

# Goodnow Library Board of Trustees

## Minutes

Tuesday, September 3, 2024 at 6:30 PM

Recording of the proceeding can be found at [sudburytv.org](http://sudburytv.org).

**Call to order:** Jean called the meeting to order at 6:33 PM.

Jean gave notice of the meeting being recorded.

**Attendance:** All trustees were in attendance except for Katina Fontes and Lissa Iwasaki.

## Public Comment:

There were no public comments.

## Written Reports:

### *Minutes*

Eriko motioned and Ingrid seconded approval of the June 4, 2024 minutes. The minutes were unanimously approved.

### *Director's Report*

Highlights discussed were the Municipal Vulnerability Preparedness grant award, 13% increase of state aid for libraries, and phone language interpretation services for non-English-speaking monolingual patrons, and hiring of new Office Manager, Sharon Russo.

See attached report for details.

### *Foundation Report*

See attached report for details.

### *Financial Report*

See attached for details.

## **Discussion Items:**

### *Fiscal 26 Budget Discussion*

Esme discussed the need for a public communications position for coordination of different areas within the library (e.g. reference/teen/children's).

### *Professional Development Policy Update*

Megan motioned and Ingrid seconded the motion to accept the policy changes. The policy changes were unanimously approved.

### *Use of Sara Sherman NOW Lab Policy Update*

Eriko motioned and Megan seconded the motion to accept the policy update changes.

The policy changes were unanimously approved.

### *Trust Funds Usage*

Ingrid motioned and Megan seconded the approval of the request for the usage of the Goodnow Trust Fund. The request was unanimously approved.

### *Review of the Trustee Handbook*

Esmé reviewed key points of the role of the trustees. Jean raised the idea of creating trustee goals - staff retention, reduction of staff attrition. Staff retreat

### *ARIS Snapshot*

See attached report for details.

### *Review Annual Calendar*

November: Vote on budget request. December: Review by-laws.

### *Date for October meeting*

Meeting for October will be Tuesday, October 1, 2024.

## **Items in the last 48 hours:**

There were no new items in the last 48 hours.

**Future Agenda Items:**

Discuss 2024-2025 Trustee Goals  
Trustee Spotlight  
Discuss creation of process to obtain staff feedback.

**Adjournment:**

Ingrid motioned, Jean seconded, unanimous approval to adjourn. The meeting adjourned at 7:24 PM.

**Documents used during the meeting:**

1. Trustees' Agenda 2024-09-03
2. Goodnow Library Trustees Meeting Minutes - 2024-06-04
3. Director's Report (including Finance Report) - 2024-09-03

**Next Meeting: Tuesday, October 1, 2024 6:30 PM**