

Goodnow Library Board of Trustees

Minutes

Tuesday, November 5, 2024 at 6:30 PM

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

Call to order: Jean called the meeting to order at 6:35 PM.

Jean gave notice of the meeting being recorded.

Attendance: All trustees were in attendance except for Eriko Frank.

Public Comment:

There were no public comments.

Written Reports:

Minutes

Megan motioned and Katina seconded approval of the October 2024 minutes. The minutes were unanimously approved.

Director's Report

Supervisors' retreat is happening. Discussing how to work/organize smarter, not harder.

Note: The staff is currently down 2 people in reference.

Head of Reference

Part-time reference librarian who left for a full time position.

Facilities

Roofing, Emergency lighting, other items

Details in the latest Space Survey conducted by the Facilities Department.

See attached document for details.

The Facilities Department shared one Capital Project Request form for the roof repairs. There were few details. Jean asked that more details, including a bid document, be provided. Furthermore, since this is a request for the roof, she asked if the Solar Committee has any interest in

adding solar panels to the roof, and, if so, would they be willing to fund some of the project.

Jean also asked if the fact that the front entrance ceiling's water leak was mentioned in the Space Survey report. When it rains, there is often a puddle at the front entrance and visual evidence on the ceiling that there is water leakage. It didn't seem to be mentioned in the report. Furthermore, there hasn't been any response from Facilities about the reported issue.

Staff Training Day - Katina motioned to approve closing library on Friday, 11/22, Ingrid seconded - unanimous

Financial Report

See attached for details.

Discussion Items:

Fiscal 26 Budget Discussion

The budget request this year will focus on bringing staff salaries up to the level of comparable town librarians and the request for a communications / marketing position.

Meeting room policy

Megan gathered information about meeting room policies from several libraries.

Free ones are open to public

Priority for rooms is stated

Nonprofit and civic groups

No private parties, no tickets, no selling, etc.

Time limits and times per month limits

Some require library card to book

Some free, some for cost

Cancellation policy

The Trustees discussed changing the rules for the conference room (2nd floor). This room used to be used for town committee meetings which are not on zoom, so the room is not used as much.

Community groups which may not be incorporated are looking for space. Some value in allowing a civic group to meet privately

Esme will create a draft of an amended meeting room policy for next meeting.

Items in the last 48 hours:

There were no new items in the last 48 hours.

Future Agenda Items:

Meeting Room Policy

Adjournment:

Ingrid motioned, Lissa seconded, unanimous approval to adjourn.

Documents used during the meeting:

1. Trustees' Agenda 2024-11-05
2. Goodnow Library Trustees Meeting Minutes - 2024-10-01
3. Director's Report (including Finance Report) - 2024-11-05
4. Goodnow Library Space Survey report

Next Meeting: Tuesday, December 3, 2024 6:30 PM