

MEETING LIBRARY BOARD OF TRUSTEES MINUTES  
**Tuesday, April 16, 2024, 7:30 PM**  
**Virtual Meeting**

**Adjourn to Executive Session**

Adjourn to Executive Session under the following exemptions, not to return to Open Session.

Item 1: To discuss strategy with respect to threatened potential litigation if the Chair so declares that an open meeting may have a detrimental effect on the litigating position of the Select Board and Town, and the Chair does so declare, to discuss the Town Library pursuant to M.G.L. Chapter 30A, Sections 21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007)

Roll Call Vote to Adjourn to Executive Session 7:33 PM

Brian Connolly (Yes), Thais Bessa (Yes), Erin Carroll (Yes), Sue Lepard (Yes) Mary McKenna (Yes), Seth Molloy (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:41 PM

**Trustees Participating**

Brian Connolly (Chair)

Erin Carroll

Chris Kenney

Sue Lepard

Mary McKenna

Seth Molloy

**Other Participating**

Liz Anderson (Library Director)

Deb Siefring (Finance Director)

Sean Killeen (DPW)

Jeff Waldron (Select Board)

Irene Saranteas Bassalee (Friends)

Margo Powicki (Historical Center)

**Chair's Report** (Brian Connolly)

Chair moved to approve minutes from March 19, 2024 Board of Trustees meeting.

Mary McKenna Motioned. Erin Carroll Seconded. Unanimous Approval.

The week of April 8 was National Library Week. Brian thanked Liz and the Library staff for all their work. He also thanked the Library Trustees for the time given to the Library.

Annual Town Meeting is on Tuesday, April 23. The only item related to the Library is the Historical Center buildout. Item on the Warrant for \$100,000 is to continue to build out plans for what the build out will be. The Town Select Board is the sponsor.

Town Elections are on Tuesday, May 14. For the Library Trustees, Chris Kenney, Mary McKenna, and Sue Lepard are all running for another term. They are the Town Caucus Nominees. Alexandra Frank has taken out nomination papers and will be on the ballot. She has been active in Town affairs and has put out a petition to challenge the changes to the math curriculum. She also has a podcast out about how, as a mom, she became an accidental activist. She has been very outspoken at School Committee meetings in challenging curriculum and other content.

For the next Trustee Meeting on May 21, Brian would like to do that as an in-person meeting.

In June, following the election, the Trustees will update the officers and committees. If everyone can start thinking about that, formal appointments will take place in June. Succession planning will be important for the Finance Committee. Frank has done an amazing job as Treasurer. Brian would like to get someone else to work closely with Frank to learn that role and the financials.

There is a Finishing Touches Fund that was raised through fundraising for the Library Construction Project from private sources that is estimated to be \$160,000.

Friends had a renovation fund of \$70,000, \$20,000 was dedicated to the mural and \$50,000 to youth areas.

Another \$85,000 designated contributions were dedicated to the Children's Room and area.

\$35,000 was anything for finishing touches.

To fulfill the intention of the donors, the Trustees should continue to assess what the finishing touches are that the Library needs.

As Trustees, we need to begin to consider how to deploy those funds.

### **Friends of the Sherborn Library** (Irene Saranteas Bassalee)

Friends have had a very busy few months.

The Friends Book Sale in March netted \$1900 from the three-day book sale.

Trivia Night in early April netted \$2775.

The next Art Reception is on April 27.

The Arts and Crafts Fair will be held on May 11. Co-chairs and subcommittees are ready to go.

The Summer Concert Series will begin the last Wednesday in June and continue through July. The fifth Wednesday in July will be the rain date.

Bands have been finalized. Concerts will take place on the rear lawn due to construction on the rotary.

There will be turnover on the Board. There will be 7 new board members. Five-year member Sandra Burke will be the incoming president. If anyone has friends or neighbors interested in joining the Friends, please contact Irene.

**House/Library Building Committee** (Chris Kenney, Liz Anderson)

LBC 4/1/24 Mtg Update

- a. Invoices and Requisitions
  - a. BAA invoice # 2024-02 dated 3/21/24 for services provided in February for a total amount of \$3,750.
    - i. Mostly time for R. Ryan LEED, Admin calls, Project closeout
    - ii. Per M. Coleman, RR now spending nominal time so no longer billing Town
      - 1. LBC voted to approve
  - b. CHA
- b. Progress update
  - a. DEP Item closeout
    - i. SK/ Jeremy to discuss
      - 1. Proper as-builts at issue, site as-builts incomplete
        - a. Issue due to having 3 different site contractors
      - 2. Obligation for cease & desist closeout
      - 3. Records – from Whitewater? (Town’s vendor)
      - 4. GLM Engineering to submit?
  - b. LEED/Green Incentives
    - i. On track for LEED Certificate
      - 1. BCG chasing 5-star
        - a. need Disposal weigh slips for construction waste haul info.
          - i. SK may reach out to contact at Casella
- c. FF&E items
  - i. Replacement sofa received
  - ii. Cabinet doors, shelving quote
    - 1. Need contacts for potential cabinet makers who could complete this work
    - 2. Costs to be recovered from WM B Meyer
- d. Muralist
  - i. Feedback comments provided
  - ii. Anticipate beginning in mid-April
    - 1. Liz mtg with Muralist 4/17, anticipates starting in the next few weeks
- e. Ongoing Issues
  - i. Terrace doors now latching
    - 1. Lock box installed
  - ii. Minor leaks at chimney cap
    - 1. Resolve with skylight glass replacement in April
      - a. Skylight repairs schedule to start next Monday
  - iii. Elev. Key access installed, 2<sup>nd</sup> flr now secured after hrs
    - 1. 1st evening event held with no issues
  - iv. Punch List Items
    - 1. Being addressed by Liz

- v. O & M manuals, As-builts
    - 1. SK having scanned for electronic ref.
  - vi. Exterior Stair (from Town Hall parking) repairs schedule to start in May
  - vii. Tree Care
    - 1. Quotes pending
  - viii. Landscape
    - 1. Clean-up days and mulching scheduled to occur before Fair in May
- c. Next LBC mtg on 5/6 at 6pm

Liz reports that she is meeting with Muralist Rob Evans on 4/17. He hopes to start within a week or two. A wi-fi enabled lockbox has been installed on the rear entrance. An after-hours test for after-hours programs took place during the Friends Book Sale and it went smoothly. Library is now able to lock out the elevator to the second floor.

The two people Liz met with about making cabinet doors for the rare book cabinet in the Trustees' Room fell through. Liz would welcome any recommendations.

Work on the rotary was scheduled to start the week before the Friends' Arts and Crafts Fair. Sean Killeen was able to get them to push the construction back a week. Stairs should hopefully soon be renovated during this construction.

Mary McKenna asked Liz how long the mural will take. Liz estimates it to be 8 weeks.

Liz and Sean are working on a public communication plan to enter the Library during rotary construction.

During the week of 4/22, there will be work on the replacement skylight.

Liz met with Mary Moore regarding landscaping. They discussed scheduling clean up days to transplant and replant. Liz hopes to get work and mulching done before the Arts and Crafts Fair. For this work and mulching the Library will use funds from the Weezie Fund.

Chris provided an update on tree care. Liz has received one quote and is waiting for two additional quotes. Once received, Chris and Liz will come back to the Trustees with a recommendation on how to proceed.

### **Personnel Committee** (Erin Carroll, Liz Anderson)

The Library is fully staffed as of now.

As part of the Library Action Plan, reviewed earlier this fiscal year, professional development, staff development and opportunities for professional growth are part of the plan.

It is important that the Library host Staff Development Days. Other towns do this and close for the entire day. Dover did one in May 2023 and just did another one in March 2024.

Part one of what is proposed is for Liz to host a Staff Development Day on Monday, May 20, 2024. The Library would stay open for a few hours in the morning. Much of the day would be technology driven, to ensure that the staff is fluent about all of the Library's technology offerings. It is also proposed to provide the staff with lunch and some swag or takeaways to build camaraderie and support so that the staff can flourish and grow.

This proposal directly ties into the Library Action Plan.

Erin said there may need to be a motion to designate funds for this, spending up to \$650.

Professional development and conferences are also available to Librarians and staff to help understand what other libraries are doing. Many of these conferences are available locally and very achievable from a cost perspective. Liz has considered how the Library can not only recruit but retain good talent.

Professional development is an important part of this.

A Personnel Sub-Committee was established on the Trustee Board to build formal policies around professional development and conferences. Based on Erin's research, other libraries are offering this to staff.

Near term, Erin proposes that the Trustees allocate \$1100 for 4 Library staff professionals to attend the MLA Conference, a two-day conference in May in Framingham.

In the long term, the Trustees should consider setting a budget and determine what the funding sources will be for professional development and conference attendance.

Liz, as a Library Director, should have access to conferences. This enriches the Town long term. It is also important to support Liz and the staff.

Liz is proposing to have 4 different staff members attend the MLA Conference, 2 would go on Monday and 2 would go on Tuesday. Teen Librarian Quincy recently attended a conference in Ohio that was covered by a grant.

Assistant Director Jen Carlson and Children's Librarian Jen Power, as well as Liz and Christine Lam, who is in a new position as Supervisor, would attend the MLA Conference.

Mileage for the Conference would come out of the operating budget. Funding and approval must be obtained from the Trustees for up to \$1750 for the Staff Development Day and the Conference.

Jeff Waldron suggested that Erin contact Town HR Director Diane Moores, as she and Town Administrator Jeremy Marsette could possibly look at various Town resources to access funds.

Liz and Frank have talked about the potential of using the endowment funds and how they are earmarked for use. Use of funds could be used to enhance high quality of service and experience rendered to the Town by the Library versus against operating costs.

For FY 2025, Erin recommends that the Trustees work towards establishing a policy on Staff Development and Conferences. She will work with Mary and Tom from the Policy Subcommittee.

Brian thanked Erin for her time on this issue. The Trustees have spent 99% of the time talking about facilities but the Library experience is driven by staff. The role of Librarian is much more difficult today. He is in favor of funding staff development and putting it in the budget. It is the best investment we can make. Erin suggested that the Friends Directors Funds could possibly earmark some conference expenses.

Jeff suggested putting it in the base operating budget, as many Town budgets have staff attending conferences or attending educational courses in the development plan for the staff. He thinks it belongs in the operating budget.

Erin will follow up on this and with Diane Moores.

Erin said that, given that these dates are in the near future, the Trustees should address it at this meeting.

Brian said that the Trustees should vote on the funding. If need be, it can be funded from the endowment and other sources of funding can be sought as well. Chris Kenney agreed and said that it is an important message to the staff that the Trustees are now focused on their development with the building project completed and the Trustees are fully supportive of them. Liz expressed appreciation for the Trustees' support and agreed it sends a very positive message to the staff.

Erin moved to allocate \$1750 to be applied to costs incurred for a Staff Development Day held May 20, as well as 4 Library staff members to attend the MLA Conference on May 6 and 7. Brian Seconded. Unanimous Approval.

Finance (Brian Connolly, Liz Anderson)



# Endowment activity

## Change in the value of your account

	March 2024 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$2,778,002.34</b>	<b>\$2,660,378.28</b>
Withdrawals and fees, including investments transferred out	0.00	-4,758.57
Dividend and interest income	9,159.01	17,223.82
Change in value of accrued interest	-2,952.38	-2,367.35
Change in market value	64,561.61	178,294.40
<b>Closing account value</b>	<b>\$2,848,770.58</b>	<b>\$2,848,770.58</b>

## Change in the value of your account

	March 2024 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$181,220.27</b>	<b>\$181,632.46</b>
Deposits, including investments transferred in	0.00	500.00
Withdrawals and fees, including investments transferred out	0.00	-2,242.52
Dividend and interest income	685.44	2,015.77
<b>Closing account value</b>	<b>\$181,905.71</b>	<b>\$181,905.71</b>

- The town held funds: March ENDING STATEMENT  
VALUE: \$112,643.22

## LEEDS/Grants

- Leeds
  - Liz and Tom have been working with the Architect
  - NV5 is finalizing the info we need to submit
  - Sean to check with contractor for waste management
- Eversource – full rebate received
- **State Grants**

<b>MBLS Green</b>	<b>Projected</b>	<b>\$ 72,672.00</b>
<b>Eversource</b>	<b>Received</b>	<b>\$ 38,733.00</b>

## Town meetings to review construction expenses

- It was agreed to discontinue these since we
  - Have received the settlement
  - Have set aside monies for the punch list
- Legal fees going forward are in question

# Approval for Donation for FY24 and FY25

Sherborn Library Endowment  
 Total Annual Operating Fund Distribution  
 Last Updated: 11/20/2023

FY	Dowse	Saltonstall	Total	Change
2014	\$ 4,240	\$ 20,095	\$ 24,335	
2015	\$ 4,240	\$ 20,376	\$ 24,616	1.2%
2016	\$ 4,240	\$ 20,680	\$ 24,920	1.2%
2017	\$ 4,240	\$ 20,990	\$ 25,230	1.2%
2018	\$ 4,240	\$ 41,856	\$ 46,096	82.7%
2019	\$ 4,240	\$ 42,693	\$ 46,933	1.8%
2020	\$ 4,071	\$ 56,946	\$ 61,017	30.0%
2021	\$ 2,813	\$ 58,695	\$ 61,508	0.8%
2022	\$ 1,209	\$ 60,883	\$ 62,092	0.9%
2023	\$ 3,064	\$ 65,950	\$ 69,014	11.1%
2024	\$ 1,973	\$ 69,041	\$ 71,015	2.9%
2025	\$ 2,309	\$ 74,353	\$ 76,662	8.0%

## FY 25 Budget

- Budget
- Advisory Planning meeting March 16, 2024
- Town Meeting: April 23, 2024



Liz reports that once the LEEDS certification is received, along with the final financial documents, it will need to be sent to the MBLC. They will also need the 2 final audits for the last two years.

Given that the settlement from the construction has been signed, any future litigation will need to be discussed in terms of sources of funding since it cannot come from construction budget funds.

Brian said that now that the construction is complete, the Town should now consider returning to compare operating budgets to comparable communities in the Metrowest area. Now that the MBLC is publishing operating budgets, we can compare our Library against other town libraries to see how Sherborn's metrics compare to other towns. Brian said this would be helpful information to obtain. Liz agreed that this would be helpful. Mary McKenna offered to assist in those efforts.

Liz also reports that the second state aid payment has been received for \$4600. Plans for those funds should be discussed.



### **Technology** (Liz Anderson)

Liz reports that Sean is installing the new projector screen in the Trustees' Conference Room. Technology wise, the Staff Development Day will be helpful, as one of the most time-consuming efforts of staff is to help patrons with devices, computers, and printing. Friends received a grant from the Middlesex Savings Bank with a remaining amount of approximately \$12,500. The Library has proposed to the Friends to use the funds to start a mobile Makers' Space cart. Liz will reach out to Seth and Frank to get more input on what would work well for the space and the community. Liz hopes to have a plan in place in a few weeks.

### **Planning and Policy Committee** (Mary McKenna)

Mary and Tom incorporated the feedback from the last meeting for the Program Policy. It was sent to Town Counsel for input and the response was just received back and Mary and Tom have questions about the response. Mary and Tom hope to review everything and expect to have a draft for the Program Policy at the May Trustees Meeting. Town Counsel also said the Library should have a Program Proposal so there is a form available. A draft of that was distributed to the Trustees in advance of this meeting. If accepted, a link will be added to the website so anyone who wishes to conduct a program at the Library can access it.

Erin said that the form looked good and allows future changes to be made if needed. Erin thanked Mary and Tom for all their efforts in this policy area. Brian agreed.

Brian also said it is important to vote on the Program Proposal so there is a record of the Trustees approving. The Town Counsel's comments are meant to protect the Library against allegations of viewpoint discrimination or First Amendment challenges. Any formal governance is helpful.

Mary motioned to accept the Public Program Proposal Form draft dated 4/5/24 for Library programs. It will be placed on the website with a link to the form. Erin Seconded. Unanimous Approval.

Next, Mary and Tom will look at the Program Policy again. They will also review Staff Development with Erin. They will also be looking at a Signage Policy, what people can put in and around the Library.

### **Historical Center** (Brian Connolly)

The next key event is the Town Meeting where there is a request for \$100,000 to keep going with the build out plans. Once the outcome of Town Meeting is determined—if it gets funded—the Trustees will work with the Historical Center to take the work to the next level.

Liz reports that the Library has been working with the Historical Center and 350th Committee on programming and that collaboration continues to go well. Another program is scheduled for May. Martha Mahard did her first session recently as Curator at the Library and it went very well. She will be doing that monthly.

### **Director's Report** (Liz Anderson)

Jennifer Power, the new Children's Librarian, started on April 8. Jen comes from Westwood and Needham and has hit the ground running. Since she worked in the Minuteman Libraries, the transition has been smooth.

Liz and Jen will attend First Amendment Audit Training at the end of April. Training was set up by Town Administrator Jeremy Marsette. Liz expressed thanks for Town support.

Liz bought 2 sandwich boards to address parking issues for Library events during the rotary construction.

Vote to Adjourn: 8:43 pm. Mary McKenna Motioned. Seth Molloy Seconded. Unanimous Approval.

Next meeting of the Library Trustees will take place Tuesday, May 21 at 7:30 pm.