

## **Goodnow Library Board of Trustees**

### **Minutes**

**Monday, Sept 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 6:32pm

The Land Acknowledgement statement was read.

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

Katina gave notice of the meeting being recorded and read the policy for Public Comment.

### **Public Comment:**

*Lisa Kouchakdjian (30 Meadowbrook Circle, Sudbury Select Board member) - Lisa invited the Trustees to participate in the upcoming Town Forum about voting and volunteerism. It's an opportunity to share experiences about volunteering in town.*

### **Board Photo:**

The Trustees took a break from the meeting to take a group photo.

### **Written Reports:**

#### *Minutes*

Natalie motioned and Lily seconded approval of the June 6, 2023 minutes with one edit to change the "Next Meeting" from Aug 7 to Sept 5. The minutes were unanimously approved.

#### *Director's Report*

During Summer Reading, 700+ kids read 450,000 minutes. This is an increase from last year and the highest post-pandemic results. Thank you to the staff for another great summer.

The new Minuteman online catalog will go online soon.

Esmé is in discussions with groups in town about what it would take to start a Farmer's Market.

Climate Prep week is at the end of September and there will be a Ribbon Tree in the lobby.

Working on a CPA article to get funding to digitize LSRHS yearbooks.

### *Foundation Report*

See attached report.

### **Correspondence:**

*Len Simon email of 6/19/2023 - Mr. Simon requested Katina's personal notes in regards to her statements at the June 2023 meeting. The Trustees agreed that these were her personal notes, and Mr. Simon could watch the Sudbury TV recording for an exact record of her statement.*

### **Discussion Items:**

*Public Comment Guidelines and General Best Practices - Esmé shared a document from MIIA (Massachusetts Interlocal Insurance Association) with ideas about best practices for Town Boards and Committees.*

*Library Finances 101 - Esmé reviewed the various revenue sources for the library and explained in detail the monthly Financial report spreadsheet that is shared with the Trustees.*

*Planning for FY25 - Planning for FY25 is underway. In the upcoming months the Trustees will discuss advocating for more FTEs and EV chargers.*

*First Amendment Audits - The Acton Library was recently targeted by a first amendment auditor(s). The Goodnow staff has been trained on how to best handle these situations.*

*New Photography policy - Esmé will run a new Photography policy by Town Counsel. When it's ready, she will bring it back to the Trustees for approval.*

### **Updates:**

*Trustee Spotlight - Jean will bring a draft of Trustee Spotlight to the next meeting.*

### **Adjournment:**

Around 7:14 pm the meeting adjourned.

### **Documents used during the meeting:**

1. Trustees' Agenda 2023-9-5
2. Goodnow Library Trustees Meeting Minutes - June 6, 2023
3. Director's Report (including Finance Report) - 2023-9-5
4. Public Comment Sign-In Sheet

5. Foundation Report - September 2023
6. MIIA Code of Conduct
7. Draft of Photography Policy

**Next Meeting: Tuesday, October 3, 2023 6:30pm**