

Goodnow Library Board of Trustees

Minutes

Tuesday, December 3 at 6:30 PM

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

Call to order: Jean called the meeting to order at 6:32 PM.

Jean gave notice of the meeting being recorded.

Attendance: All trustees were in attendance.

Public Comment:

There were no public comments.

Written Reports:

Minutes

Ingrid motioned and Katina seconded approval of the November 5, 2024 minutes. The minutes were approved unanimously.

Director's Report

- Successful Staff Day (digital AI/staff asset mapping, Unsung Hero Award awarded to Douglas Grant, staff engagement/communication/assessment).
- Recruitment for Head of Reference continues.
- First Farmer's Market 4/12/25 and Community-wide read
- Completion of Unearthing Sudbury's Indigenous History two-year grant
- Bradshaw Foundation matching
- Asphalt roof request change
- Bike rack foundation was laid - concrete
- Light fixture replacement
- - Water bottle machine on 2nd floor.

See attached report for details.

Financial Report

See attached for details.

Discussion Items:

Fiscal 26 Budget Discussion

- Reference Full time by combining part-time positions.
- Communications PR person (Full time vs. part time)
- Custodial contract is for three years. Given the need for consistency, the hope is to have this position be staffed as an employee rather than a contract
- Due to increase in general expenses, automation, increased book/material costs, this current request is slightly more than the typical 2% increase requested.
- Library Employees: Not part of a union like Sudury police, firefighters, DPW, supervisors. Exploration of a potential for market rate adjustment, which has not happened for some time.
- Goal of changing full time vs. part time ratio given high onboarding costs required when there is turnover in staff.

Megan made a motion for Esme to submit the proposed budget to the town, Ingrid seconded. Motion was approved unanimously.

Meeting Room Policy Update

- Inclusion of Second Floor Small Meeting Room for reservable meeting room space and parameters for space use..

Annual Report

Capital Improvement Request

Revolving Funds

Date for January meeting

Meeting for January will be Tuesday, January 7, 2024.

Items in the last 48 hours:

There were no new items in the last 48 hours.

Adjournment:

Ingrid motioned, Jean seconded, unanimous approval to adjourn. The meeting adjourned at 7:17 PM.

Documents used during the meeting:

1. Trustees' Agenda 2024-12-03
2. Goodnow Library Trustees Meeting Minutes - 2024-11-05
3. Director's Report (including Finance Report) - 2024-11-05

Next Meeting: Tuesday, January 7, 2024 6:30 PM