are working hard to expend all the budget lines.
- Possible carry-forward plans: if there is any remaining money in the salary line, I plan to carry forward some funds to either buy some new computers or partially pay for the new A/V system in the Community Room.

Personnel updates

- We have filled the vacancy in Circulation left when Laurie Ensley took the Teen Librarian position and hired a number of new substitutes for Circulation, Reference and Children's.

Coming Up

- 5/23 Volunteer Appreciation Luncheon
- 6/11 Pride Day
- 6/22 Summer Reading kickoff
- 8/10 End of Summer Reading

88%

FY23							
Account Name	Budget	Expensed YTD	Available FY23	% Spent FY	FY22 YTD	% Change FY22 - FY23	
Town Funds							
General Expense	\$ 10,000.00	\$ 9,488.89	\$ 511.11	95%	\$ 2,604.72	264%	
Contracted Services	\$ 52,000.00	\$ 45,840.65	\$ 6,159.35	88%	\$ 8,029.52	471%	
Library Materials	\$ 211,026.00	\$ 197,144.81	\$ 13,881.19	93%	\$ 47,823.61	312%	
Automation	\$ 63,000.00	\$ 60,932.83	\$ 2,067.17	97%	\$ 43,237.07	41%	
Total Expenses	\$ 336,026.00	\$ 313,407.18	\$ 22,618.82	93%	\$ 101,694.92	208%	
Carry Forward	\$ 3,318.44	\$ 2,669.72	\$ 648.72	80%	\$ 12,096.00	-78%	
Salaries	\$ 998,026.00	\$ 790,437.84	\$ 207,588.17	79%	\$ 223,404.33	254%	
Total Town Funds	\$ 1,337,370.44	#####	\$ 230,855.71	83%	\$ 337,195.25	228%	

Account Name	Budget	Expensed YTD	Available FY23	% Spent FY	Revenue FY23	FY22 YTD	% Change FY22 - FY23
Trust & Miscellaneous Revenue							
Goodnow Funds	\$ 35,000.00	\$ 24,497.47	\$ 10,502.53	70%	\$ 1,217.67	\$ 2,191.75	1018%
Bradshaw - Hist	\$ 100.00	\$ 100.00	\$ -	100%	N/A	\$ -	0%
CPA - Hist Reno	\$ 130,172.53	\$ 200.81	\$ 129,971.72	0%	N/A	\$ -	0%
Lopater - Books	\$ 1,091.89	\$ 1,091.89	\$ -	100%	N/A	\$ 491.33	122%
Raymond	\$ 100.00	\$ 100.00	\$ -	100%	N/A	\$ -	0%
Rhoades - Garden.	\$ 600.00	\$ -	\$ 600.00	0%	N/A	\$ -	0%

State Aid & Revolving Funds							
Library Services Revc	\$ 10,000.00	\$ 14,115.16	\$ (4,115.16)	-343%	\$ 31,496.99	\$ 783.75	1701%
Meeting Room Revo	\$ 10,500.00	\$ 932.50	\$ 9,567.50	9%	\$ 2,900.00	\$ -	0%
State Aid	\$ 53,763.62	\$ 27,954.22	\$ 25,809.40	0%	\$ 23,595.89	\$ 18,087.68	55%

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

From: pubdir-announce-request@mbic.state.ma.us on behalf of [Quinn, MaryRose \(BLC\)](#)
To: pubdir-announce@mbic.state.ma.us; stateaid@mbic.state.ma.us; trustees-announce@mbic.state.ma.us; [Laura Bovee](#)
Cc: [Quinn, MaryRose \(BLC\)](#)
Subject: [pubdir-announce] State Aid awards second/final payments
Date: Tuesday, April 18, 2023 1:20:19 PM

Hello All,

The second half of your State Aid Awards have been sent out (transferred electronically) to your municipalities. The award lists are posted on our website at <https://mbic.state.ma.us/programs-and-support/state-aid-and-aris/awards.php> and included below. One list combines your first and second payments to provide you with an annual award total and the second includes only the second half sub-total. I have also included the November – February lists with the initial payments. Your library will be included on the initial list in the month you were certified. Each list identifies the amounts for Library Incentive Grant (LIG), Municipal Equalization Grant (MEG) and the Non-Resident Circulation (NRC).

Legend:

LIG	Library Incentive Grant	award based on population
MEG	Municipal Equalization Grant	award based on population & EQV (equalized value)
NRC	Non-Resident Circulation	award based on the number of transactions to non-residents

Please inform your Trustee Boards and municipal officials regarding the second payment fund transfer*. This email is your official notice of the award payment. We no longer send award letters to the library, the trustees, or the municipalities. PLEASE PRINT A COPY OF THE LISTS FOR YOUR RECORDS.

Budget Language:

...funds shall be distributed under the guidelines of the municipal equalization grant program, the library incentive grant program and the nonresident circulation offset program; and provided further, that notwithstanding any general or special law to the contrary, *any payment made under this item shall be deposited with the treasurer of the city or town and held in a separate account and shall be expended by the public library of that city or town without appropriation.

FY 2023 Awards and Certification Status

- ****Please be sure to keep a copy of the applicable list for your own records.**

[Awards - Total Award - Initial and Second Payment Combined - April 2023 \(PDF\)](#)

[Awards - Second and Final Payment - April 2023 \(PDF\)](#)

[Awards - Initial Payment - February 2023 \(PDF\)](#)

[Awards - Initial Payment - January 2023 \(PDF\)](#)

[Awards - Initial Payment - December 2022 \(PDF\)](#)

[Awards - Initial Payment - November 2022 \(PDF\)](#)

- [Municipal Appropriation Requirement Waiver Recipients](#)
Updated after each Board meeting at which municipalities receive waivers.
- [Communities Not Certified](#)
Updated, when ineligible municipalities lose certification due to non-compliance with the Minimum

Requirements of Free Public Library Service. Updated again after the Board denies waivers of the Municipal Appropriation Requirement.

For information about past State Aid awards to your municipality from 2007 to 2022, please follow the link below:

- [Find awards from FY2007 to FY2022](#)

Mary Rose

Mary Rose Quinn

Head of State Programs /Government Liaison
Massachusetts Board of Library Commissioners
90 Canal Street, Suite 500
Boston, MA 02114-2018

maryrose.quinn@mass.gov

857-488-7155 (cell)

617-725-1860 x220 (office)

1-800-952-7403 x220 (in state)

mass.gov/mblc

This is what the policy says now.

Independence Day:

If Independence Day falls on:

Monday:	Closed Saturday, Sunday and Monday
Tuesday:	Closed Saturday, Sunday and Tuesday
Wednesday:	Closed Wednesday, Saturday and Sunday
Thursday:	Closed Thursday, Saturday and Sunday
Friday:	Closed Friday, Saturday and Sunday
Saturday	Closed Friday, Saturday and Sunday

Broader interpretation: gives staff a long weekend when it makes sense.

Independence Day:

The Library will be closed on July 4, in observance of Independence Day. In addition, if the holiday falls on:

Monday:	Closed Saturday and Monday
Friday:	Closed Friday and Saturday
Saturday	Closed Friday and Saturday
Sunday	Closed Saturday and Monday

The library is closed on all Sundays in the summer.

Stricter interpretation:

Eliminate this section completely and only close on the legal holiday.

From: [Scott Foster](#)
To: [Green, Esme](#)
Cc: [Scott Foster](#)
Subject: Ways of My Ancestors - We Are Still Here Photography Series
Date: Friday, April 7, 2023 4:50:02 PM
Attachments: [About The Photographer - Scott Foster - V3 P&F - 04-06-23.pdf](#)

Ms. Green,

It was a pleasure speaking with you this afternoon. Thank you for getting back to me so quickly as a result of my visit to the Goodnow library this morning.

As a follow up to our conversation, I'd like to thank the Goodnow Library for giving the Gateway Camera Club, of which I'm a member, the opportunity to display our prized work in its conference room and common area during the months of February and March. We received great exposure and a lot of positive feedback from the staff and visitors. On behalf of the club, we appreciate it and the library.

The three images I submitted from my *Ways of My Ancestors - We Are Still Here* photography series were some of those images. I humbly think the images I selected for this exhibit really complemented the common area's decor. The pride I felt having this opportunity to display my work of these beautiful Nipmuc People was meaningful to me knowing that this region is the Nipmuc Peoples' ancestral homeland. I would love to see them as part of Goodnow Library's permanent collection.

As promised, please find attached a copy of a short bio and the inspiration behind my *Ways of My Ancestors - We Are Still Here* photography series. I've included a video link below that highlights my travels throughout the New England Region as I photographed the resilient, proud and beautiful Indigenous Peoples for this series.

<https://scottfosterphotography.com/video-collection>

Also, as I mentioned, please visit my website to view my short video, *A Father's Message Captured through the Hands of Others*. This video will give you the story behind the inspiration of my black background photography style. If you have children, siblings, nieces and/or nephews, I think you'll enjoy it and its message...smile I've included the link below.

In the interim, if you have any questions or would like additional information about me or my work, please visit my website or contact me at the number referenced below. Aquene! (Peace!)

Capture the Moment...Share the Experience,

Scott Strong Hawk
Scott Foster Photography
C: (508) 904-9444
E: sfosterphotography34@gmail.com
W: scottfosterphotography.com
IG: @scottfoster.photography



GLF Report
May 2023

1. **Fabulous Fifteen! annual fundraiser on May 5**

- Sold out! It was exciting to have 250+ people back in the library to gather and celebrate the GLF's 15th anniversary.

2. **Endowment**

- The Endowment Committee meets on 5/22 and is finalizing the Case Statement and working on strategies for next steps

3. **Author Series**

- Successful visit by **Jarrett Krosoczka** on Wednesday, May 10 at 2pm
- **Tuesday, May 23, 7pm: Author visit and book launch for Sami Greenfield's *Bury Me In My Bathing Suit*.** Gathering the courage to write a eulogy, or a wedding, bar mitzvah, graduation, or birthday toast can be challenging. Making your audience laugh through their tears is typically the goal. Sami Greenfield's stories on grief, love, infertility, fear, and gratitude are meant to inspire readers to share their own bursts of joy when they raise a glass. In *Bury Me in My Bathing Suit*, Greenfield speaks to readers in a funny, deeply personal, and relatable manner, inspiring conversations about difficult subjects.
- **Wednesday, June 21, 7pm: A multimedia event and author visit with Jean Duffy, author of *Soccer Grannies*, and Beka Ntsanwisi, founder of the South African Soccer Grannies team.** *Soccer Grannies: The South African Women Who Inspire the World* tells the story of a team of 40- to 80-year-old women in rural South Africa who defy social convention to play soccer for the companionship and health benefits it provides. Their strength and resiliency help them face life's challenges with dignity, humor, and hope. They teach the rest of us that age, gender, and expectations cannot define an athlete. Jean, a soccer player herself, will recount how their shared love of soccer brought the two teams together on both sides of the Atlantic. Beka will share why she formed the team, the struggles she faces, and her dreams for the future. The event also includes a screening of a short documentary about the Soccer Grannies team.