

Goodnow Library
Board of Trustees

AGENDA

Tuesday, November, 4, 2025, 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
- Director's report
- Financial report
- GLF report

Discussion items

- Collection Development Policy Review (poss. vote)
- Food and Allergy Policy Review (poss. vote)
- FY 27 Budget Discussion

Items suggested for next agenda

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

Adjournment

**Next meeting: Tuesday, December, 2, 2025 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, October 7, 2025, 6:30 PM

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

Call to order: Katina called the meeting to order at 6:28 PM.

Land Acknowledgement

Katina gave notice of the meeting being recorded.

Attendance: All trustees were in attendance.

Public Comment:

Written Reports:

Minutes

Ingrid motioned and Eriko seconded approval of the September 2, 2025 minutes. The minutes were unanimously approved.

Director's Report

See attached report for details.

Financial Report

See attached for details.

GLF report

Presented by Jennifer Jones, GLF Development Director. Mini campaign provided for cost for the Teen Area Furniture purchase.

Discussion Items:

Fall Spotlight

"Fall 2025: New Library Initiatives" to be posted on the Goodnow Library Trustees page.

Digital Collections Policy Review

Abi Smith reviewed the update on proposed changes for the Digital Collections Policy, Lissa motioned for approval of the Digital Collections Policy, Megan seconded. The policy was approved unanimously.

Acceptable Behavior Policy Review

Ingrid motioned for the approval of the Acceptable Behavior Policy with changes, Megan seconded. The policy was approved unanimously.

Use of Library Facilities Policy Review

Eriko motioned for the approval of the Use of Library Facilities Policy with changes, Jill seconded. The policy was approved unanimously.

Quiet Study Room Policy Review

Megan motioned for the approval of the Quiet Study Room Policy with changes, Lissa seconded. The policy was approved unanimously.

Preliminary FY 27 Budget Discussion

Amy reviewed the budget process, identified potential requests for the FY 27 Budget.

Announcement from Chair

Katina is stepping down as chair due to the need to reduce her volunteer commitments. Katina motioned to nominate Ingrid as Board of Trustees Chair, Lissa seconded. The motion was approved unanimously.

Future Agenda Items:

Items in the last 48 hours not known in advance of the meeting:

There were no new items in the last 48 hours.

Date for November Meeting

Meeting for November will be Tuesday, November 4, 2025 at 6:30 PM.

Adjournment

Katina motioned and Ingrid seconded; unanimous approval to adjourn. The meeting adjourned at 7:14 PM.

Documents used during the meeting:

1. Trustees' Agenda 2025-10-7
2. Goodnow Library Trustees Meeting Minutes - 2025-9-2
3. Director's Report (including Finance Report) - 2025-10-7
4. Goodnow Library Foundation Report Director of Development Update: October 2025
5. Digital Collections Policy June 2025 Draft
6. Acceptable Behavior Policy (Policy #4-B-1)
7. Use of Library Facilities Policy (Policy #4-C-1)
8. Quiet Study Rooms Policy (Policy #4-C-3)

Next Meeting: Tuesday, November 4, 2025 at 6:30 PM

Director's Report November 4, 2025

Statistic of the month: 100 Yellow Tulips were planted as part of the Yellow Tulip Project.

Highlights:

- October is a very busy month here at the library and lots of spooky fun was had by all ages. Children had the opportunity to find new costumes at our Saturday Halloween Costume Swaps, older elementary kids and teens enjoyed making ghoulish candy graveyards at our "Halloween Bites" program, teens and adults learned about the ghosts of Goodnow at our "Spooky Tours" evening event, and the month culminated with our annual Pumpkin parade.
- Yellow Tulip Project: The teen department partnered with the Health department, Sudbury Garden Club, and DPW on the Yellow Tulip Project, a youth-based movement that seeks to break the silence around mental illness and suicide. Communities plant yellow tulips that bloom in the



spring, serving as a living reminder that even after the darkest winters, hope returns. Yellow tulips were planted in front of the library by the flag pole and when they bloom in the spring the library will offer programming around suicide prevention in conjunction with the Health department.

- FY27 Budget data gathering – we are working through the budget forms requested by the town and crafting a budget narrative.

Facilities:

- Smart Lockers: The installation of the Smart Lockers is scheduled for the morning of November 4. We are excited to launch this new service in the coming weeks.
- Building Plumbing: Facilities is working with a plumbing contractor to update the faucets throughout the building and ensure proper drainage in all sinks.
- Historical Room: Facilities is still checking references for their chosen bidder.
- Children's room refresh: it has been over twelve years since the children's room was last updated and the furniture in that space is showing significant wear and tear. We are exploring new furniture options, space needs, and possible ways to expand shelving.

Personnel/Professional Development:

- Staff Day was held on Friday, October 17. Highlights included: fire prevention training with Assistant Fire Chief Kyle Gordon during which staff discussed creating a fire plan for the library and conducted a fire drill; an overview of Goodnow's Historical Collections followed by our very own "Spooky Tour"; updates from the director including discussions about the high cost of eMaterials; Cross-departmental training; a fun crafting event to make witch/wizard hats for the Halloween parade; and departmental staff meetings.



- Five professional staff members attended the New England Library Association (NELA) annual conference towards the end of the month. It was a great conference this year and provided valuable takeaways regarding staff training, AI tools, time management tips, and current trends in libraries.
- Karen Tobin and myself attended the Sudbury Doing Good Coffee on October 16 which provided us the opportunity to connect with local non-profits and explore ways to collaborate.

Other:

- Happily, after reaching out to the Boston Herald one final time, they agreed to a much lower subscription increase and so we continue to get the Herald.
- Goodnow recently applied for an Archival Field Fellow as part of the Massachusetts State Historical Records Advisory Board (SHRAB) Roving Archivist program. If the library receives this grant, this archival fellow will help process the Goodnow Library Collection which is a collection of materials related to the history and management of the Goodnow Library.

Upcoming Events:

- MLS Annual Meeting on 11/5
- Goodnow Library Foundation Donor event on 11/12
- Sudbury Holiday Village on 12/6



**GLF Report
November 2025**

Director of Development Update:

- The GLF Annual Appeal is underway and we are grateful for level of support we have received so far. Gifts received by December 31 will be receipted for the 2025 tax year.
- The GLF board requested a list of potential funding needs for the 2026 calendar year. The budget should be finalized in December and we appreciate the input Director Amy Stimac has given on library needs and look forward to collaborating on projects in the year ahead.
- It is anticipated that total FY2025 Permanent Fund Endowment gifts to the GLF will total over \$61,000. As mentioned before, this fund is to serve library needs in perpetuity.

FY26

Account Name	Budget	Expensed YTD FY26	Available FY26	% Spent FY26	37%
Town Funds					
General Expense	\$ 10,500.00	\$ 1,948.87	\$ 8,551.13	19%	
Contracted Services	\$ 56,000.00	\$ 10,414.89	\$ 45,585.11	19%	
Library Materials	\$ 240,000.00	\$ 99,728.36	\$ 140,271.64	42%	
Automation	\$ 75,000.00	\$ 69,560.84	\$ 5,439.16	93%	
Total Expenses	\$ 381,500.00	\$ 181,652.96	\$ 199,847.04	48%	
Salaries	\$ 1,102,137.00	\$ 343,045.83	\$ 759,091.17	31%	
Total Town Funds	\$ 1,483,637.00	\$ 524,698.79	\$ 958,938.21	35%	

Grants					
CPA - Hist Reno	\$ 108,162.51	\$ -	\$ 108,162.51	0%	
LSTA - Sudbury's Indigenous History	\$ 3,109.63	\$ 3,115.97	\$ (6.34)	100%	
Total Grants	\$ 111,272.14	\$ 3,115.97	\$ 108,156.17	3%	

Account Name	Budget	Expensed YTD FY26	Available FY26	% Spent FY26	Revenue FY26
Trusts					
Goodnow Funds	\$ 35,000.00	\$ 3,818.25	\$ 31,181.75	11%	\$ -
Bradshaw - Hist	\$ 100.00	\$ -	\$ 100.00	0%	N/A
Raymond	\$ 200.00	\$ -	\$ 200.00	0%	N/A
Rhoades - Garden.	\$ 500.00	\$ 64.37	\$ 435.63	13%	N/A
Total Trusts	\$ 35,800.00	\$ 3,882.62	\$ 31,917.38	11%	\$ -

State Aid & Revolving Funds					
Library Services Revolving	\$ 25,000.00	\$ 6,050.34	\$ 18,949.66	24%	\$ 8,396.46
Meeting Room Revolving	\$ 10,500.00	\$ 320.00	\$ 10,180.00	3%	\$ 1,085.00
State Aid	\$ 56,054.60	\$ 26,909.96	\$ 29,144.64	48%	\$ -

Collection Development Policy

One of the primary objectives of the Goodnow Library is to provide and organize materials for people from infancy through maturity, making available carefully selected materials of purpose and quality that will meet the needs and interests of the users of the Goodnow community. Sensitivity to all interests, early recognition of needs before they are clearly expressed, and range of viewpoints mark the outstanding collection.

Purpose

Goodnow Library provides unrestricted access to information, programs and resources to satisfy our community's intellectual and recreational needs and lifelong learning, enriching our community's quality of life and enjoyment.

The purpose of this document is to establish the guidelines by which the library develops its collections.

Objectives

- To provide resources and materials which inform, educate, entertain and enrich our community
- To include works of enduring value as well as those timely materials on current issues
- To select materials based on community needs and interests
- To supplement resources through the use of electronic access and interlibrary loan
- To help people learn new skills and improve literacy
- To increase social awareness and community involvement
- To preserve and encourage the free expression of ideas essential to an informed citizenry

Scope of the Collection

The library provides materials and services that reflect the diverse educational, information, and recreational needs of its users by providing access to content through both traditional and emerging formats. The library recognizes that content and medium should be suitably matched, and that library patrons have different learning styles and preferences for how they receive information. Therefore, Goodnow Library provides materials in formats, including:

- Print – such as hardcovers, paperbacks, magazines, and newspapers
- Non-print – such as audio and visual formats
- Digital resources – such as on-line databases; eBooks, eAudio and eVideo; digital historical archives; and games
- Equipment – such as wireless hotspots and other emerging technology
- library of Things – such as household, electronic, recreational and other items of use to members of our community.

Responsibility

The Board of library Trustees has the ultimate legal responsibility for the library's collection. Collection development and management activities are administered by the library Director and implemented by staff in various departments.

Selection Guidelines

All or some of the following criteria may be considered when adding new items to the collection:

- Accuracy, timeliness, format durability and ease of use
- Cultural significance and critical acclaim
- Current or historical significance of author or subject
- Diversity of viewpoint
- Literary merit
- Price and availability
- Public appeal or local interest
- Relevance to the present and potential needs to the community

Professional and special materials, such as legal, medical, and religious works, are purchased if they are of general interest.

The library does not purchase textbooks to support educational curriculums. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

Periodicals are added to the collection on the basis of relevance and community interest.

Technology is selected upon usefulness, interest, and the broadness of its implications and importance.

Audiovisual material is added to the library's collection with consideration to patron demand and budget constraints. The library acquires this material primarily in the most popular format.

All criteria need not be met for purchase consideration.

Children's Department

The Children's Department offers developmentally appropriate materials that meet the informational and recreational needs of children ages birth through twelve.

The Children's Department maintains a collection that is balanced, relevant, and of appropriate size, quality, and diversity to suit the needs of our users. To ensure that all parts of the collection are appropriate and well-chosen, the children's librarians consult professional review sources before purchase. The children's librarians also rely on the recommendations of library users.

Some materials in the Children's Collection might not be considered appropriate by all adults for all children. Each child and their parent or caregiver decides what material is suitable for that child to read. While some books are too mature for one child, other children may be ready for them.

Teen Room

The Teen Room offers developmentally appropriate materials that meet the informational and recreational needs of preteens and teenagers ages twelve to eighteen.

The Teen Room maintains a collection that is balanced, relevant, and of appropriate size, quality, and diversity to suit the needs of our users. To ensure that all parts of the collection are appropriate and well-chosen, the teen librarian consults professional review sources before purchase, but also relies on the recommendations of library users.

Some materials in the Teen Services Collection might not be considered appropriate by all adults for all teenagers. Each teen and their parent or caregiver decides what material is suitable for that teen to read. While some books are too mature for one teen, other teens may be ready for them.

Collection Maintenance

In order to provide the best service to our community the collection is regularly evaluated. To keep the collection fresh and relevant the library maintains a schedule of evaluation.

The following is the criteria for withdrawal from the collection:

- Items are worn, stained or damaged beyond repair
- Items are out of date, contain inaccurate data or are not historically significant
- New, more current or more comprehensive resources are available
- A more desirable format of the content is available
- Duplication
- Low circulation

Items removed from the collection are donated or disposed of properly.

Currently useful items withdrawn by reason of condition, loss or damage will be considered for replacement, but may not always be replaced, or may not be replaced in the same format.

Patron Suggestions

Suggestions are welcome and we will consider all requests from Sudbury residents using the same selection criteria that we use for the collection.

If an item is unavailable for purchase, or does not fulfill our selection criteria, we will attempt to obtain the item via Interlibrary Loan to the best of our ability.

Self-Published Materials

The library routinely acquires books published by commercial publishers that fit the library's collection development plan and meet our selection criteria. We also may acquire self-published books when they include unique local content, fit the scope of the library's collection plan and meet our selection criteria.

Our professional selection staff looks for reviews in standard journals (for example, *Kirkus*, *library Journal*, *Publishers Weekly*, *School library Journal*) as well as in the mainstream media, such as *The Washington Post*, *The New York Times*, etc. Positive reviews posted on Amazon or on blogs and personal websites are seldom helpful in our decision process.

Materials Written or Produced by AI (Artificial Intelligence)

The library is committed to maintaining a collection that reflects human creativity, knowledge, and expertise. As such, the library does not purchase, acquire, or accept donations of books that are primarily generated, authored, written, or narrated by artificial intelligence. This policy ensures that our collection upholds quality, authenticity, and intellectual integrity for our community.

The library also seeks to avoid all AI-generated content in e-content. All AI content that violates our policy will be reported to the vendor(s).

Controversial Materials and Intellectual Freedom

Goodnow Library does not promote particular beliefs or views. The library provides materials reflecting various opinions, which can apply to important, complex, and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety.

The library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Sudbury residents with concerns about materials in the library's collections may direct their concerns to any staff member, who will address it with their supervisor. If the resident wishes for a more in-depth assessment, a formal Request for Reconsideration may be submitted. Requests for reconsideration are reviewed only when made by a Sudbury resident.

[Request for Reconsideration Form](#)

In the interest of protecting the individual's right to have access to materials, the library supports the following documents:

- [First Amendment of the Constitution](#)
- [library Bill of Rights](#) Adopted June 18, 1948, amended February 2, 1967, and June 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

- [The Freedom to Read Statement](#) – Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

Food and Allergy Policy

Food and Beverages in the Library

For the comfort and convenience of our patrons, The Goodnow Library allows food and beverages in most areas of the library. Drinks must be in covered containers. We ask our patrons to clean up after themselves and to notify staff if there is a spill that needs attention. Patrons are expected to take responsibility for maintaining a sanitary and pleasant environment in this shared space. Trash receptacles are provided for your convenience throughout the library. We strongly recommend hand washing with soap and water after eating. Unattended food and drink may be removed and discarded.

Patrons are permitted to have food delivered to the library, provided they follow the following guidelines.

1. Patrons must meet their delivery driver in the lobby or outside the building.
2. Patrons must claim their own food deliveries.
3. Staff will not alert patrons to the presence of delivery drivers, nor will they accept said deliveries in lieu of the patron.
4. Staff are not responsible for any deliveries that patrons fail to claim.

Food Allergies

The Goodnow Library recognizes that food allergy is a disability protected by the Americans with Disabilities Act (ADA) and that reactions of individuals to food allergies may result in serious life-threatening medical conditions. The Library also acknowledges that individuals may have dietary restrictions due to cultural, religious and/or medical reasons.

The Goodnow Library allows food and beverages in most areas of the library, and those with severe food allergies should be aware that food allergens may be present in the library as it is a shared community space. All-purpose cleaning wipes and/or all-purpose spray cleaner, paper towels, and disposable gloves will be available if you wish to wipe down a hard surface.

Please be aware that at the Goodnow Library food is occasionally present in some of our programs, both as snacks and as craft materials. The descriptions of programs where food will be present will include a notice that refreshments will be served or that food items will be used. These descriptions will link to this allergy policy and provide a contact for questions and requests for reasonable accommodations. Copies of this food allergy policy will be available on the library's website.

Those with food allergies are responsible for monitoring refreshments served at the library. Responsibility for monitoring minors rests with their parents, guardians, or custodial caregivers.

Library staff do not oversee food brought in by patrons or outside groups for potential food allergens.

The Library Director is available to discuss measures to reduce the likelihood of a food allergy reaction at the library.