

Goodnow Library
Board of Trustees

AGENDA

Tuesday, September 5, 2023, 6:30 p.m.
Small Conference Room
21 Concord Road, Sudbury

Call to order/Notice of meeting recording

Land Acknowledgement

Attendance

Public Comment*

Board Photo

Written reports

1. Approve minutes of the June 6, 2023 meeting
2. Director's report
3. Foundation report

Correspondence

1. 6/19/23, L. Simon, *Document read at Library Trustees meeting of June 6, 2023*

Discussion items

- Public comment guidelines from MIIA (see packet)
- Library Finances 101 review
 - Explanation of Financial Report
 - FY24 budget
 - Trusts
 - Revolving Funds
- Planning for FY25 budget
- First Amendment "audits"
- New policy: Use of Photography in the library (no vote)

Updates

- Trustee Spotlight

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

Adjournment

Next meeting: Tuesday, October 3, 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

Monday, June 6, 2023, 6:30pm

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

Call to order: Katina called the meeting to order at 6:28pm

Attendance: All trustees were in attendance except for Lily Gordon.

Katina gave notice of the meeting being recorded and read the policy for Public Comment.

Public Comment:

Joyce Kamsler (20 Center St, Former employee in the Children's Department) - Joyce expressed her disappointment that Natalie was not chosen as Chair in the previous Trustees meeting.

Board Photo:

The Trustees decided to postpone the photo until Lily was available.

Written Reports:

Minutes

Ingrid motioned and Lissa seconded approval of the May 2, 2023 minutes. The minutes were unanimously approved.

Director's Report

Past Events - Volunteer Luncheon and L-S Senior Service Day were both wonderful events.

Upcoming Events - Pride Day and Teen Study Week are coming up in June.

Foundation Report

Sarah Liberman introduced herself as the new Director of the Goodnow Library Foundation.

Correspondence:

Len Simon email of 5/31/2023 - Katina addressed some questions that were asked in the email.

Updates:

Community Room Kitchen - After some delays, Facilities said that this is in progress.

EV Charging Stations - Part of this project was hoped to be funded via a government grant. Unfortunately, this grant has fallen through. The project is about ~\$25,000 short now. There is a hope that this could be funded by the Solar Energy Revolving Fund (current balance is over \$1 Million dollars.) If this does not get resolved soon, then perhaps the Trustees will consider writing a letter to the Facilities Department and Solar Energy Committee in regards to funding the EV Chargers.

Elevator - The elevator failed inspection and has been out of service. This is limiting access to the 2nd floor for patrons and staff. We are awaiting information from the Facilities department for the projected schedule for resumption of elevator service.

Ramp Awnings - Now that Covid precautions are mostly finished, the Esmé requested that the ramp awnings be removed to restore the view of the gardens. The Facilities department does not want to remove the awnings citing cost as a factor.

Scott Foster Portraits - Esmé has been in contact with Mr. Foster to discuss pricing and logistics. They are planning to meet in person.

LSTA grant - Goodnow was awarded an LSTA grant for "Unearthing Sudbury's Indigenous History." Congratulations and Thanks to Katina and Esmé for their work on this. This grant is for \$20,000 over 2 years.

Adjournment:

Around 7:10 pm the meeting adjourned.

Documents used during the meeting:

1. Trustees' Agenda 2023-6-6
2. Goodnow Library Trustees Meeting Minutes - May 2, 2023
3. Director's Report - 2023-6-6
4. Public Comment Sign-In Sheet
5. Foundation Report - June 2023

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

Director's Report

September 5, 2023

Overview

We had a great summer, with lots of summer reading activities. The numbers are being pulled together, and I will share next month.

The Sudbury Foundation grant to add Decodables and adaptive items to the Library of Things has been well underway. The books for the Decodables have been purchased and are being prepared for loan. Almost all needed unique catalog records, durable covers, special shelving, and graphic informational material. We are working with the Goodnow Library Foundation and the Sudbury schools to host a panel on teaching reading methods that match the Decodable book approach.

The items for the Library of Things have been ordered, received, and circulated. New display shelving was purchased to house them, and can be viewed opposite the original cases in front of the NOW Lab. The hippocampe was borrowed the same day it was displayed!

The LSTA grant to unearth Sudbury's Indigenous history was officially approved by the Board of Library Commissioners, and that work will commence in October. This is a two-year grant for \$25K.

I applied to the Sudbury Foundation for a small \$5K DEI grant. This funding would cover the cost of a one-time assessment of the diversity of our holdings. This service provides More than 60 charts and graphs showing the diversity of our collection compared to the average public library to provide context in each subject area, age range, and overall collection, including the following diverse categories:

- Asian Interest
- Black Interest
- Indigenous Interest
- Jewish Interest
- Latinx Interest
- LGBTQIA+
- Mental Health
- Middle Eastern Interest
- Multicultural
- Muslim Interest
- Neuro and Physical Diversity

Performing the audit would achieve one of the goals the Library's current strategic plan.

The plaque for the Ricchiardi's will go in the New Book Area. I have not determined the placement of the Scott Foster portraits, but am considering the landing where the 150th anniversary crowdsourced painting of the library currently hangs, or in the Hist. Room.

Facilities

The Community room kitchen has new cabinets, refrigerator, dishwasher and microwave. The counter top and sink will be installed next. The project will then be completed.

The area outside the library where the bike rack and book return are located has had stones for the walking surface. Facilities will be having them replaced with rubber asphalt, which has a number of advantages, including a better surface for the bike rack to be placed on so that it is ADA accessible, it is environmentally more sound, and safer to walk on.

The Facilities Director and I are looking into securing a landscaping service.

The AV upgrade in the Community room is pending. The order has been placed by Info Systems, but some of the items are on back order. The estimated time of arrival is late September.

The Elevator was back in service as of 6/8/23.

Due to an issue with the grant process, the Energy Commission withdrew their support for installing EV chargers at the library. I recommend seeking alternative funding for them, perhaps a capital request or town meeting article.

Personnel/Professional development

Our Office supervisor position is open again after a resignation. We are actively seeking and interviewing candidates.

The NELA (New England Library Association) annual conference is coming up in Springfield in October and Joanne, Olivia and myself will be attending.

We are currently planning our next Staff Day for Friday, October 27.

Statewide news

Libraries get a big boost in FY2024 State Budget

Libraries fared well in the \$55.98 billion [state budget for Fiscal Year 2024](#) recently signed by Governor Maura Healey. [Library funding](#) totaled \$47,348,386, an increase of nearly 16% over FY2023. For more details, [visit the MBLC website](#).

Coming Up

9/9 return to regular hours

9/9 Apple Fest at Wayside Inn (I'll be judging baked goods)

9/9 Sudbury Safety Day

9/19 LWV National Voter Registration

9/23 Fall Fest

10/12 Town forum



**GLF Report
September 2023**

1. New Board Members

- Sarah Thompson
- Sheila Pundit

2. Be Bold Speaker Series

- New series of programs focused on “Parenting Through the Years”
- First program on Tuesday, October 3 at 7pm: The Science of Reading. This program is being co-presented with the Sudbury Public Schools and will include a highlight of the new decodable readers.
- Next program will be Thursday, November 2 and will focus on estate and financial planning.

3. Book Nook

- Will have table at Public Safety Day on September 9 at Curtis Middle School & at Park & Rec’s Fall Fest at Haskell Field on September 23
- Book Sale: November 2–4 at the Library
- bookshop.org offers a way for people to buy books and support the Goodnow Library at the same time (a percentage of sales are donated back)

4. Grants

- Submitted grant to Sudbury Foundation in July for smart lockers for the Library. Will hear in September if awarded.

5. Endowment

- The Endowment Committee will resume meetings this month

6. Civil War Statue

- Scheduled for cleaning on September 2

Code of Conduct



GUIDELINES FOR TOWN BOARDS AND COMMITTEES

I. PURPOSE

These guidelines serve as the standard for achieving and maintaining a high level of public confidence, trust, and professional respect with regard to how the Town of X (the "Town") and its officials conduct business. These guidelines are intended to define and create a centralized understanding with regard to standards of conduct.

The Select Board recognizes the importance of maintaining professional standards at all levels of the government, including for those who volunteer their time and services on behalf of the Town. The Select Board encourages other boards and committees of the Town who are not appointed by the Select Board to adopt these guidelines.

II. APPLICABILITY

These guidelines apply to the Select Board; to all other Town boards, commissions, and committees appointed by the Select Board or the Town Manager/Town Administrator; and to all presiding officers, board members, commission members, committee members, public officials, and other representatives of the Town appointed by the Select Board, or Town Manager/Town Administrator while acting in their official capacity or while acting on behalf of the Town.

CODE OF CONDUCT



III. CODE OF CONDUCT

All members of the Select Board and all other individuals listed above assume the following obligations and commitments:

A. Conduct Generally and in Relation to the Community

- Stay informed about the local and state duties of a board or committee member.
- Remember that you represent the Town at all times.
- Accept your position as a means of unselfish public service and do not attempt to benefit personally, professionally, or financially from your position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public that you serve.
- Safeguard all confidential information, including, without limitation, privileged attorney-client communications.
- Seek no favors and understand that personal aggrandizement or profit secured by holding these positions is often dishonest and may be unlawful.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner as to give the clear impression that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted (e.g., Executive Session), conduct the business of the public in a manner that promotes open and transparent government and maintains full compliance with the Open Meeting Law.
- Comply as fully as possible with all Town policies.
- Comply as fully as possible with all applicable laws, including, without limitation, the following:
 - The Open Meeting Law (G. L. c. 30A, §§ 18-25)
 - Procurement Laws (G. L. c. 30B)
 - The Ethics/Conflict of Interest Statute (G. L. c. 268A)
 - The Public Records Law (G.L. c. 66, § 10).

CODE OF CONDUCT



B. Conduct in Relation to Your Fellow Board/Commission/Committee Members

- Treat all members of the board/commission/committee with respect despite differences of opinion; professional respect does not preclude honest differences of opinion but requires respect within those differences.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chair should you for any reason be absent from a given meeting or be unable or unwilling to continue to serve. Formal notice to resign from a board/commission/committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/commission/committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the board until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after the presentation and discussion of all facts applicable to a question.

C. Conduct in Relation to the Town Manager/Town Administrator

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Manager/Town Administrator full responsibility for making and implementing their decisions.
- Refrain from giving orders or directions to the Town Manager/Town Administrator for action as an individual Select Board member.
- Refrain from giving instructions to or requesting assistance from Town department heads, but rather channel all such activities through the full board/commission/committee and the Town Manager.
- Refrain from providing information to the Town Manager/Administrator that you would not be willing to share with other Board members.

CODE OF CONDUCT



D. Conduct in Relation to Town Staff

- Treat all staff as professionals and respect the abilities, experience, and dignity of each.
- Direct questions about Town staff or requests for additional background information to the Town Manager/Administrator.
- Avoid publicly criticizing an individual employee or a department; only raise concerns about staff performance to the Town Manager/Administrator through private communication.
- Ensure that all requests for staff support go through the Town Manager's/Town Administrator's office.

IV. GUIDELINES FOR INDIVIDUALS SPEAKING AT PUBLIC MEETINGS

- The chair of the public body is responsible for conducting all public meetings in an orderly and peaceable manner.
- The public body may allow a public comment session during the open session of a public meeting. If public comment is posted on the meeting agenda, the session will last for no more than fifteen minutes. Each speaker during the public comment session shall be limited to a maximum of three minutes.
- Members of the public may speak only with the permission of the chair. To maintain an orderly and peaceable meeting, all speakers must identify themselves by name and address prior to speaking.
- All remarks shall be addressed to or through the chair or to the public body as a whole. Matters presented by speakers during a public comment session will not be debated or acted upon by the public body at the time they are presented.
- All persons addressing the public body must conduct themselves in a peaceable and orderly manner. Such persons may not make true threats of violence or incite imminent lawless conduct by others. Additionally, speakers are encouraged to refrain from making any personal, impertinent, unduly repetitive, slanderous, or profane remarks. Speakers are further encouraged to respect the views and opinions of others (including members of the public body and the general public) and to treat others as the speaker wishes to be treated.

CODE OF CONDUCT



- Individuals in attendance at a public meeting may not interrupt recognized speakers or members of the public body. Further, such individuals are encouraged to refrain from engaging in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; whistling; stamping of feet; or other acts which disrupt or otherwise impede the orderly conduct of any meeting.
- If any person disrupts the proceedings of a meeting, the chair shall give the person a clear warning to cease such disruption. If, after a clear warning, the person continues to be disruptive, the chair may order the person to withdraw. If the person so ordered fails to withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.
- Whenever the public is allowed to participate in remote public meetings, the same rules and guidelines that apply to in-person meetings apply to their remote counterparts.
- Comments made during public comment sessions do not reflect the views or the positions of the public body before which the member of the public is speaking. Because of constitutional free speech principles, public bodies do not have the authority to prevent or limit all speech that may be upsetting or offensive during such sessions.

V. DISTRIBUTION AND EDUCATION

- The Town Clerk shall provide a copy of these guidelines to all members upon its issuance and upon the subsequent appointment or re-appointment of any member.
- The Town Clerk shall maintain and distribute educational materials from the State Ethics Commission to members.
- The Town Clerk shall develop a schedule of training programs to educate the Board and members on the Conflict of Interest Law and ensure compliance with said Law.
- The Town Clerk shall educate the Board, members, and officials on the Conflict of Interest Law and ensure compliance with annual state mandated on-line training.

FY24						
Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	FY23 YTD	% Change FY23 - FY24
Town Funds						
General Expense	\$ 10,000.00	\$ 692.95	\$ 9,307.05	7%	\$ 10,414.66	-93%
Contracted Services	\$ 52,000.00	\$ 8,527.39	\$ 43,472.61	16%	\$ 53,248.23	-84%
Library Materials	\$ 216,302.00	\$ 61,218.51	\$ 155,083.49	28%	\$ 211,585.69	-71%
Automation	\$ 63,000.00	\$ 58,306.65	\$ 4,693.35	93%	\$ 61,631.16	-5%
Total Expenses	\$ 341,302.00	\$ 128,745.50	\$ 212,556.50	38%	\$ 336,879.74	-62%
Carry Forward	\$ 3,004.43	\$ 3,004.43	\$ -	100%	\$ 2,669.72	13%
Salaries	\$ 998,026.00	\$ 181,229.93	\$ 816,796.07	18%	\$ 951,988.86	-81%
Total Town Funds	\$ 1,342,332.43	\$ 312,979.86	\$ 1,029,352.57	23%	\$ 1,291,538.32	-76%

Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	Revenue FY24	FY23 YTD	% Change FY23 - FY24
Trust & Miscellaneous Revenue							
Goodnow Funds	\$ 35,000.00	\$ 236.00	\$ 34,764.00	1%	\$ -	\$ 34,045.80	-99%
Bradshaw - Hist	\$ 100.00	\$ -	\$ 100.00	0%	N/A	\$ 100.00	0%
CPA - Hist Reno	\$ 129,971.72	\$ -	\$ 129,971.72	0%	N/A	\$ 200.81	0%
Lopater - Books	\$ 1,091.89	\$ -	\$ 1,091.89	0%	N/A	\$ 1,091.89	-100%
Raymond	\$ 100.00	\$ -	\$ 100.00	0%	N/A	\$ 100.00	0%
Rhoades - Garden.	\$ 600.00	\$ 57.52	\$ 542.48	10%	N/A	\$ 600.00	0%

State Aid & Revolving Funds							
Library Services Revolving	\$ 25,000.00	\$ 3,267.95	\$ 21,732.05	13%	\$ 6,033.75	\$ 8,982.03	-64%
Meeting Room Revolving	\$ 10,500.00	\$ 140.00	\$ 10,360.00	1%	\$ 495.00	\$ 1,922.50	0%
State Aid	\$ 35,000.00	\$ 12,341.82	\$ 22,658.18	0%	\$ -	\$ 45,741.75	-73%

Goodnow Library Land Acknowledgment

As we gather here this evening to deliberate on issues that impact our community, it is essential that we also look to and learn from the lessons of the past. We want to acknowledge that Sudbury is located on the traditional, ancestral, unceded territory of the Nipmuc, Pawtucket, and Massachusett. We honor with gratitude the land itself and the people who have taken care of it throughout the generations. We are committed to becoming better stewards of the land we inhabit and learning from the failures of preceding generations in pursuit of a more just and equitable Sudbury.