

Goodnow Library
Board of Trustees

AGENDA

Tuesday, February 6, 6:30 p.m.
Small Conference Room
21 Concord Road, Sudbury

Call to order/Notice of meeting recording

Attendance

Public Comment*

Spotlight on Teen Services

Written reports

- Approve minutes of the Jan
- Director's report
- Foundation report
- Financial report

Updates

- Bylaw review (vote)
- Annual Report (vote)
- Policies (vote):
 - Photography
 - Acceptable Behavior

Items suggested for next agenda

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

Adjournment

Next meeting: Tuesday, March 6, 2024 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, January 2, 2024, 6:30pm
Recording of the proceeding can be found at sudburytv.org.

Call to order: Katina called the meeting to order at 6:34pm

Attendance: All trustees were in attendance.

Public Comment:

There were no public comments.

Written Reports:

Minutes

Natalie motioned and Ingrid seconded approval of the Dec 5, 2023 minutes. The minutes were unanimously approved.

Director's Report

The Director's Report highlights - Book bans, Internet Outage (12/22 - 12/26)

See attached report for details.

Financial Report

On target for the year.

Annual Report

Aim to finish by the next meeting (Feb)

Updates:

FY25 budget

Capital Projects meeting will be Feb 12. Director's meeting with Town Manager was Dec 13. No updates since then.

Warrant Articles

EV Charger Warrant Article

- Last sentence: Sudbury has been proactive with green energy initiatives, and electric car chargers are a great next step.

Jean moved and Ingrid seconded to approve the EV charger warrant article with the grammatical changes to the last sentence and any changes that Town Counsel suggests.

Meeting Room Revolving Fund spending limit warrant article - \$10,500
Ingrid motioned and Lissa seconded a motion to approve this article.

Library Services Revolving Fund spending limit warrant article - \$25,000
Lily motioned and Natalie seconded a motion to approve this article.

Review Bylaws

In the "Order of Business" section, add a Public Comment section.

Future Agenda Items:

Bylaw change

Policy Docs

Adjournment:

Ingrid motioned and unanimous approval to adjourn. The meeting adjourned.

Documents used during the meeting:

1. Trustees' Agenda 2024-1-2
2. Goodnow Library Trustees Meeting Minutes - 2023-12-5
3. Director's Report (including Finance Report) - 2024-1-2
4. Warrant articles

Next Meeting: Tuesday, Feb 6, 2024 6:30pm

Goodnow Library

STRATEGIC GOALS

SERVICE

Offer an outstanding public service to all

This year's staff development focused on First Amendment Audit protocols and literacy training.
Added Notary Services
Expanded Passport Services
Added cashless payment for printing and copies
Reduced wait times for popular materials

Communication

USE A COHESIVE COMMUNICATION MODEL THAT EMPOWERS AND SUPPORTS BOTH PATRONS AND STAFF

Initiated Semi-Annual Library Trustee Reports

Access

UNRESTRICTED ACCESS TO INFORMATION, PROGRAMS AND RESOURCES

DEI

Diversity, Equity, Inclusion

Awarded a grant to fund development of Indigenous History Special Collection.
Awarded a grant to do a Race, Equity, and Inclusion audit.
In addition to an audit of current materials, the library will acquire tools to continuously track diversity of the collection.

Culture

ADAPTIVE, FLEXIBLE, AND MEANINGFUL WORK CULTURE

Benchmarked staffing compensation with comparable towns
Advocating for bringing staff compensation to a competitive level.

Adaptive

Adaptive programming, services and policies to meet the ever changing needs of our community.

Awarded a grant to increase add adaptive items to the Library of Things
Awarded a grant to develop a new collection emphasizing "Learn to Read" techniques.

now lab

future focused on sustainability and stba

Increased programming and access to the NOW lab
Advocating for a full-time NOW lab coordinator
Advocating for EV chargers for the library parking lot

Hub

The social hub for the Sudbury community.

Continued supporting community events - Earth Day, Pride Day, Winter Holiday Event

Programming and attendance at the library have increased past pre-pandemic levels. Demands for programs and services have increased, particularly in regard to digital content, and costs have increased commensurately.

The interest and need to prepare for climate extremes is emerging. The library serves as a safe place to stay warm or cool, and charge devices in comfort. We are providing educational programming and resources, and hope to have EV chargers in the coming year.

Collaborations: We continue to partner with our colleagues across departments. Examples include Truck Day, Earth Pride, Holiday Village, Doing Good Fair, and projects with the Senior Center, Park & Recreation, and Health Department. The library frequently hosts community meetings, due to available meeting space and its broad schedule.

The demands on staff continue to increase. Staffing hours and salaries have remained static, while needs to accommodate changes in the community increase. For example, DEI, accessibility, literacy support, and regular requests to partner with any number of worthy, local organizations. Additionally, there has been a national trend of book challenges that Massachusetts has not been immune to; having the fourth highest number of challenges in the country according to the American Library Association. Another sign of the times have been disruptions such as Youtubers seeking to gain attention and revenue through so-called First Amendment "audits," that rattle staff and patrons alike.

Community Collaborations

Climate Tree

Library staff built a Climate Ribbon Tree installation in the atrium. Patrons were encouraged to write the answer to the following prompt on a ribbon and hang it from the tree: “What do you love and hope to never lose to climate chaos?” All the ribbons will be collected and mailed to the Climate Ribbon Archive in NYC at the end of the project. All told, 193 tied ribbons to the tree, creating a beautiful art piece in the library and stimulating thought and conversation about the climate.



Vaccination Clinic

Staying healthy in Sudbury! Turnout was high at the senior community flu clinic at Goodnow, an event held in partnership between the Library and the Sudbury Senior Center. The group pictured here includes Sudbury Health Department staff, Great Meadows Public Health Collaborative staff, and Medical Reserve Corps volunteers. The best part? A string trio featuring Sudbury and Concord residents playing soothing music to help ease the sting.



Family Pride Day

In partnership with the Sudbury Cooperative Preschool and a number of community partners, such as churches, synagogues, banks and organizations, this year the event was expanded to include teen activities in addition to crafts for little children, resulting in an increase in activities and attendance.

Earth Day

This Town event included information tables from town committees and commissions, food vendors, and library programs. An estimated 300-500 people attended.

Dementia Friendly Sudbury

Dementia Friendly Sudbury was recognized by Dementia Friendly Massachusetts with a certificate acknowledging the local organization's work. The certificate was presented at the Sudbury Senior Center. The Library's Assistant Director Karen Tobin is also a Dementia Friends Champion and has given Dementia Friend Info Sessions to libraries, community groups, and volunteers. She also advises libraries across the state and beyond on getting involved in the Dementia Friendly movement.

New Initiatives

Expansion of Adaptive Services

The library was awarded a Sudbury Foundation Grant for \$15,000 to enhance adaptive services. This includes a set of Decodable Books for beginning readers and items for the Library of Things like wheelchairs, magnifiers, an adaptive video game controller, braille UNO cards, and more.



LSTA Grant: "Unearthing Sudbury's Indigenous History"

The library was awarded a Library Services and Technology Act (LSTA) grant for \$20,000 over two years to fund the collection of Native American documents and help support an oral history project involving local Nipmuc, Massachusetts, and Wampanoag elders.

Race Equity and Inclusion Audit

The library was awarded a Race, Equity, and Inclusion grant from the Sudbury Foundation for \$5,000 to analyze and report on the diversity of the current collection. In addition to the diversity audit, the library will acquire tools to continuously track the diversity of the collection as new items are added.

Yearbook Scanning

The Boston Public Library digitized the library's collection of Ephraim Curtis Middle School and Lincoln-Sudbury Regional High School yearbooks for free under a statewide grant.



New Programming

To better serve the changing needs of the community, special programming was added, including weekly English



Language Learning classes, a virtual 50+ Job Seekers Networking Group, which met monthly, and added programming for adults and teens in the Sara Sherman NOW Lab. In the Children’s department, chess and Pokémon clubs were added to replace those no longer offered by the schools. “Mini-makers” and “Crafternoons” offered STEAM learning for children. Chinese and Spanish story times for young children, and cultural celebrations such as Lunar New Year, Holi, Passover, Eid and Diwali were held.

Reading to Rico, a collaboration between the Library and the Sudbury Police Department offered early literacy support for children and gave the Town’s new comfort dog the opportunity to expand his literary horizons.

Added and Expanded Services

To better serve the community and its needs, the library continues to add services, including:

Notary Service: In 2023, three staff members became certified notaries. This service is offered as a courtesy and without a fee.

Passport Services: To accommodate the demand, passport service hours were expanded in 2023. The library also added a designated area to assist in the application process.

Launched cashless payment for printing: This allows Apple pay and debit and credit card payments for printing and copies.



Sara Sherman NOW Lab

Free Little Art Gallery

The Free Little Art Gallery continues to host and share community art. This year it underwent an upgrade to include two cabinets underneath. These cabinets hold art supply to-go kits. Thank you to Adrian John for his thoughtful Eagle Scout project.



New Laser Cutter



The library replaced its original laser cutter this year.

The new laser cutter has been very popular, with many patrons eager to use it for creating tabletop gaming pieces, Christmas ornaments and presents, parts for model rockets, pieces for electrical circuits, signs, and much more. Training classes are offered monthly for training and certification.

New Art

To expand upon the library's commitment to diversity, equity, and inclusion, a triptych of photographs by local Nipmuc artist Scott Foster was purchased and installed in the stairwell. These images depict contemporary Nipmuc citizens in regalia and a mishoon (canoe built with fire).



Volunteers

The library is indebted to its many community volunteers for their continued support, without whom many daily tasks at the library could not be accomplished, including processing requests for books, movies, and other items, assistance with program preparations, and many other unseen tasks that enable the library to provide excellent service to the community.



Goodnow Library Foundation



The Library's Foundation (GLF) held its community gala in the library for the first time since 2019, hosted three author events, presented two popular Be Bold Speak Series programs, and held two huge book sales. The Foundation has been able to fund the Museum Pass Program, an expansion of the digital collection, Sara Sherman NOW Lab needs, maintenance of the Civil War Statue, the library director's needs, Children's Room activities, and staff appreciation events. Plus, the Foundation received a major grant from the Sudbury Foundation for new remote lockers.

As our community's needs evolve, the Foundation continues to serve an important role in supporting the Goodnow Library's focus on education and literacy, as well as providing a gathering place where everyone is welcome. The Foundation provides supplemental funding to the Library, much in the same way that Sudbury parent organizations support the schools. These funds support refurbishments, technology upgrades, director's requests, and other needs not covered by the town—amounting to 10–20% of the library's non-salary budget each year, on average.

Statistical Snapshot

Statistical Report

Materials include both print and digital materials for adult, teen, and children's collections. Adult and Children's print

Annual GLF Giving	2023
Map Restoration:	\$5,000
Book Nook Funds (materials, books, staff appreciation, Children's Room programs):	\$7,500
Memorial Funds:	\$2,200
Digital Collection:	\$10,000
Grant Funds:	\$20,000
Director Discretionary:	\$10,000
Museum Passes:	\$7,000

circulation increased, while that of audiobooks and CDs continued to decline. Digital content use has been consistently increasing. The number of people visiting the library is back to pre-pandemic levels. Attendance at Children’s programs has been climbing but still shows dampened numbers due to lingering COVID restrictions. Programming for Teens and Adults increased. General audience and self-directed programs, such as borrowing from the Seed Library, or taking a class in the Sara Sherman NOW Lab, were counted this year for the first time.

FY23 (July 1, 2022-June 30, 2023)		
	FY2023	FY2022
Total Materials Held	240,967	219,226
Total Collection Use	456,643	473,783
Visitors	126,422	96,177
Number of Children's Programs	434	283
Attendance of Children's Programs	18,035	9,479
Number of Teen Programs	172	85
Attendance of Teen Programs	1,047	589
Number of Adult Programs	421	121
Attendance of Adult Programs	1,744	1,194
General Audience Programs	86	
General Audience Attendance	4,763	

Financial Report. The Library Services Revolving Fund expenditure limit was \$10,000, and the Meeting Room Fund expenditure limit was \$10,500. The Library Services Fund supports many Library services, including costs to fund the public copiers, passport services, and other programs. The Meeting Room Fund supports the maintenance of the library’s meeting rooms. State Aid is awarded annually for maintaining minimum standards, such as providing service to all members who live, work or attend school in the Commonwealth, are open to the public a reasonable number of hours per week, including weekends and evenings, and that spend a minimum of the overall budget on purchasing books and materials for the collection.

FY23 (July 1, 2022-June 30, 2023)		
	Revenue	Expended
Library Services Revolving Fund	\$40,827.32	\$10,590.11
Meeting Room Revolving Fund	\$4,610.00	\$1,922.50
State Aid	\$47,259.51	\$45,741.75

Board of Trustees

Katina Fontes, Chair
Jean Nam, Vice-Chair
Lily A. Gordon
Elizabeth Iwasaki
Ingrid J. Mayyasi
Natalie Schlegel

Senior Library Staff

Esmé Green, Director
Karen Tobin, Assistant Director
Michael Briody, Head of Circulation
Joanne Lee, Head of Reference
Laurie Ensley, Teen Services Librarian
Olivia Sederlund, Head of Technical Services
Amy Stimac, Head of Children's Services

**Director's Report
February 6, 2024**

Overview

FY25 budget:

According to my conversation with the town manager last week, there will be no increase to the Operations budget, nor will the Capital items be added to the warrant for town meeting. The EV chargers will be funded through the solar fund and state grants, according to the town manager, and therefore removed from the Capital budget; the bookmobile was rejected as it added to the Operations budget in the form of FTE. I was assured that no other operations increases were approved in any other departments. As a reminder, the operational items below were requested by the library for FY25.

Base Budget - Staff

To keep up with the growth of services, the following staffing increases are necessary.

 NOW Lab Librarian Increase the NOW Lab position to full time GOAL - NOW Lab	 Program / Event Coordinator Create program and event marketing material. Coordinate programs across departments. GOAL - Communication	 Bookmobile Librarian Travel with the bookmobile. Maintain the bookmobile collection. GOAL - Access
 Local History Librarian Increase the local history position to full time. GOAL - Service / Culture	 Teen Librarian Upgrade the Teen Librarian to be equal to other department heads - Grade 8. GOAL - Culture	 Salary Analysis and Adjustments Goodnow salaries are xx% lower on average than comparable towns. GOAL - Culture

EV Chargers:

I met with Sustainability director, Dani Marini-King, who discusses grant options with me.

Legislative Breakfast:

I reached out to neighboring town libraries and suggested co-hosting a legislative breakfast to support the FY25 MBLC Legislative Agenda. Wayland is generously hosting the event. [see attached documents]. Update: the Governor released her preliminary budget that level funds libraries, well below the legislative request.

Fair pricing of ebooks/Protecting free access to library materials:

I attended two legislative briefings (1/23 and 1/31) for bills sponsored by the Library Caucus and the Massachusetts Library Association. Bill H.3239 is an Act empowering

library access to electronic books and digital audiobooks. S.2447 and H.4235 are acts protecting against attempts to ban, remove, or restrict library access to materials.

NOOK Solo pods:

The three pods have been delivered and installed. They were funded through a combination of a generous donor to the Foundation and the GLF director's fund.

GLF:

In the absence of a director, they have asked me to let the board know that they are actively interviewing candidates (3 interviews on Thursday, 2/1). Helen Crary was recently elected president, with Gerald Kimber-White as VP. They recently added a new board member, Michelle Delaney. Gerald and Helen officially start on March 19.

Endowment: \$50K has been transferred to the endowment fund from the Bradshaw family fund, which is being promoted to the community as a match challenge. If you are interested in learning more about the challenge, please contact either Helen or Loring.

First Amendment "audit" training for town department heads:

1A training for all town department heads was held at the police department by KP Law's and our friend, Michael D'Ortenzio. It was great to talk about the phenomenon with my colleagues and coordinate efforts.

Branding:

The project of designing a "welcoming" new library card design is coming along. We are working with the same designer who created the image for the Foundation's annual appeal, replacing words relevant to their organizational goals with words about the library. Many thanks to those of you who sent suggestions for words to include.

Facilities:

Additional shelving:

As part of a space planning endeavor, I have ordered some additional shelving for the Fiction, Non-Fiction and Media areas. As services and communities' needs change, we continually assess our current space to maximize its efficiency.

Coming up:

See the library [event calendar](#) for a multitude of programs.

2/10: Lunar New Year celebration at LS.

2/12: Capital night

2/19: President's Day (library closed)

2/26: Town manager's staff meeting

3/3-3/18: Esmé vacation

FY24					
Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	58%
Town Funds					
General Expense	\$ 10,000.00	\$ 2,641.01	\$ 7,358.99	26%	
Contracted Services	\$ 52,000.00	\$ 25,948.67	\$ 26,051.33	50%	
Library Materials	\$ 216,302.00	\$ 131,946.65	\$ 84,355.35	61%	
Automation	\$ 63,000.00	\$ 60,589.36	\$ 2,410.64	96%	
Total Expenses	\$ 341,302.00	\$ 221,125.69	\$ 120,176.31	65%	
Carry Forward	\$ 46,581.93	\$ 3,004.43	\$ 43,577.50	6%	
Salaries	\$ 1,034,638.00	\$ 527,937.23	\$ 506,700.77	51%	
Total Town Funds	\$ 1,422,521.93	\$ 752,067.35	\$ 670,454.58	53%	

Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	Revenue FY24
Trust & Miscellaneous Revenue					
Goodnow Funds	\$ 35,000.00	\$ 17,717.43	\$ 17,282.57	51%	\$ -
Bradshaw - Hist	\$ 100.00	\$ -	\$ 100.00	0%	N/A
CPA - Hist Reno	\$ 129,971.72	\$ 3,809.20	\$ 126,162.52	0%	N/A
Lopater - Books	\$ 1,091.89	\$ 114.01	\$ 977.88	10%	N/A
Raymond	\$ 100.00	\$ 105.96	\$ (5.96)	106%	N/A
Rhoades - Garden.	\$ 600.00	\$ 57.52	\$ 542.48	10%	N/A

State Aid & Revolving Funds					
Library Services Revolving	\$ 25,000.00	\$ 12,831.48	\$ 12,168.52	51%	\$ 19,694.80
Meeting Room Revolving	\$ 10,500.00	\$ 195.43	\$ 10,304.57	2%	\$ 1,755.00
State Aid	\$ 35,000.00	\$ 20,136.92	\$ 14,863.08	58%	\$ -



BUILDING A STRONGER COMMONWEALTH: **one person at a time**

The Commonwealth's libraries connect people to each other, to opportunities, and to personal growth so we're working to ensure that everyone feels welcome and we're listening to what people need. 85% of public libraries are now [fine free](#). Partnerships and collaborations are leading to innovative programming like [Access to Justice](#). Libraries are safe spaces where people can be who they are, explore interests and hobbies, and connect to other support services in the community.

Library Legislation – Librarians are defending our right to read

According to the [American Library Association](#) (ALA), there were 45 book challenges in Massachusetts in 2022 affecting 57 titles. That's more than the past 9 years (2013-2021) combined which totaled 38 challenges. In 2023, attempts to ban books in the Commonwealth continued with more than 2,000 complaints and informal challenges and 38 formal challenges in public libraries. [Bills S2528](#) and [H4229](#) will help ensure diverse voices stay in our collections and give everyone the opportunity to learn from different perspectives.

Funding Priority: 7000-9508 [Massachusetts Center for the Book](#). While other states are banning books like *Flamer* by Mike Curato and *A Scatter of Light* by Malinda Lo, these titles are [recipients of awards from Massachusetts Center for the Book](#) and are featured along with their "Must Read" titles promoted through libraries.

Funding Priority: 7000-9101 [Board of Library Commissioners'](#) staff support libraries facing book challenges and work with them to develop policies that protect collections and staff.

Broadband access is just the start of digital equity

20% of respondents to a recent [Massachusetts Broadband Institute](#) survey said they don't have broadband at home; 21% said they don't have a laptop or desktop at home.* Over 1 in 3 respondents reported having at least some difficulty paying for their internet.** Thousands of people access the internet through libraries every day and libraries lend laptops and WI-FI hotspots. Librarians also teach people how to use technology. From helping someone get their first email address, apply for a job online, navigate government forms, access telehealth and more, librarians ensure that no one is left behind in the digital world.

Funding Priority: 7000-9501 [State Aid to Public Libraries](#) is local aid for libraries. Libraries often use State Aid funding to upgrade computers or purchase new technology.

Funding Priority: 7000-9101 [Board of Library Commissioners'](#) staff educate librarians on the application process and the benefits of federal E-rate funds to improve and expand library connectivity.

Library Legislation – Publisher practices restrict eBook access

Publishers often charge libraries triple what a consumer pays for the same eBook with more restrictive licenses. Networks have [doubled what they spend](#) on eBooks and yet residents may face wait times as long as six months. Libraries simply can't afford to keep pace with demand. The Massachusetts Library Association is working with Representative Ruth Balsler on [Bill H.3239](#) which leans on the Commonwealth's strong consumer protection law to require publishers use fair practices when doing business with libraries. For many people, eBooks and audiobooks aren't just a preference, they're a necessity. Students with dyslexia depend on audiobooks. For people with disabilities, eBooks keep them reading. For those with mobility issues or who are homebound, eContent keeps them connected to the world around them.

Funding Priority: 7000-9501 [State Aid to Public Libraries](#) is local aid for libraries. Spending on high priced popular eBooks often limits the expansion of the rest of the collection. Libraries can use State Aid to supplement their materials budget.

Funding Priority: 7000-9101 [Board of Library Commissioners'](#) staff work with Automated Networks to support the statewide eContent lending program.

A trusted space for immigrants

Libraries serve as gateways to citizenship, English language learning, and civic engagement. For example, [Worcester Public Library's](#) program offers language learning, books and resources in 13 languages, and assistance with citizenship. [Framingham Public Library's "Finding Your Way"](#) helps with everything from housing to transportation. The Watertown Free Public Library is at the center of the [Multicultural Fest](#). At libraries, immigrant families connect with neighbors so that relationships form, creating communities where diversity is celebrated.

Funding Priority: 7000-9508 [Massachusetts Center for the Book](#) offers family literacy programming in gateway cities.

Funding Priority: 7000-9101 [Board of Library Commissioners'](#) staff work with libraries on grants that enable programming for immigrants including, ESOL and citizenship classes.



* MBI survey respondents in Northeast Massachusetts;

** MBI survey respondents statewide

Line Item Number	Line Name	FY2023	FY2024	PROPOSED INCREASE	FY2025 REQUEST
7000-9101	<i>Board of Library Commissioners</i>	\$1,731,586	\$1,904,745	\$190,475	\$2,095,220
7000-9401	<i>Regional Libraries Local Aid</i>	\$14,516,000	\$16,717,600	\$835,880	\$17,553,480
7000-9402	<i>Talking Book Program Worcester</i>	\$521,569	\$678,040	\$33,902	\$711,942
7000-9406	<i>Talking Book Program (Perkins) Watertown</i>	\$2,969,554	\$3,860,420	\$193,021	\$4,053,441
7000-9501	<i>Public Libraries Local Aid</i>	\$16,000,000	\$17,600,000	\$2,400,000	\$20,000,000
7000-9506	<i>Technology & Resource Sharing</i>	\$4,744,293	\$6,167,581	\$308,379	\$6,475,960
7000-9508	<i>Center for the Book</i>	\$400,000	\$420,000	\$80,000	\$500,000
		\$40,883,002	\$47,348,386	\$4,041,657	\$51,390,043

Massachusetts Board of Library Commissioners
90 Canal St., Suite 500 | Boston, MA 02114

Phone (in state only): **800-952-7403** | Phone (general): **617-725-1860**

Consumer Portal: libraries.state.ma.us | Agency Site: mass.gov/mblc

mblclegislativeagenda.com



YOU'RE INVITED TO A

2024 Legislative Breakfast

Building a Stronger Commonwealth: one person at a time

Libraries in the Commonwealth welcome everyone, ensure equitable access to information, and create community connections. Use your voice and show your support for libraries as our local State Legislators discuss the MBLC's FY2025 Legislative Agenda.

MARCH 8, 2024

BREAKFAST AT 8AM

PROGRAM STARTS AT 8:30 AM

WAYLAND FREE PUBLIC LIBRARY
5 CONCORD RD WAYLAND MA 01778

RSVP

BY MARCH 1ST



Acceptable Behavior

The Goodnow Library is a Designated Public forum, and as such reserves the rights of users to read, write and quietly contemplate while in the library. (*Lu v. Hulme*, 133 F. Supp. 3d 312 (D. Mass. 2015))

Goodnow encourages persons of all ages to use its facilities and resources for research, reference, study, reading, and browsing. Good public service requires that the library environment be conducive to study, reading, and research. This necessitates the willingness of all library users to be considerate of the rights of others to work safely and undisturbed. To ensure that such an environment exists, the library has established guidelines for behavior in library facilities.

1. Patrons should at all times be aware that they are in a shared, public space. This means that conversation, including cell phone conversation, must be carried on at a level that does not disturb or interfere with other patrons.
2. Parents and caregivers are responsible for the supervision of their children. Please see the Safety for Children policy for additional information.
3. The Library Director or their designee will use their own discretion in instances when an individual with a disability is not able to conform to the Acceptable Behavior Policy and needs additional accommodation.
4. The following activities are inappropriate to the library setting and are prohibited in the -Library or on its grounds:
 - a. Smoking ([Mass. General Laws Ch. 270, Sec. 22](#)) or any other use of tobacco products. This includes, but is not limited to, electronic cigarettes (or e-cigarettes), electronic vaping devices, personal vaporizers (PV), or electronic nicotine delivery systems (ENDS) which simulate tobacco smoking.
 - b. Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct. ([MGL, Ch.272, Sec. 41](#))
 - c. Interfering with another person's right to use the library or with the library staff's performance of their duties.
 - d. Verbally or physically threatening or harassing other visitors, library staff or volunteers, including stalking, staring, touching, or using offensive language, and including, but not limited to violence, threats of violence, and possession of weapons.
 - e. Bringing animals into the library except those needed to assist persons with disabilities. ([MGL, Ch.272, Sec. 98A](#))
 - f. Playing audio equipment so that others can hear it.
 - g. Soliciting or canvassing of any kind, except for ballot question petitions and nomination papers. (See Policy 4-13, [Petitions and Nomination Papers.](#))
 - h. Entering areas posted "Staff Only" without permission.
 - i. Leaving a child under the age of ten unattended in the library.
 - j. Defacing library materials or property. Those who damage or deface library materials or property may be prosecuted ([MGL, Ch. 266, Sec. 100](#)) Parents may

- be held liable for damage done by a child under 18. ([MGL, Ch. 231, Sec. 85G](#))
- k. Theft of library materials, use of false identification to obtain a library card, or use of another person's library card without permission is against state law and may be prosecuted. ([MGL CH. 266, Sec. 99](#)) Persons who trigger library theft detection systems may be required to open any bags or pocketbooks for inspection.
 - l. Children under the age of ten riding the elevator unaccompanied.
 - m. Wearing roller skates/blades in the library
 - n. Bringing bicycles or skateboards inside the building, or using them on the outdoor stairs or walkways.
- 5. Shirts and shoes must be worn in the library.
 - 6. Patrons are responsible for gathering their belongings and must leave promptly at closing time.
 - 7. Patrons must provide their own transportation; under no circumstances may staff be asked for or give rides to patrons.
 - 8. Failure to comply with one or more of the library's policies may result in suspension of library privileges.

Photography & Filming

The Goodnow Library is a Designated Public forum, and as such reserves the rights of users to read, write and quietly contemplate while in the library. (*Lu v. Hulme*, 133 F. Supp. 3d 312 (D. Mass. 2015))

Non-commercial photography, filming, and recording are welcome in all public areas of the Goodnow Library (the "Library") within the following guidelines:

- Photography, filming, and recording and any associated equipment may not obstruct or interfere in any way with Library operations.
- Photography, filming, and recording and any associated equipment may not disturb members of the public.
- Photography, filming, or recording of other patrons may only occur with their express consent (or consent of a parent or guardian in the case of a minor).

No commercial and media photography, filming, or recording (including formal, wedding, and engagement photography) may occur without the written approval of the Library Director or their appointed designee. Any consent granted pursuant to this Policy to permit photography or filming may be revoked by the Library Director or designee at any time.

Library staff reserve the right to escort individuals who are photographing, filming, or recording in the building.

The Goodnow Library frequently photographs, films, or records programs and events for its own publicity and promotional purposes. Attendance at programs and events is considered consent to photography, filming, or recording, but Library staff will make an effort to inform patrons when photography, filming, or recording is occurring and to provide reasonable accommodations for those who wish to opt out of photography, filming, or recording.

GOODNOW LIBRARY TRUSTEES

BYLAWS

MEETINGS:

The Board of Library Trustees shall hold a regular monthly meeting throughout the year with the exception of the months of July and August; the scheduled time of the meetings shall be determined by the Board each year and posted with the Town Clerk's Office; special meetings may be called by the Chair, whenever the Chair determines that the transaction of business should not be delayed until the next scheduled meeting or at the request of a majority of the Trustees; the special meetings shall be in compliance with Massachusetts General Laws, Chapter 39, Section 23A; the board shall meet in executive session when required in accordance with open meeting law procedures. Notices of all meetings shall be provided by the Director of the Library at least five days before a meeting; and any person adjudged to be unruly may be removed from an open meeting of the board by the presiding officer.

All decisions of the board are to be made by the board as a collective body and no individual member may make decisions, or, with exception of the chair, act or speak for the board unless specifically authorized to do so by the chair or a majority vote of the membership of the board;

OFFICERS:

A Chair and a vice-Chair shall be chosen annually at the first meeting following the conclusion of Annual Town Meeting; the Chair will appoint a Secretary to the Board; the Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, be responsible for the submission of an annual report to the town and generally perform the duties of the presiding officer; the Chair or the vice-Chair or a designated Trustee shall represent the Board of Trustees in all matters which require coordinative action with other town officials, committees and boards, with state education and library agencies and shall report and present to the Trustees the results of such meetings for their information and further action; in the absence of the Chair from a Board meeting, the vice-Chair shall preside; in the absence of both, the members present shall select a temporary Chair for the meeting; the Secretary shall keep a true and accurate account of all proceedings of the Board meetings, and on the authorization of the Chair, of all special meetings, and shall have the responsibility for recording and maintaining all minutes and other records of the Board;

COMMITTEES:

Special committees of the Trustees for the study and investigation of particular problems or any other matters may be appointed by the Chair; sub-committees of interested and knowledgeable townspeople may be appointed by the Chair, with the

approval of the Trustees, to assist such special committees; such committees will serve until the completion of the work for which they were appointed or the Chair otherwise determines;

QUORUM:

A quorum for the transaction of business shall consist of a majority of the Board; the number of Board members is fixed by the General Laws;

LIBRARY DIRECTOR:

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board; the Library Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of staff, for the preparation of the annual report to be submitted to the Trustees, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget; the Library Director shall attend all Board meetings, except those at which her/his appointment or salary is to be discussed or decided, or whenever a majority of the Trustees present vote to convene in an executive session;

EVALUATION:

The Trustees will complete a written annual evaluation of the Library Director. The final version of the evaluation will be placed in the Director's personnel file.

The Board will periodically conduct a self-evaluation.

ORDER OF BUSINESS:

The order of business at the regular meetings shall normally be as follows:

Call to order

Public comment

Approval of minutes (either read or previously received)

Report of Library Director, including the state of the funds

Reports of committees

Communications

Unfinished business

New business

Adjournment

AMENDMENTS:

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting and provided to the Board members at least seven days prior to the meeting;

GOODNOW LIBRARY TRUSTEES FUNCTIONS AND DUTIES

GOVERNING AND POLICY MAKING:

1. Determines the program and needs of the library in relation to the needs of the community;
2. Determines the goals and objectives of the library and methods of evaluating progress toward meeting them; reviews goals and objectives annually and evaluates progress;
3. Determines and adopts written policies to govern the operation, use and program of the library; adopts bylaws for Board procedures;
4. Works cooperatively with officials of the town, mindful of the special responsibilities of a library board;
5. Attends all Board meetings and meetings of committees assigned by the Chair; carries out all special assignments promptly;

FINANCE

1. Keeps abreast of the financial status of the library;
2. Works with the Director to formulate a budget adequate to carry out the library's goals and objectives;
3. Presents, explains and defends the budget to the Finance Committee, Town officials and the public in conjunction with the Library Director;
4. Helps to secure adequate funds for staff and services;
5. Presents an annual plan for allocation of trust funds to the Trustees of Town Donations (the Select Board and the Treasurer);

PERSONNEL

1. Employs a competent and qualified Director, who advocates for adequate compensation, benefits, agreeable working conditions and opportunities for professional growth for all employees.

SERVICE AND COMMUNITY RELATIONS

1. Interprets the community and its needs to the Director and reflects them in goals, objectives and policies;
2. Establishes a materials selection policy, including a *freedom to read* provision;
3. Establishes ways of providing services to public and private institutions as well as individuals within the community;
4. Establishes support for, and participates in, community relations programs;
5. Maintains a presence with the Friends of the Goodnow Library.