

Goodnow Library

Board of Trustees

**AGENDA**

Tuesday, December 5, 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 November 7, 2023 meeting
- Director's report
- Foundation report
- Financial report

Updates

- FY25 budget
- Photography policy, discussion; review [Acceptable Behavior](#) policy and [Safety for Children](#) policy

Items suggested for next agenda

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

Adjournment

*Next meeting: Tuesday, January 2, 2024 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, November 7, 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

**Attendance:** All trustees were in attendance with the exception of Lily Gordon.

**Public Comment:**

*There were no public comments.*

**Written Reports:**

*Minutes*

Ingrid motioned and Natalie seconded approval of the Oct 3, 2023 minutes with one typographical correction. The minutes were unanimously approved.

*Director's Report*

*Highlights discussed were the new mini-makers program for younger kids to access NOW lab resources, staff takeaways from the NELA conference, and more funding for eBooks.*

See attached report for details.

*Foundation Report*

See attached report.

**Updates:**

FY25 budget will be discussed at our December meeting.

**Presentation on First Amendment “audits” by Michael D’Ortenzio, K-P Law**

Mr. D’Ortenzio gave an enlightening presentation about the First Amendment and how it applies to libraries. Please refer to the recording on [sudburytv.org](http://sudburytv.org) to learn more.

**Future Agenda Items:**

In light of the presentation on the First Amendment, we can address the new proposed Photography Policy in a future meeting. Also, relevant will be to review the Behavior Policy.

**Adjournment:**

The meeting adjourned.

**Documents used during the meeting:**

1. Trustees' Agenda 2023-11-7
2. Goodnow Library Trustees Meeting Minutes - Oct 3, 2023
3. Director's Report (including Finance Report) - 2023-11-7
4. Foundation Report - November 2023

**Next Meeting: Tuesday, Dec 5, 2023 6:30pm**

## Director's Report December 5, 2023

### Overview

FY25 budget: see packet for priorities. The capital requests are under review by the town manager; the operations budget is due now, and I meet to discuss on 12/13.

Foundation: the current development director, Sarah Liberman has announced her resignation. Her last day is 1/11. The GLF board will be searching for a replacement. The annual appeal is underway. On Thursday, the GLF will be hosting a donor event, which will feature Katina Fontes as its keynote speaker. Katina will talk about the current grant to unearth Sudbury's Indigenous history.

### Projects:

- NOOKs: these are standalone, single person pods. The library is working on getting three of them to place in the computer area to address the growing need for remote workers to have privacy and not disturb others. The GLF will support this project.
- Smart Lockers: we have made good progress in finding a model we think will best suit the library's needs. We are visiting Framingham and talking with Reading about the *Bibliotheca Remotelockers*® they have.
- Branding: we are working with a designer to create a unique graphic to use in our library cards and on a new banner for the building that focuses on being welcoming. It will feature the word "welcome" in many languages.

The Sudbury Holiday Village Winter Celebration: held on Saturday, 12/2, the children's staff will hold special storytimes, and the Book Nook will have a pop-up sale.

### Program Highlights

The library started its first Puzzle Swap event at the end of October! It took place in the Community Room where patrons would bring in puzzles to donate and leave with new ones. Since the event was successful, we are planning on holding quarterly puzzle swap events going forward.

### Local History

In addition to the [LS yearbooks](#) digitization completion, Elle Harms has been busy with a number of other interesting projects:

- Continued work on Barton artifact and item list, giving reference numbers to artifacts
- Rehoused Barton mineral collection
- Cataloged half of mineral collection, other half needs proper identification

- Barton Family/Tours photos in digitization process, including assigned photo numbers
- Reunited other half of the Stearns Collection and included 2005 transfer document into deeds folder
- Found 2 missing artifacts and have updated their inventory forms

### **Facilities**

By the time of this meeting, the downstairs kitchen should finally be finished. The contractor came in this past weekend to lay the new flooring and replace the appliances and cabinets.

### **Coming Up (Dec)**

12/7: GLF donor event

1/9: Be Bold: Parenting Teens with Understanding and Support

FY24					
Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	
<b>Town Funds</b>					
General Expense	\$ 10,000.00	\$ 1,388.19	\$ 8,611.81	14%	
Contracted Services	\$ 52,000.00	\$ 21,557.16	\$ 30,442.84	41%	
Library Materials	\$ 216,302.00	\$ 108,133.67	\$ 108,168.33	50%	
Automation	\$ 63,000.00	\$ 59,543.96	\$ 3,456.04	95%	
<b>Total Expenses</b>	<b>\$ 341,302.00</b>	<b>\$ 190,622.98</b>	<b>\$ 150,679.02</b>	<b>56%</b>	
Carry Forward	\$ 46,581.93	\$ 3,004.43	\$ 43,577.50	6%	
Salaries	\$ 1,034,638.00	\$ 413,352.38	\$ 621,285.62	40%	
<b>Total Town Funds</b>	<b>\$ 1,422,521.93</b>	<b>\$ 606,979.79</b>	<b>\$ 815,542.14</b>	<b>43%</b>	

Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	Revenue FY24
<b>Trust &amp; Miscellaneous Revenue</b>					
Goodnow Funds	\$ 35,000.00	\$ 14,207.06	\$ 20,792.94	41%	\$ -
Bradshaw - Hist	\$ 100.00	\$ -	\$ 100.00	0%	N/A
CPA - Hist Reno	\$ 129,971.72	\$ 3,809.20	\$ 126,162.52	0%	N/A
Lopater - Books	\$ 1,091.89	\$ 114.01	\$ 977.88	10%	N/A
Raymond	\$ 100.00	\$ 105.96	\$ (5.96)	106%	N/A
Rhoades - Garden.	\$ 600.00	\$ 57.52	\$ 542.48	10%	N/A

<b>State Aid &amp; Revolving Funds</b>					
Library Services Revolving	\$ 25,000.00	\$ 9,003.29	\$ 15,996.71	36%	\$ 16,004.60
Meeting Room Revolving	\$ 10,500.00	\$ 140.00	\$ 10,360.00	1%	\$ 1,355.00
State Aid	\$ 35,000.00	\$ 16,390.38	\$ 18,609.62	0%	\$ -