

Goodnow Library  
Board of Trustees

**AGENDA**

Tuesday, January 2, 2024, 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 December 5, 2023 meeting
- Director's report
- Foundation report
- Financial report
- Annual Report (draft)

Updates

- FY25 budget
  - Report on meeting with town manager
  - Article wording for Electric Vehicle chargers
- Review bylaws

Items suggested for next agenda

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

Adjournment

*Next meeting: Tuesday, February 6, 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  
Tuesday, December 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 6:36pm

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

**Public Comment:**

*There were no public comments.*

**Written Reports:**

*Minutes*

Natalie motioned and Ingrid seconded approval of the Nov 7, 2023 minutes. The minutes were unanimously approved.

*Director's Report*

*The Director's Report included updates from the Foundation.*

See attached report for details.

*Financial Report*

Spending for FY24 is to plan.

**Updates:**

FY25 budget. Top priority is to advocate for increases to staff salaries. Also in the request are some positions (PR / Communications, Local History).

Lily motioned and Lissa seconded to approve taking this FY25 budget proposal to the Town Manager.

**Photography Policy:**

Bring back to the January meeting with some edits.

- Add to the 1st bullet - "...patron's right to read, write, and quietly contemplate."
- Perhaps take out the bullet about patron's consent

**Future Agenda Items:**

- Town Meeting article for EV chargers
- Revolving Fund balance updates
- Annual Report

**Adjournment:**

Ingrid motioned and unanimous approval to adjourn. The meeting adjourned.

**Documents used during the meeting:**

1. Trustees' Agenda 2023-12-5
2. Goodnow Library Trustees Meeting Minutes - Nov 7, 2023
3. Director's Report (including Finance Report) - 2023-12-5

**Next Meeting: Tuesday, Jan 2, 2023 6:30pm**

FY24					
Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	
<b>Town Funds</b>					
General Expense	\$ 10,000.00	\$ 2,258.83	\$ 7,741.17	23%	
Contracted Services	\$ 52,000.00	\$ 25,502.09	\$ 26,497.91	49%	
Library Materials	\$ 216,302.00	\$ 122,947.20	\$ 93,354.80	57%	
Automation	\$ 63,000.00	\$ 60,121.37	\$ 2,878.63	95%	
<b>Total Expenses</b>	<b>\$ 341,302.00</b>	<b>\$ 210,829.49</b>	<b>\$ 130,472.51</b>	<b>62%</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>\$ 627,186.30</b>	<b>\$ 795,335.63</b>	<b>44%</b>	

Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	Revenue FY24
<b>Trust &amp; Miscellaneous Revenue</b>					
Goodnow Funds	\$ 35,000.00	\$ 17,717.43	\$ 17,282.57	51%	\$ -
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	\$ 11,058.25	\$ 13,941.75	44%	\$ 16,004.60
Meeting Room Revolving	\$ 10,500.00	\$ 140.00	\$ 10,360.00	1%	\$ 1,355.00
State Aid	\$ 35,000.00	\$ 17,804.28	\$ 17,195.72	0%	\$ -

## Director's Report January 2, 2024

### Overview

FY25 budget: a joint meeting of the Selectboard, Finance Committee and the Capital Improvement Advisory Committee will be held on February 12 to discuss the capital requests for the town's FY25 Capital budget and articles for town meeting. My meeting with the town manager and finance director took place on December 13. No decisions were made in that meeting, but the town manager said he would review all of the department requests and let me know which, if any of the library's, were approved.

Anti book bans/Gentile: I received a call from Carmine who had been contacted by a local constituent who was upset by the wave of book bans. They urged him to file a bill protecting the freedom to read. He called me to find out what I knew of the situation. I filled him in on the work of the MA Library Association. We confirmed that bills had already been filed:

HD.4443/S.2447, An Act protecting against attempts to ban, remove, or restrict library access to materials: <https://malegislature.gov/Bills/193/HD4443>

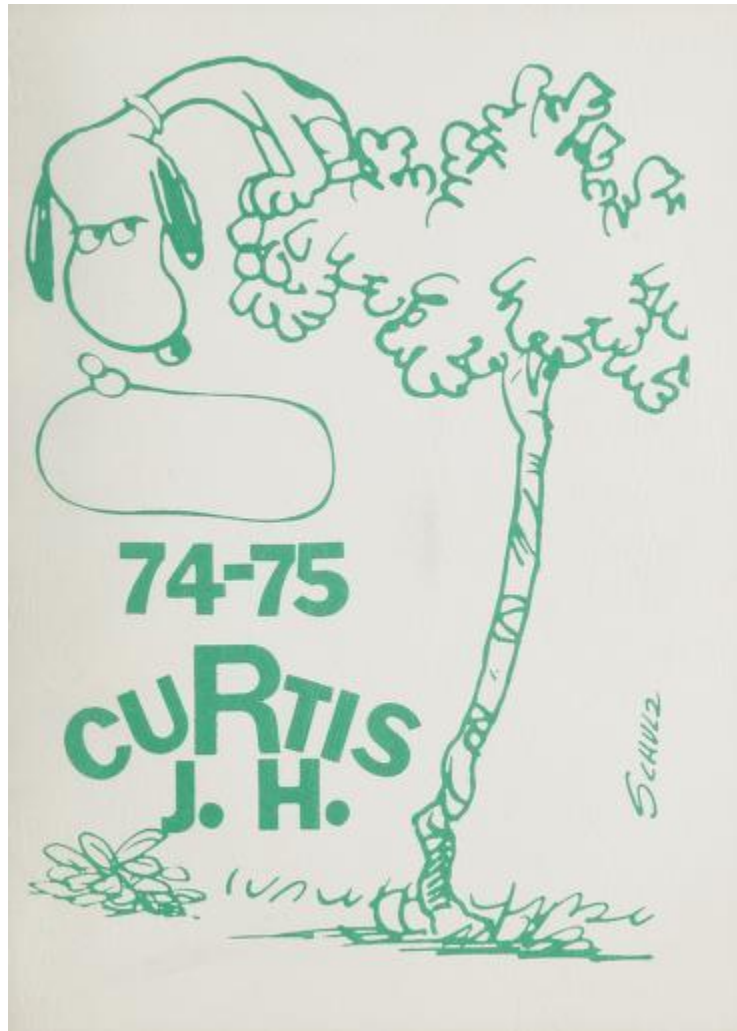
H.4005, An Act ensuring freedom to read in the Commonwealth:  
<https://malegislature.gov/Bills/193/HD4399>

He emphasized that it will be important for librarians across the Commonwealth to reach out to their legislators.

Internet outage: the library and homes around Concord Road and Codger Lane lost internet on Friday, 12/22. It did not get resolved until Tuesday, 12/26. When there is a loss of internet, the library cannot check books out, check books in, process the incoming bins of requested material, print the lists of in-house requests, or access files on our computers. In this case, both the Minuteman connection (library card accounts, etc.) and the public wireless networks were out. Library staff copied library card numbers and the barcodes of material to check out into a file (it was 24 pages long in the end), but could not process check ins or requested material. This resulted in a very large back log. Sixteen bins of material were delivered on Friday and twelve on Tuesday. In addition, all of the books and other material had to be stacked up on carts, awaiting check in. When the internet came back up, however, it was all hands on deck, and the Circulation staff, in collaboration with the other library departments split up the tasks and got to work. By Tuesday night, the entire backlog of the past four days was cleared! We have an amazing, can-do staff, of which we can be very proud.

Yearbooks: The project of digitizing the L-S and Curtis yearbooks has been completed. I picked up the original volumes at the end of November from the Boston Public Library, where the work was done. They urged us to send any other digitization projects to them, and Elle Harms, our Local History Librarian is working on determining what items to

send. The yearbooks can be found online at <https://archive.org/details/goodnowlibrary>. Below is the cover image from the '74-75 Curtis yearbook, Not only are the yearbooks scanned, but the text is also fully transcribed.



GLF Donor Event: on 12/7 the Foundation held an event for current and potential donors. The evening featured a talk by our own Katina Fontes, who spoke about local history, with an emphasis on the Indigenous experience that questioned the dominant and accepted narrative of the English settlers. The audience was captivated and a lively discussion followed. The Foundation also announced its endowment campaign, and I announced that the Hudson gallery would be dedicated to Susan Litowitz (who passed away in June 2023) for her generous contributions of financial gifts, as well as graphic design for the Hudson paintings. Her partner, Jim Hill, will work with the library to complete the project.

**Facilities:**

- Downstairs kitchen: the contracting work is complete. We still need to outfit it with some basics like utensils, serving trays, coffee maker. But it is great to have this space back and usable!
- Furniture moving: I had the opportunity to get some free office furniture from Harvard, and was able to move my desk into Suzanne's office. She is much better set up now to do her work, and I have a good new desk set.
- Rainstorm: the downpour on 12/20 resulted in minor flooding and leaks, but nothing catastrophic. We did not lose power, as many in town did, although the lights flickered a few times.

### **Personnel:**

Holiday celebrations: the staff held a cookie swap and festive/ugly sweater week. Those who were able went out to dinner, and we will schedule another night out after the holidays. The staff were treated with many baked goods and sweets from grateful patrons.

Coming up:

Jan 2: Revolving Funds due

Jan 10: Nintendo Super Smash Bros. Ultimate tournament

Jan 11: Author talk: Bill Littlefield

Jan 16-23: Teen Study Week

Jan 18: Nature Talk: Insects of Assabet River

Jan 24: Read to Rico, Sudbury Police Department police dog

Jan 26: Annual report due

Jan 31: Annual Crunch Bowl

**TOWN OF SUDBURY WARRANT ARTICLE FORM**

**ARTICLE** \_\_\_\_

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board’s Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE TITLE: Electric Car Charging Stations for Goodnow Library**

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$80,000, or any other sum or sums, to be expended under the direction of the Combined Facilities Director, for the purchase of electric car charging stations, associated design services, and installation services for the Goodnow Library, located at 21 Concord Road, and all incidental expenses related thereto; or act on anything relative thereto.

**Goodnow Library Trustees Report:** This project was in progress with approximately half of the funding coming from the Solar Energy Revolving Fund and the other half coming from government grants. Unfortunately, the government grants have fallen through. Currently the Solar Energy Revolving Fund has a balance of approximately \$1 Million dollars, so we are hoping that the full cost can be covered by the Solar Energy Revolving Fund, Free Cash, or within the Town Manager’s Capital budget. Sudbury has been proactive with green energy initiatives and electric car chargers is a great next step.

By: \_\_\_\_\_

Approved by: \_\_\_\_\_

Town Counsel



## **GOODNOW LIBRARY TRUSTEES**

### **BYLAWS**

#### MEETINGS:

The Board of Library Trustees shall hold a regular monthly meeting throughout the year with the exception of the months of July and August; the scheduled time of the meetings shall be determined by the Board each year and posted with the Town Clerk's Office; special meetings may be called by the Chair, whenever the Chair determines that the transaction of business should not be delayed until the next scheduled meeting or at the request of a majority of the Trustees; the special meetings shall be in compliance with Massachusetts General Laws, Chapter 39, Section 23A; the board shall meet in executive session when required in accordance with open meeting law procedures. Notices of all meetings shall be provided by the Director of the Library at least five days before a meeting; and any person adjudged to be unruly may be removed from an open meeting of the board by the presiding officer.

All decisions of the board are to be made by the board as a collective body and no individual member may make decisions, or, with exception of the chair, act or speak for the board unless specifically authorized to do so by the chair or a majority vote of the membership of the board;

#### OFFICERS:

A Chair and a vice-Chair shall be chosen annually at the first meeting following the conclusion of Annual Town Meeting; the Chair will appoint a Secretary to the Board; the Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, be responsible for the submission of an annual report to the town and generally perform the duties of the presiding officer; the Chair or the vice-Chair or a designated Trustee shall represent the Board of Trustees in all matters which require coordinative action with other town officials, committees and boards, with state education and library agencies and shall report and present to the Trustees the results of such meetings for their information and further action; in the absence of the Chair from a Board meeting, the vice-Chair shall preside; in the absence of both, the members present shall select a temporary Chair for the meeting; the Secretary shall keep a true and accurate account of all proceedings of the Board meetings, and on the authorization of the Chair, of all special meetings, and shall have the responsibility for recording and maintaining all minutes and other records of the Board;

#### COMMITTEES:

Special committees of the Trustees for the study and investigation of particular problems or any other matters may be appointed by the Chair; sub-committees of interested and knowledgeable townspeople may be appointed by the Chair, with the

approval of the Trustees, to assist such special committees; such committees will serve until the completion of the work for which they were appointed or the Chair otherwise determines;

QUORUM:

A quorum for the transaction of business shall consist of a majority of the Board; the number of Board members is fixed by the General Laws;

LIBRARY DIRECTOR:

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board; the Library Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of staff, for the preparation of the annual report to be submitted to the Trustees, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget; the Library Director shall attend all Board meetings, except those at which her/his appointment or salary is to be discussed or decided, or whenever a majority of the Trustees present vote to convene in an executive session;

EVALUATION:

The Trustees will complete a written annual evaluation of the Library Director. The final version of the evaluation will be placed in the Director's personnel file.

The Board will periodically conduct a self-evaluation.

ORDER OF BUSINESS:

The order of business at the regular meetings shall normally be as follows:

- Call to order
- Approval of minutes (either read or previously received)
- Report of Library Director, including the state of the funds
- Reports of committees
- Communications
- Unfinished business
- New business
- Adjournment

AMENDMENTS:

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting and provided to the Board members at least seven days prior to the meeting;

## **GOODNOW LIBRARY TRUSTEES FUNCTIONS AND DUTIES**

### GOVERNING AND POLICY MAKING:

1. Determines the program and needs of the library in relation to the needs of the community;
2. Determines the goals and objectives of the library and methods of evaluating progress toward meeting them; reviews goals and objectives annually and evaluates progress;
3. Determines and adopts written policies to govern the operation, use and program of the library; adopts bylaws for Board procedures;
4. Works cooperatively with officials of the town, mindful of the special responsibilities of a library board;
5. Attends all Board meetings and meetings of committees assigned by the Chair; carries out all special assignments promptly;

### FINANCE

1. Keeps abreast of the financial status of the library;
2. Works with the Director to formulate a budget adequate to carry out the library's goals and objectives;
3. Presents, explains and defends the budget to the Finance Committee, Town officials and the public in conjunction with the Library Director;
4. Helps to secure adequate funds for staff and services;
5. Presents an annual plan for allocation of trust funds to the Trustees of Town Donations (the Select Board and the Treasurer);

### PERSONNEL

1. Employs a competent and qualified Director, who advocates for adequate compensation, benefits, agreeable working conditions and opportunities for professional growth for all employees.

### SERVICE AND COMMUNITY RELATIONS

1. Interprets the community and its needs to the Director and reflects them in goals, objectives and policies;
2. Establishes a materials selection policy, including a *freedom to read* provision;
3. Establishes ways of providing services to public and private institutions as well as individuals within the community;
4. Establishes support for, and participates in, community relations programs;
5. Maintains a presence with the Friends of the Goodnow Library.

Instructions:

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- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of vote signed by its clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE GOODNOW LIBRARY MEETING ROOMS REVOLVING FUND

To see if the Town will vote to establish the FY2025 spending limit of the Goodnow Library Meeting Rooms revolving fund at \$10,500 pursuant to Article XXXIII of the Town of Sudbury General Bylaws.

Submitted by the Trustees of the Goodnow Library.

GOODNOW LIBRARY TRUSTEES REPORT: This fund was first approved by Town Meeting for FY92 and approved at each subsequent Town Meeting. The revolving fund provides additional funds for the Library’s Building Maintenance budget for the Library’s meeting rooms.

SUBMITTED BY:

_____	_____
_____	_____
_____	_____

APPROVED BY: \_\_\_\_\_  
Town Counsel

Instructions:

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- 3) **WARRANT REPORT**, briefly explaining intent and scope of article **must** be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE GOODNOW LIBRARY SERVICES REVOLVING FUND

To see if the Town will vote to establish the FY2025 spending limit of the Goodnow Library Services revolving fund at \$25,000 pursuant to Article XXXIII of the Town of Sudbury General Bylaws.

Submitted by the Trustees of the Goodnow Library.

**GOODNOW LIBRARY TRUSTEES REPORT:** This fund was first approved by Town Meeting for FY22. It funds replacement of library materials as well as incidental costs associated with service for patrons and library programs offered to the public.

SUBMITTED BY:

_____	_____
_____	_____
_____	_____

APPROVED BY: \_\_\_\_\_  
Town Counsel