

Goodnow Library
Board of Trustees
AGENDA
Tuesday, November 7, 2023, 6:30 p.m.
Community Room
21 Concord Road, Sudbury

Call to order/Notice of meeting recording

Attendance

Public Comment*

Written reports

- Approve minutes of the October 3, 2023 meeting
- Director's report
- Foundation report
- Financial report

Updates

- FY25 budget

Presentation on First Amendment "audits" by Michael D'Ortenzio, K-P Law

Items suggested for next agenda

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

Adjournment

Next meeting: Tuesday, December 5, 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, October 3, 2023, 6:30pm
Recording of the proceeding can be found at sudburytv.org.

Call to order: Katina called the meeting to order at 6:33pm

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 Sept 5, 2023 minutes. The minutes were unanimously approved.

Director's Report

Scott Foster portraits - These have arrived and will be hung soon.

Financial Report to MBLC - The financial report has been submitted to MBLC. This is the report that qualifies us for State Aid certification.

Yearbook scanning - Through a program run by the Boston Public Library, the Curtis and LS yearbooks will be scanned and uploaded to the Internet Archive.

Financial Report - On the recommendation of the Town Finance Director, we have asked for \$25K (down from \$35K) from the Goodnow Trust Fund.

Foundation Report

See attached report.

Updates:

Trustee Spotlight - See attached document.

Discussion Items:

Trustee Goals 2023-2024 - See attached document

FY25 Budget - See attached documents

Photography Policy - Town counsel has advised that this issue is actually somewhat complicated. So, he suggested that we do a training with a colleague of his. This will be scheduled at an upcoming meeting.

Staff Development Day - Lissa motioned and Ingrid seconded to close the library on 10/27/2023 for staff development day. The staff will be trained on the new Decodables collection, review emergency procedures, and discuss book banning issues.

Town Forum - Katina will attend the Town Forum on 10/12/2023

Adjournment:

The meeting adjourned.

Documents used during the meeting:

1. Trustees' Agenda 2023-10-3
2. Goodnow Library Trustees Meeting Minutes - Sept 5, 2023
3. Director's Report (including Finance Report) - 2023-10-3
4. Foundation Report - October 2023
5. Trustee Spotlight - Fall 2023
6. FY25 Budget Proposal Drafts
7. Draft of Photography Policy

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

Director's Report November 7, 2023

Overview

Staff Day: this was held on Friday, 10/27. The day was packed! We covered news of the library (smart lockers, the collection diversity audit, and other grants; migrant housing, Library of Things, how to run reports in our catalog software, and emergency preparedness). In addition, we had three outside speakers. Sarah Thompson explained the pedagogy behind our new Decodables collection in the Children's Department. Michael D'Ortenzio from KP Law (the town's legal team) held an incredible session on first amendment rights in libraries. Finally, Andrea Fiorello of the MA Intellectual Freedom committee spoke about censorship, book challenges and the current state of intellectual freedom in MA and nationally. We also had a wonderful lunch from Lavender together, played library-themed Family Feud, and gave out prizes for participating in Spirit Week. Staff learned a lot and had a chance partake in teambuilding. We appreciate the board for approving the day, and the GLF for sponsoring the lunch!

FY25 budget preparation: I submitted two articles to the Capital budget: a bookmobile and EV chargers. The meeting to review all requests has not been set yet.

Our operating budget will be due the first week of December, and as discussed, I would like to ask for additional staffing. The library budget review with the town is set for 12/13.

Migrant Housing: several towns neighboring Sudbury are already providing emergency housing for migrant families. I have done some advance preparation, including speaking with the libraries of those towns to learn more about how they are serving the needs of these families, and I have discussed this with the Health Director. Several of us have attended a webinar on serving these families. None have been placed in Sudbury, but we want to be ready to assist if and when necessary.

Mini Makers: We launched a new weekend program this month, Mini Makers! This program is run by Ferrell using technology from the NOW Lab. Since you have to be 11 to use the NOW Lab, this provides younger children with access to the technology up there. Our inaugural program was a drop-in craft where kids created Owl Treat Boxes using the Silhouette.

9/25-10/30: Inspired by an article, and with help from others here at the library we built a Climate Ribbon Tree installation in the atrium. Patrons were encouraged to write the answer to the following prompt on a ribbon and hang it from the tree: "What do you love and hope to never lose to climate chaos?" All the ribbons will be collected and mailed to the Climate Ribbon Archive in NYC at the end of the project. All told 193 tied ribbons to the tree, creating a beautiful art piece in the library and stimulating thought and conversation about the climate.

10/1-7 For Banned Books Week we set up a Library FREEDOM board whereby patrons could fill out the sentence "FREEDOM is reading_____." Some responses were "about things others would hide," "anything!," "controversial topics," and "whatever you want."

10/12 Town forum: Katina and I attended and learned about how town meeting works, what volunteering for town committees was like, and Leila Frank, the PIO ran a very engaging trivia quiz about town information.

10/16-17 New England Library Association (NELA) annual conference: see below

10/23: Fall Town Meeting was completed in one night. There was no library-specific business on the warrant.

10/27: Staff Development Day: see above

10/31: Pumpkin parades were legendary this year. The staff dressed up in the foods eaten by the Very Hungry Caterpillar and 265 children and families attended!

Facilities

The Facilities director is having the lighting in the library upgraded for energy efficiency.

The downstairs kitchen has working appliances but the flooring is still not complete.

Landscaping: I worked with the DPW to connect me to their contractor to set up a special work order to clean up all the beds around the library. They did a great job, and the ivy that started regrowing on the historic wing has been removed.

There is no update on the AV upgrade in the Community. As a reminder, there has been a manufacturing delay in receiving the equipment. The timeline is still late December/early January.

Personnel/Professional development

We are very pleased to have Suzanne Bodoin join the team as Office Supervisor. We are busy with training and onboarding.

Three of us attended the NELA annual conference in Springfield October 16-17. Takeaways for me included addressing the current stressors in libraries that have thrust librarians into the crosshairs of political and cultural conflict. With professional tensions between intellectual freedom, viewpoint neutrality, social justice, and our fundamental commitment to be open and accessible to all, we are exhausted. Some of the programs I attended addressed this, as well as ways to explore the role of libraries in advancing civil conversations withing our communities.

Some of the other programs I found interesting were about innovative ways to increase accessibility, like the Las Vegas County libraries holding happy hours on Fridays, offering free digital downloads on tourist buses and in hotels, and identifying homeless youth for free cellphones loaded with a host of resources in the contact list of the phones!

Finally, the networking and visits with vendors are something that zoom webinars cannot replace; I made a number of great connections and reconnections with colleagues.

Olivia is excited to begin on re-classifying some titles in our 300s (society etc.) to 900s (history.) As was discussed in the session, the history of social movements (Civil/Women's/LGBTQ+ Rights movements) has mainly been placed in the 300s, leaving the 900s very white, male, and cishet. Additionally, sometimes books on Eastern European/Middle Eastern history has been classified alongside Espionage and Terrorism respectively and she'll be looking to rectify that as well.

Additionally, she got a lot out of Springfield Technical Community College's session on their [Periodic Table of Banned Books](#). It got her thinking about another session she went to about Reader's Advisory and how to recommend diverse books without focusing on the diversity and instead focusing on what the reader likes (e.g. romance tropes, thrillers, cozies etc.) Now, Olivia is thinking about a way to combine the two--doing a periodic table of New Reads or something like that. We just have to find the space for it!

For Joanne two of the sessions on readers' advisory really stuck out:

A valuable NELA session that she attended was on how to provide an anti-racist collection to our readers. The speaker highlighted the difference between not racist vs. anti-racist...it was an eye-opening presentation. The presentation stressed the importance of why librarians should acquire books from diverse voices. Some mainstream publishing magazines don't always highlight new authors/voices...it is our job as librarians to look for them. The presenter gave useful resources on how librarians can find out about new and upcoming authors. This presentation was useful because it ties in with the diversity audit that we are doing at Goodnow.

She also attended an informative session on how to provide reader's advisory on the horror genre. As a non-horror reader, Joanne found the talk to be really helpful. The presenter reassured the audience that we do not need to read horror books, we just need to know how to recommend horror books to patrons! The presentation was interesting: the presentation broke down the different levels of horror and gave examples for each level. She gave resources on how librarians can keep up with upcoming horror releases. She also talked about how new diverse authors are currently taking over the genre...which was interesting to hear! A takeaway from this presentation was the importance of giving patrons recommendations of horror books from different voices. Patrons already know about Stephen King and Dean Koontz...it is librarians' job to recommend readalikes and help patrons discover new authors!

Joanne's overall takeaway from NELA is that librarians everywhere share our same struggles. It was helpful to network and see how other libraries tackle some of the issues that we face.

Statewide Library News:

At its October board meeting, the Massachusetts Board of Library Commissioners (MBLC) doubled its funding to support Library eBook and Audiobook program (LEA) by approving \$1 million in grants to Automated Networks for purchase of eContent for LEA. LEA gives Massachusetts residents access to eBooks, audiobooks, and more from 380 participating libraries from across the Commonwealth. The state-funded grants directly support the growing patron demand for eBooks and audiobooks. In June alone, checkouts through LEA totaled more than 140,000, up from 66,000 during the same period in 2019.

Coming Up (Nov)

Fall Book Sale: November 2-4

Veteran's Day: library will be closed on Friday the 10th (observed) and Saturday the 11th (actual).

Thanksgiving: library closes at 5pm on Wednesday the 22nd, all day Thursday and Friday, the 23rd and 24th.

FY24					
Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	
Town Funds					
General Expense	\$ 10,000.00	\$ 1,028.56	\$ 8,971.44	10%	
Contracted Services	\$ 52,000.00	\$ 17,548.52	\$ 34,451.48	34%	
Library Materials	\$ 216,302.00	\$ 97,009.61	\$ 119,292.39	45%	
Automation	\$ 63,000.00	\$ 59,003.97	\$ 3,996.03	94%	
Total Expenses	\$ 341,302.00	\$ 174,590.66	\$ 166,711.34	51%	
Carry Forward	\$ 46,581.93	\$ 3,004.43	\$ 43,577.50	6%	
Salaries	\$ 998,026.00	\$ 257,929.53	\$ 740,096.47	26%	
Total Town Funds	\$ 1,385,909.93	\$ 435,524.62	\$ 950,385.31	31%	

Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	Revenue FY24
Trust & Miscellaneous Revenue					
Goodnow Funds	\$ 35,000.00	\$ 7,606.06	\$ 27,393.94	22%	\$ -
Bradshaw - Hist	\$ 100.00	\$ -	\$ 100.00	0%	N/A
CPA - Hist Reno	\$ 129,971.72	\$ -	\$ 129,971.72	0%	N/A
Lopater - Books	\$ 1,091.89	\$ 114.01	\$ 977.88	10%	N/A
Raymond	\$ 100.00	\$ -	\$ 100.00	0%	N/A
Rhoades - Garden.	\$ 600.00	\$ 57.52	\$ 542.48	10%	N/A

State Aid & Revolving Funds					
Library Services Revolving	\$ 25,000.00	\$ 6,406.07	\$ 18,593.93	26%	\$ 12,879.85
Meeting Room Revolving	\$ 10,500.00	\$ 140.00	\$ 10,360.00	1%	\$ 1,065.00
State Aid	\$ 35,000.00	\$ 15,508.00	\$ 19,492.00	0%	\$ -



**GLF Report
November 2023**

1. Be Bold Speaker Series

- Next program is Tuesday, November 14 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. Date TBD.

2. Book Nook

- Book Sale last week, November 2–4

3. Events

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

4. Annual Appeal

- In the mail this week

5. Photography

- Special thanks to Harrison Ball for donating his time and taking spectacular photographs inside and outside of the Library