

Goodnow Library  
Board of Trustees

**AGENDA**

Tuesday, October 3, 2023, 6:30 p.m.  
Small Conference Room  
21 Concord Road, Sudbury

Call to order/Notice of meeting recording

Attendance

Public Comment\*

Written reports

- Approve minutes of the September 5, 2023 meeting
- Director's report
- Foundation report
- Financial report

Updates

- Trustee's Spotlight

Discussion items

- Trustees' goals for 2023-2024
- FY25 budget preparation
  - Operations
    - Staffing
  - Capital
    - EV chargers
    - Bookmobile
- New policy: Use of Photography in the library (vote)
- Vote to close for staff day 10/27
- Choose attendees for upcoming town forum

Items suggested for next agenda

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

Adjournment

*Next meeting: Tuesday, November 7, 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, Sept 5, 2023, 6:30pm**

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

**Call to order:** Katina called the meeting to order at 6:32pm

The Land Acknowledgement statement was read.

**Attendance:** All trustees were in attendance.

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

### **Public Comment:**

*Lisa Kouchakdjian (30 Meadowbrook Circle, Sudbury Select Board member) - Lisa invited the Trustees to participate in the upcoming Town Forum about voting and volunteerism. It's an opportunity to share experiences about volunteering in town.*

### **Board Photo:**

The Trustees took a break from the meeting to take a group photo.

### **Written Reports:**

#### *Minutes*

Natalie motioned and Lily seconded approval of the June 6, 2023 minutes with one edit to change the "Next Meeting" from Aug 7 to Sept 5. The minutes were unanimously approved.

#### *Director's Report*

During Summer Reading, 700+ kids read 450,000 minutes. This is an increase from last year and the highest post-pandemic results. Thank you to the staff for another great summer.

The new Minuteman online catalog will go online soon.

Esmé is in discussions with groups in town about what it would take to start a Farmer's Market.

Climate Prep week is at the end of September and there will be a Ribbon Tree in the lobby.

Working on a CPA article to get funding to digitize LSRHS yearbooks.

### *Foundation Report*

See attached report.

### **Correspondence:**

*Len Simon email of 6/19/2023 - Mr. Simon requested Katina's personal notes in regards to her statements at the June 2023 meeting. The Trustees agreed that these were her personal notes, and Mr. Simon could watch the Sudbury TV recording for an exact record of her statement.*

### **Discussion Items:**

*Public Comment Guidelines and General Best Practices - Esmé shared a document from MIIA (Massachusetts Interlocal Insurance Association) with ideas about best practices for Town Boards and Committees.*

*Library Finances 101 - Esmé reviewed the various revenue sources for the library and explained in detail the monthly Financial report spreadsheet that is shared with the Trustees.*

*Planning for FY25 - Planning for FY25 is underway. In the upcoming months the Trustees will discuss advocating for more FTEs and EV chargers.*

*First Amendment Audits - The Acton Library was recently targeted by a first amendment auditor(s). The Goodnow staff has been trained on how to best handle these situations.*

*New Photography policy - Esmé will run a new Photography policy by Town Counsel. When it's ready, she will bring it back to the Trustees for approval.*

### **Updates:**

*Trustee Spotlight - Jean will bring a draft of Trustee Spotlight to the next meeting.*

### **Adjournment:**

Around 7:14 pm the meeting adjourned.

### **Documents used during the meeting:**

1. Trustees' Agenda 2023-9-5
2. Goodnow Library Trustees Meeting Minutes - June 6, 2023
3. Director's Report (including Finance Report) - 2023-9-5
4. Public Comment Sign-In Sheet

5. Foundation Report - September 2023
6. MIIA Code of Conduct
7. Draft of Photography Policy

**Next Meeting: Tuesday, October 3, 2023 6:30pm**

## **Director's Report**

### **October 3, 2023**

#### **Overview**

I have been working on gathering information about bookmobiles. I have spoken to three area libraries about their programs, met with a sales rep, and various others to pull together costs for the vehicle, fueling, maintenance, collections and staffing. My goal is to make a capital request for the upcoming fiscal year.

We are digitizing our collection yearbooks—finally. In 2015 we heard about a grant received by the Boston Public Library to digitize and upload MA yearbooks to the Internet Archive for fee and perpetual access. The project was stalled for some time, and so I started exploring other options, including applying for CPA funds. But in doing research, found that the BPL has restarted its program, and we delivered the yearbooks to them yesterday.

We have signed paperwork for the LSTA grant (Unearthing Sudbury's Indigenous History), expect to get going this month. As a reminder, this is a two-year grant.

We have been working with member of the town staff to develop a farmer's market. The sustainability director has written a grant to host two events to test the feasibility of hosting a farmer's market in Sudbury. We will find out in November if the grant is approved.

The library trust funds were approved at the 9/12/23 Select Board meeting. We changed our request from the Goodnow fund to \$25K (from \$35K) based on the recommendation of the Finance Director.

Sudbury Foundation awarded two grants to support the library:

1. DEI Grant for %5K. Our proposal was accepted and we are quickly moving forward with the collection audit.
2. Smart Lockers; this was also approved and is moving forward.

Reached out to town counsel regarding Photo Policy (9/14/23). Received letter back from him.

#### **Facilities**

The Community Room kitchen cabinets, refrigerator, dishwasher and microwave have been delivered. However, the sink was not ADA compliant and needed to be reordered. We are still waiting for the plumber to connect the faucet and sink, and dishwasher. The flooring will also need replacing.

The flooding in the Children's department in June has been resolved; we are waiting for the baseboard to be replaced and the wall painted.

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 sounder, and safer to walk on. **No update**

The Facilities Director and I are looking into securing a landscaping service. **No update**

The AV upgrade in the Community room is still pending. The order has been delayed again, and now the estimated time of arrival is late December/early January.

### **Personnel/Professional development**

We have hired an Office Supervisor. Suzanne Bodoin is an L-S graduate and spent her career in the Foreign Service. She has moved back to the area since her retirement and will start on October 10. We are thrilled to welcome her!

### **Coming Up**

9/25-10/30 Climate Prep Week: Climate Ribbon Project

10/1-7 Banned Books Week: Library fREADom board

10/12 Town forum

10/16-17 New England Library Association annual conference

10/23 Fall Town Meeting

10/27 Staff Development Day

11/2-4 Fall Book Sale



## GLF Report October 2023

### 1. 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 at 7pm—Navigating Your Family’s Future: Estate and Financial Planning Tips for Parents. Speakers include Erica Endyke from 20West Legal and Lee McGowan from Monument Group Wealth Advisors.
- January program will be about understanding and supporting teenagers.
- Fourth program in the series will be in April and will focus on planning for the aging journey. This program will be co-presented with the Senior Center/Council on Aging.

### 2. Book Nook

- Book Sale: November 2–4 at the Library
- [bookshop.org](http://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)

### 3. Grants

- Awarded a grant from the Sudbury Foundation to fund smart lockers for the exterior of the Library, allowing 24/7 access to pick up books, Library of Things items, museum passes, and other materials

### 4. Events

- Presentation on December 7 by Katina and Esmé about recent grant to support unearthing the Town’s Indigenous history

### 5. Endowment

- The Endowment Committee is finalizing materials

### 6. Civil War Statue

- Cleaned on September 2

FY24						
Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	FY23 YTD	% Change FY23 - FY24
<b>Town Funds</b>						
General Expense	\$ 10,000.00	\$ 727.16	\$ 9,272.84	7%	\$ 10,414.66	-93%
Contracted Services	\$ 52,000.00	\$ 13,023.55	\$ 38,976.45	25%	\$ 53,248.23	-76%
Library Materials	\$ 216,302.00	\$ 79,736.61	\$ 136,565.39	37%	\$ 211,585.69	-62%
Automation	\$ 63,000.00	\$ 58,426.64	\$ 4,573.36	93%	\$ 61,631.16	-5%
<b>Total Expenses</b>	<b>\$ 341,302.00</b>	<b>\$ 151,913.96</b>	<b>\$ 189,388.04</b>	<b>45%</b>	<b>\$ 336,879.74</b>	<b>-55%</b>
Carry Forward	\$ 46,581.93	\$ 3,004.43	\$ 43,577.50	6%	\$ 2,669.72	13%
Salaries	\$ 998,026.00	\$ 218,300.58	\$ 779,725.42	22%	\$ 951,988.86	-77%
<b>Total Town Funds</b>	<b>\$ 1,385,909.93</b>	<b>\$ 373,218.97</b>	<b>\$ 1,012,690.96</b>	<b>27%</b>	<b>\$ 1,291,538.32</b>	<b>-71%</b>

Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	Revenue FY24	FY23 YTD	% Change FY23 - FY24
<b>Trust &amp; Miscellaneous Revenue</b>							
Goodnow Funds	\$ 35,000.00	\$ 3,010.00	\$ 31,990.00	9%	\$ -	\$ 34,045.80	-91%
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%

<b>State Aid &amp; Revolving Funds</b>							
Library Services Revolving	\$ 25,000.00	\$ 4,583.48	\$ 20,416.52	18%	\$ 9,817.35	\$ 8,982.03	-49%
Meeting Room Revolving	\$ 10,500.00	\$ 140.00	\$ 10,360.00	1%	\$ 875.00	\$ 1,922.50	0%
State Aid	\$ 35,000.00	\$ 13,197.30	\$ 21,802.70	0%	\$ -	\$ 45,741.75	-71%



# Goodnow Library Trustees

Goals 2023-2024

V1.0 October 2023



# Mission and Vision

From the Goodnow Library Strategic  
Plan 2022-2027

## Mission Statement

Improving lives through the power of information, ideas and innovation.

## Vision

The Goodnow Library will:

- Be a primary resource for learning and literacy
- Be socially equitable and accessible to all
- Be a valued community partner
- Be proactive and responsive to community needs



# Goal - Continue communication goals started last year

## Action:

- Publish annual goals.
- Publish semi-annual “Trustees Spotlight” highlighting new library initiatives.
- Publish annual calendar.

**Measurable Result:** Published reports.

# Goal - Advocate for Library Goals

From the Library's Mission and Vision

- Be proactive and responsive to community needs.
- Be a valued community partner

**Action:** Support FY25 library initiatives / Strategic Plan 2022-2027

- EV chargers
- Bookmobile
- Increased staffing
- Study and advocate for competitive staff salaries

**Measurable Result:** A prioritized list of budget requests.

# Goal - Establish Goodnow as a Volunteer hub

## From the Library's Mission and Vision

- Be proactive and responsive to community needs.
- Be a valued community partner

**Background:** Sudbury is a generous community with many people looking for volunteer opportunities. Having a centralized volunteer hub could streamline the process of matching volunteers with organizations in need.

## Status:

- After further discussions with the library director and Sudbury Doing Good (Sudbury Foundation), we concluded that Sudbury Doing Good was a more appropriate group for this volunteer hub.
- Work to enhance the infrastructure for Sudbury Doing Good is in progress.



# Budget Presentation

## FY25

# Mission and Vision

Improving lives through the power of information, ideas and innovation.

The Goodnow Library will:

- Be a primary resource for learning and literacy
- Be socially equitable and accessible to all
- Be a valued community partner
- Be proactive and responsive to community needs



# Budget Building Blocks





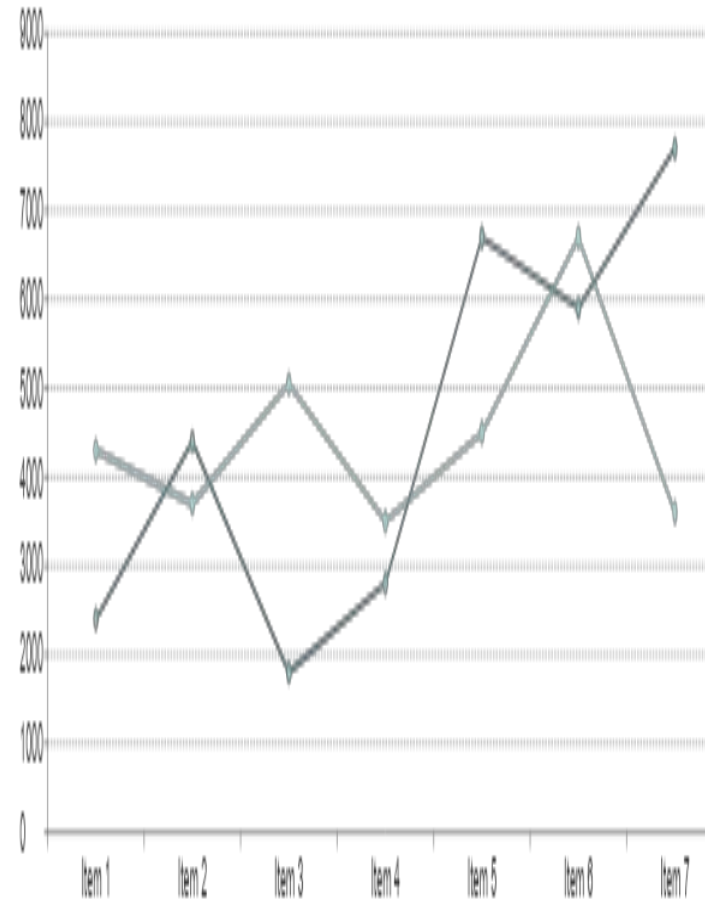
# Tax Levy and State Aid

## Tax Levy

The tax levy funds the salaries, general expenses, contracted services, automation, and library material purchases.

## Massachusetts State Aid to libraries

Goodnow is eligible for state aid because it meets requirements for budgetary commitment to the library and educational levels of our staff.



# Grants and Trust Funds

## Trust Funds

### Goodnow, Bradshaw, Lopater, Raymond, Rhodes

Each trust fund is for a specific purpose specified by the donor.

### Sudbury Foundation - 3 grants awarded in 2023

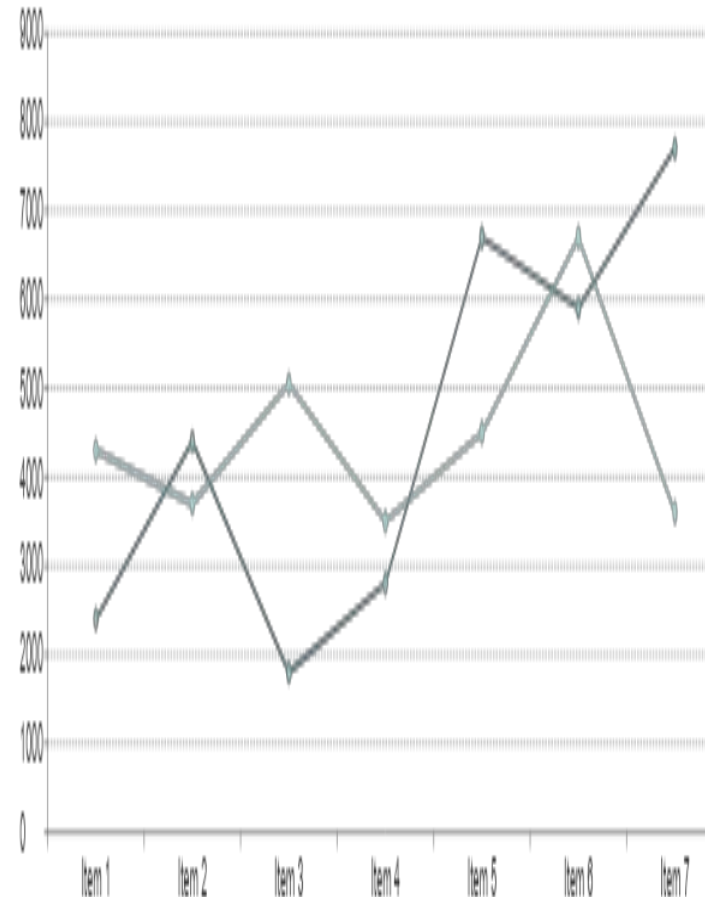
**Enhancing Adaptive Services.** This includes a set of Decodable Books for beginning readers and items for the Library of Things like wheelchairs, magnifiers, an adaptive video game controller, braille UNO cards, and more.

**24/7 Outdoor Lockers (via Goodnow Library Foundation).** This will allow patrons to pick up materials any time of day.

**Race, Equity, and Inclusion Collection Audit.** The library will analyze and report on the diversity of the current collection. In addition to the diversity audit, the library will acquire tools to continuously track the diversity of the collection as new items are added

### Library Services and Technology Act (LSTA)

Highlight the collection of Native American documents and help support an oral history project involving local Nipmuc, Massachusetts, and Wompanoag elders.



# Revolving Funds

The purpose and annual spending limits of the revolving funds are voted annually at Town Meeting.

## Library Services Revolving Fund

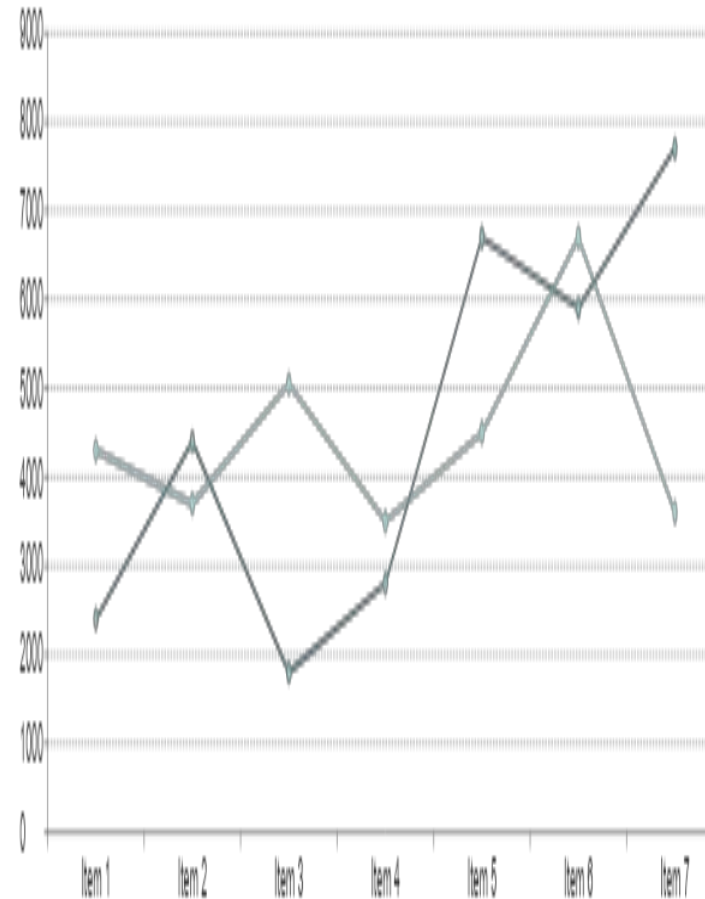
This revolving fund collects revenue from services such as passport applications and copier and printer services.

Funds may be spent on library programming and services.

## Meeting Room Revolving Fund

This revolving fund collects revenue from renting out the meeting rooms.

Funds may be spent on maintenance and enhancements to the meeting rooms.



# Strategic Goals



## Culture

ADAPTIVE, FLEXIBLE, AND  
MEANINGFUL WORK CULTURE

## now lab

*future focused on sustainability and stem*

## Communication

USE A COHESIVE COMMUNICATION MODEL THAT EMPOWERS AND  
SUPPORTS BOTH PATRONS AND STAFF

## Hub

The social hub for the  
Sudbury community.

## SERVICE

Offer an outstanding public  
service to all

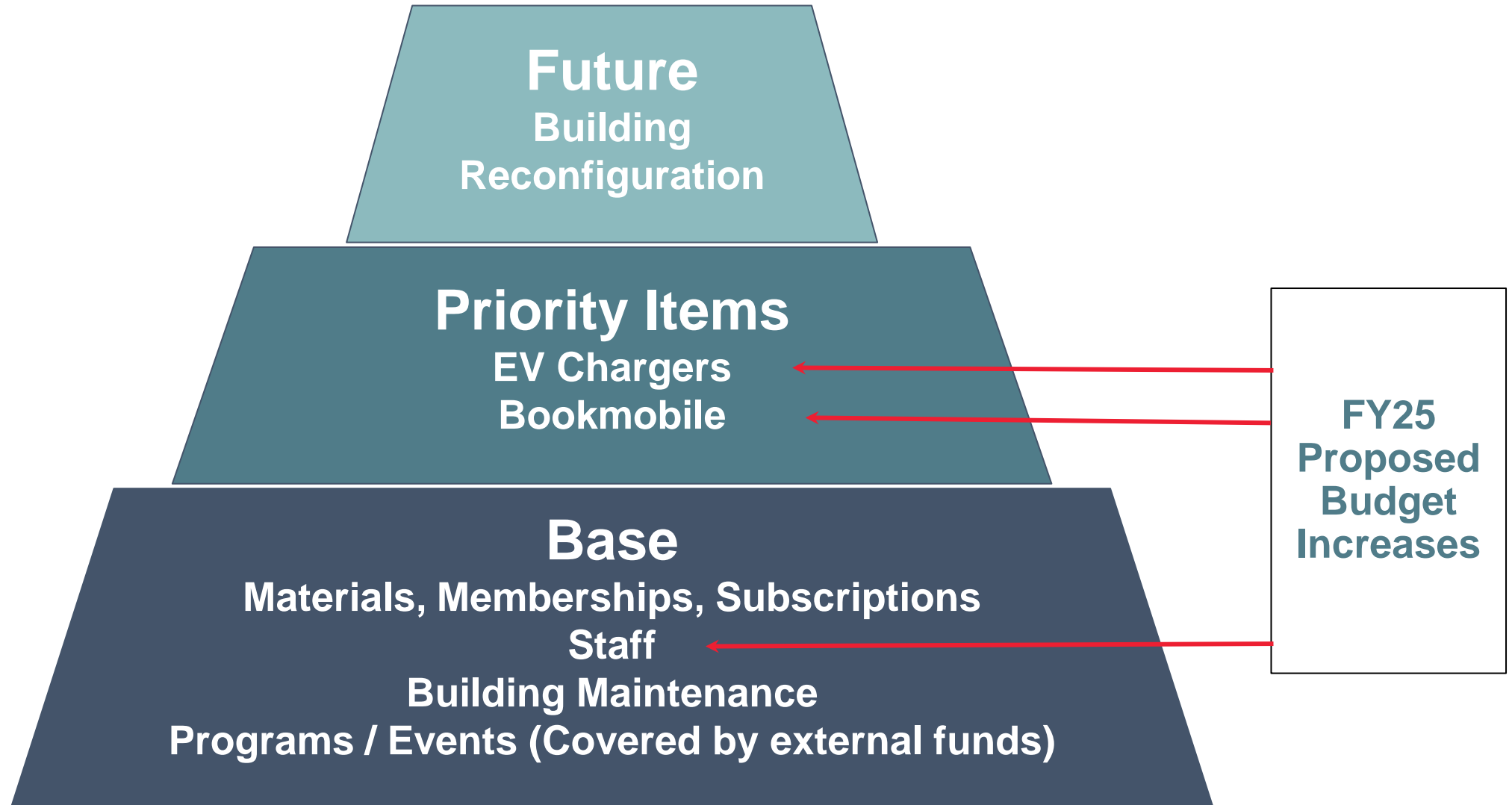
## Access

UNRESTRICTED ACCESS TO  
INFORMATION, PROGRAMS  
AND RESOURCES

## Adaptive

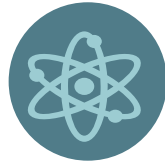
Adaptive programming, services and policies to  
meet the ever changing needs of our community.

# FY25 Budget Priorities



# Base Budget - Staff

To keep up with the growth of services, the following staffing increases are necessary.



## NOW Lab Librarian

Increase the NOW Lab position to full time

**GOAL - NOW Lab**



## Program / Event Coordinator

Create program and event marketing material. Coordinate programs across departments.

**GOAL - Communication**



## Bookmobile Librarian

Travel with the bookmobile. Maintain the bookmobile collection.

**GOAL - Access**



## Local History Librarian

Increase the local history position to full time.

**GOAL - Service / Culture**



## Teen Librarian

Upgrade the Teen Librarian to be equal to other department heads - Grade 8.

**GOAL - Culture**



## Salary Analysis and Adjustments

Goodnow salaries are xx% lower on average than comparable towns.

**GOAL - Culture**



# Priority Items



## EV Chargers for community use

As part of our strategic goal to promote sustainability, we are advocating to complete the EV charger project which was started a couple of years ago. Sudbury does not have a place in town for citizens to charge their electric vehicles. The library is a natural choice for this service.

**Estimated Cost - \$80,000 for 4 EV chargers**

**GOAL - NOW Lab / Sustainability, Hub**

## Bookmobile

As part of our strategic goal to broaden outreach and bring services to those who cannot access the library, we are proposing the purchase and operation of a bookmobile.

**Estimated Cost -**

**GOAL - Access / Service / Adaptive**



**THANK YOU**

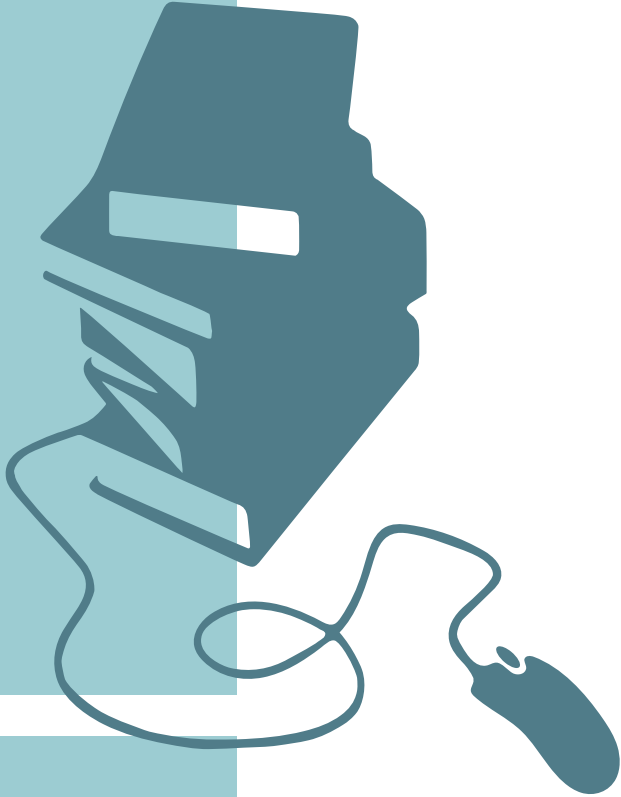


# Appendix

# Base Budget - Staff

DETAILS

insert chart with cost of each new / adjusted positions



# Base Budget - Staff

DETAILS

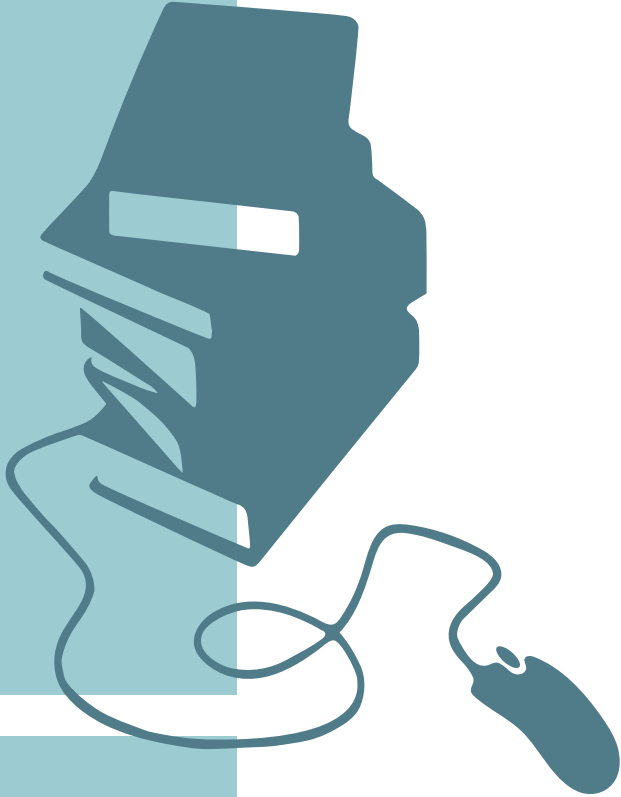
More details about each position / justification



# Base Budget - Staff

DETAILS

Salary Comparison with comparable towns



# Priority Items - Bookmobile

Details about the various parts of bookmobile

- Vehicle
- Ongoing maintenance
- Ongoing funding of bookmobile librarian
- etc.



FY25 CIP

Capital Improvement Program

Date submitted: \_\_\_\_\_ Date of Last Edit: \_\_\_\_\_

Project Number: **CIP\_FY25\_LIB\_1** Example: CIP\_FY25\_FAC-1 (includes Dept priority on the end, budget-level)

Project Title:	EV Chargers at Goodnow Library
Category:	Infrastructure
Department / Committee:	Library
Contact:	Esmé Green

Justification Code:

A-Essential

B-Asset Maintenance

C-Enhancement

Project Type is: New [  ] Resubmission [  ] Recurring [  ]  
 Rehabilitation [  ]

Year of Initial Request: 2023

Description & Justification / Need: Legal compliance [  ] Safety compliance [  ] Supports Community Plan [  ] Other [  ]

**Provide project description, including an overview of its timeline, location(s), stakeholders, cost drivers, supporting detail, and expected useful life.**  
 As Sudbury is committed to fostering energy efficiency and renewable energy, we are proposing to move forward with the installation of EV car chargers at the Goodnow Library. This will benefit the entire community and reaffirm our commitment to progressive energy choices. This project was started previously, but stalled because government grants fell through. Our proposal is to move forward with this project and replace the government funds with either funds from the Solar Energy Revolving Fund, free cash, or as part of the Town Manager's capital budget.

**Provide project compliance factors and references requiring the project or components thereof: ADA compliance, MGL requirement, health regulations...**

Anticipated Staffing Changes: None

Highlight project staffing changes that would be driven by this project. Is this a short- or long-term impact? Will this be an adjustment that is funded by the project cost or independent of that cost?

**Benefits of Project and Impact if Not Completed:**

**Highlight project benefits, including efficiencies created, service enhancements, and cost savings.**  
 Providing EV chargers for the community to use reaffirms Sudbury's commitment to progressive energy initiatives such as reduction of greenhouse gases. The town recently purchased an electric truck for the police department and has plans to purchase an EV vehicle for staff use at the Department of Public Works. The next step is to bring EV opportunities to the entire community.

**Also describe any short- and long- term consequences of not funding the project. Impact of delayed implementation:**  
 The Energy and Sustainability Committee and the Solar Energy Revolving Fund were created out of a commitment to fostering alternative energy options. Further momentum was gained in this area when the town created a new position of Sustainability Director. Further delay of the EV charger initiative is not in line with our current forward progress in this area.

Alternatives Considered and Reasons for Non-selection: (why something else wasn't chosen)

Typical Replacement Lifecycle / Service Life: 10 years

Also, re-utilization plan of current assets, if available: (trade-in, passed on to another Dept, sell)

Insurance requirement: Yes / No

**Discuss Operating Budget Impact:**

Explain the project's short- and long-term impacts on the department's operating budget - this is not the cost of the project but ongoing cost for maintenance, operation that will need to come from your operational budget in the future (oil changes, filters, fuel, maintenance contracts etc...).

The Town will own the charging stations and be responsible for maintenance costs. Eversource will own the infrastructure and be responsible for the maintenance of it.

The cost of energy will be passed on to the customer / user of the EV charging station.

Recommended Financing

Funding Category	Five-Year Total (formulas present)	Estimated Project Costs by Fiscal Year				
		FY2025	FY2026	FY2027	FY2028	FY2029
Study/Design	\$0					
Land Acquisition	\$0					
Construction	\$80,000	\$80,000				
Equipment/Furnishings	\$0					
Contingency	\$0					
Other (legal fees)	\$0					
<b>TOTAL</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Amounts Approved or Received						
Grant Amount Approved/Rvc'd	\$0					
CPA Amount Approved/Rvc'd	\$0					
<b>Net of CPA and Grants</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Operating Budget Impact Include additional personnel costs, if applicable.						
During Project	\$0					
Post-Project Annual	\$0					
Post-Project One-time	\$0					

**Funding Source(s) For Finance Use Only**

Tax Levy

Dedicated Revenue Source

Enterprise Retained Earnings

Capital Stabilization

Free Cash

Revolving Fund

Debt In-levy

Debt, Capital Exclusion

Dedicated Stab/New Growth

CPA

Grant(s) \_\_\_\_\_

Other \_\_\_\_\_

**CPA Purpose(s)**

Check all that apply

Open Space

Recreation

Historical

Housing

Estimated Total Project Cc \$80,000 Estimated Future Savings: N/A Estimated Incremental Cost: N/A

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

At the Energy and Sustainability Committee meeting - April 12, 2023  
 This document was discussed - March 1, 2022 - EV Charging Station Cost Analysis ENEL X 3.1.2022 with Enel X incentive revision

10. brary (2) Dual Port EV Charging Stations (Eversource Make Ready)

(EVSE+ Guardian Installation)			(Enel X + Guardian Installation)			(Enel X + Guardian Installation)		
Project Value	Grant	Out of Pocket Cost to Customer	Project Value	Grant	Out of Pocket Cost to Customer	Project Value	Grant	Out of Pocket Cost to Customer
\$29,412.98	\$26,049.50	\$3,363.48	\$28,761.00	\$26,049.50	\$2,711.50	\$28,761.00	\$21,718.00	\$7,043.00

### Photography & Filming

Non-commercial photography, filming, and recording are welcome in all public areas of the Goodnow Library (the "Library") within the following guidelines:

- Photography, filming, and recording and any associated equipment may not interfere in any way with Library operations.
- Photography, filming, and recording and any associated equipment may not disturb members of the public.
- Photography, filming, or recording of other patrons may only occur with their express consent (or consent of a parent or guardian in the case of a minor).
- Equipment such as tripods or selfie sticks may not obstruct passageways.

No commercial and media photography, filming, or recording (including formal, wedding, and engagement photography) may occur without the written approval of the Library Director or their appointed designee. Any consent granted pursuant to this Policy to permit photography or filming may be revoked by the Library Director or designee at any time.

Library staff reserve the right to escort individuals who are photographing, filming, or recording in the building.

The Goodnow Library frequently photographs, films, or records programs and events for its own publicity and promotional purposes. Attendance at programs and events is considered consent to photography, filming, or recording, but Library staff will make an effort to inform patrons when photography, filming, or recording is occurring and to provide reasonable accommodations for those who wish to opt out of photography, filming, or recording.