

MEETING LIBRARY BOARD OF TRUSTEES MINUTES  
Tuesday, August 15, 2023, 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 7:33PM

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

Return to Public Session 7:51PM

**Trustees Participating**

Thais Bessa

Brian Connolly (Chair)

Sue Lepard

Mary McKenna

Seth Molloy

Frank Orlando

**Other Participating**

Liz Anderson (Library Director)

Jess George (Assistant Library Director)

Heidi Doyle (Town Treasurer)

Jeff Waldron (Select Board)

Eric Johnson (Select Board)

Sean Killeen (DPW)

Mary Moore (Landscaping)

Margo Powicki (Landscaping)

**Chair's Report**

Chair motioned to approve minutes from July 18, 2023 Board of Trustee meeting minutes.

Mary McKenna Moved. Frank Orlando Seconded. Approved Unanimously.

Brian reported that Liz and Jess and the team are completing the ARIS Report, the library statistics and activities we submit to the MBLC at the end of every fiscal year.

Some highlights for the time period of 7/1/22-6/30/23

Overall total circulation up 10% over previous year

Total collection in use up 12 %

Children's circulation up 23%

Total attendance up 41%

Live program attendance up 78%

Registered borrowers up 11%

Website hits 47%

Wireless session up 27%

Brian congratulated Liz, Jess and the team for an unbelievable performance as borne out by the statistics.

### **Friends Report** (Liz Anderson)

Irene was unable to make the meeting but submitted this report:

- 1) We had a successful summer concert series with 4 concerts taking place last month. The audience size ranged from 125-150. We had children's crafts/activities and 2 food trucks available at each concert.
- 2) Forgot to mention at the last Trustees meeting: Friends' Summer Newsletter was mailed out to all Sherborn households in late June.
- 3) The 1st meeting of our new FOTSL year will take place on 9/14/23. We will have 2 new members on the Board.
- 4) Our only scheduled events so far for 2023-2024: Trunk or Treat on 10/21/23 and the Arts & Crafts Fair on 5/11/24.

### **Library Building Committee** (Brian Connolly)

Last LBC meeting was on 8/7. A few invoices were approved.

Most discussion on how much longer to have CHA and Beacon Architects working on the project.

Jim Kolb was able to negotiate monthly fee down from \$10,000 to \$5,000

Liz reported that 2 BAA invoices were paid but work is now winding down.

Frank Orlando asked about LEEDS certification.

Liz reported they are trying to file for an extension but haven't received confirmation on the extension yet.

Tom Gatzunis from CHA and Liz are meeting with Eversource on 8/16 about those credits.

Furniture: Tom has been chasing down Creative Office Resources for missing items. They are agreeing to replace parts that are missing. Should be settled in the next week.

Still in discussion with Meyer about couches. They only want to cover \$2500 based on their policy for covering based on weight.

Liz reports she hopes to schedule delivery for shipment from WB Mason for the week of 8/28.

Will be getting the podium, working on that with Frank.

Muralist Ron Evans will start in September with renderings and a letter of agreement.

### **Landscaping** (Mary Moore)

#### **Tonight's update**

- 1) **Library Landscape**
  - Patio Furnishings ordered
  - Memorial Tree Donation (Naming Opps posted on website)
  - Weeding completed in July
  - Phase 2 proposal - review with Trustees in Dec/Jan
  - Soliciting estimates for annual maintenance (3 estimates)
- 2) **Annual maintenance**
  - Recommend plan be approved by Fall 2023 and funded/amended annually. *Will Trustees vote to approve up to \$10K for annual landscape maintenance?* (Funded from Endowment, Operating Budget, other donations)
  - Maintenance Plan
    - Monthly weeding during summer (June-Sep)
    - Deadheading (summer/fall)
    - Mulching (spring)
    - Pruning (spring/fall)
- 4) **Town Campus ARPA Grant** approved for \$135K- new hillside steps comprise \$36,000 of this amount. Design is with Town Admin and DPW - hopefully fall installation. Granite Post Globe replacement expected this fall.



Mary is still gathering estimates for the Annual Maintenance plan. It was determined that the Trustees would vote on the plan once the estimates have been received and reviewed.

Frank asked Mary Moore when she would expect the estimate for Phase 2 of the landscaping project.

Mary thinks the estimate can be expected by October.

### **Library Policies** (Mary McKenna)

Mary McKenna reported that there is a draft of a policy for children in the library and for the children's wing in general. This draft was emailed to the Trustees prior to the meeting. She reports there were great meetings and great guidance from Liz and Jess on the policy.

Children in the Library policy determines at what age children should be left unattended.

Children's Wing Policy is designed to keep adults off the computers in the room unless they are working with their children.

Frank expressed concern on policy as it relates to a missing child and should a protocol for that be included in the policy. Also when the mural is being installed, how would that affect those coming in to observe the construction of the mural.

Thais expressed concern about wording about a caregiver being "nearby" during programs so it is clearly expressed to be "within the premises." She was also concerned about children above 10 being unattended. She wants to make sure if a child or a group of children become disruptive, parents would be contacted. Library should reserve the right to contact parents regarding any behavioral issues.

Sue expressed that we should possibly consider having a protocol in place for issues such as missing children or other security issues.

Liz reported that the Library is in the beginning stages of a security assessment with Sergeant Graziano.

Liz also discussed that policy may be reviewed once again with the new Teen Librarian.

Liz has spoken with Chief Ward and Chief Galvin about coming up with an emergency manual for the Library. This will include safety plans, exit plans for a variety of security and medical situations.

Liz and Jess both expressed adding a line to the policy draft about contacting parents.

Based on the feedback, Liz, Jess, Tom and Mary will come back with an edited version of the policy at the September meeting.

Liz also mentioned there have been several First Amendment audits as libraries nearby. Liz expressed a sense of urgency to establish some film and photography policies.

Liz is concerned with the emergence of groups coming in with fake badges and trying to address open access. Liz feels it is important to be clear even though some of it is covered in the Patron Behavior Policy but feels it may need to be addressed a bit further.

Jeff Waldron advised talking to Town Counsel regarding the issue so they can provide an idea of what the Library can do, in terms of policy. Jeff also suggested that Liz contact the D-S High School Librarian or the Pine Hill School Librarian to learn if they have policies in place.

Jeff also suggested Liz contact Town Clerk Jackie Morris to determine how the Town has handled these types of issues.

# Financial update

- Endowment Q2 2023
  - Appreciation
  - Donation
  - Expenses
- LEEDS
- We continue to meet with Town Officials weekly on construction financials
  - We have a monthly burn rate of ~\$60,000.

# Endowment activity for Q2 2023

- Market Value/Div/Interest ~\$111,000
- Donations ~ \$10,925
- Payments ~ \$62,118
  - most for landscape

# Transaction Details for Q2 2023

Filtered by: Date: 04/01/2023-06/30/2023 Activity Type: DEPOSIT WITHDRAWAL Cash Transactions: All Deposits All Withdrawals Bill Payments C

Account	Date	Activity	Description	Qty	Amount	Friend	Account Name
JJ 38921	05/18/2023	DEPOSIT	LOCAL CHECK		Cash \$25.00		Sherborn Main
JJ 38921	05/18/2023	DEPOSIT	LOCAL CHECK		Cash \$50.00		Sherborn Main
JJ 38921	05/18/2023	DEPOSIT	LOCAL CHECK		Cash \$150.00		Sherborn Main
JJ 38921	06/12/2023	DEPOSIT	LOCAL CHECK		Cash \$500.00		Sherborn Main
JJ 38922	04/11/2023	DEPOSIT	LOCAL CHECK		Cash \$500.00		Sherborn Sub
JJ 38922	04/11/2023	DEPOSIT	LOCAL CHECK		Cash \$7,500.00		Sherborn Sub
JJ 38922	04/11/2023	DEPOSIT	LOCAL CHECK		Cash \$100.00		Sherborn Sub
JJ 38922	04/11/2023	DEPOSIT	LOCAL CHECK		Cash \$500.00		Sherborn Sub
JJ 38922	04/13/2023	DEPOSIT	LOCAL CHECK		Cash \$100.00		Sherborn Sub
JJ 38922	04/13/2023	DEPOSIT	LOCAL CHECK		Cash \$100.00		Sherborn Sub
JJ 38922	04/13/2023	DEPOSIT	NON-LOCAL CHECK		Cash \$100.00		Sherborn Sub
JJ 38922	04/13/2023	DEPOSIT	RETURN OF CHECK DEPOSIT		Cash (\$7,500.00)		Sherborn Sub
JJ 38922	04/24/2023	DEPOSIT	LOCAL CHECK		Cash \$1,000.00		Sherborn Sub
JJ 38922	04/24/2023	DEPOSIT	LOCAL CHECK		Cash \$300.00		Sherborn Sub
JJ 38922	05/18/2023	DEPOSIT	LOCAL CHECK		Cash \$7,500.00		Sherborn Sub
<b>DEPOSIT Total</b>					\$10,925.00		
JJ 38922	05/09/2023	WITHDRAWAL	CHECK # 0002378080 TO Landscape Forms Inc.		Cash (\$9,673.98)		Sherborn Sub
JJ 38922	05/15/2023	WITHDRAWAL	CHECK # 0002377541 TO Elizabeth Anderson		Cash (\$151.40)		Sherborn Sub
JJ 38922	05/15/2023	WITHDRAWAL	CHECK # 0002377546 TO Elizabeth Anderson		Cash (\$168.71)		Sherborn Sub
JJ 38922	05/18/2023	WITHDRAWAL	CHECK # 0002377739 TO B W Giovanela & Sons Inc		Cash (\$7,430.00)		Sherborn Sub
JJ 38922	05/18/2023	WITHDRAWAL	CHECK # 0002377740 TO B W Giovanela & Sons Inc		Cash (\$2,980.00)		Sherborn Sub
JJ 38922	05/23/2023	WITHDRAWAL	CHECK # 0002379264 TO B W Giovanela & Sons Inc		Cash (\$32,000.00)		Sherborn Sub
JJ 38922	05/23/2023	WITHDRAWAL	CHECK # 0002379259 TO B W Giovanela & Sons Inc		Cash (\$776.00)		Sherborn Sub
JJ 38922	05/23/2023	WITHDRAWAL	CHECK # 0002379262 TO B W Giovanela & Sons Inc		Cash (\$2,105.01)		Sherborn Sub
JJ 38922	05/23/2023	WITHDRAWAL	CHECK # 0002379263 TO B W Giovanela & Sons Inc		Cash (\$5,714.38)		Sherborn Sub
JJ 38922	06/09/2023	WITHDRAWAL	CHECK # 0002384345 TO Dominic Casserly		Cash (\$500.00)		Sherborn Sub
JJ 38922	06/09/2023	WITHDRAWAL	CHECK # 0002384342 TO Dulce D Leche		Cash (\$500.00)		Sherborn Sub
JJ 38922	06/16/2023	WITHDRAWAL	CHECK # 0002387912 TO Elizabeth Anderson		Cash (\$118.25)		Sherborn Sub
<b>WITHDRAWAL Total</b>					(\$62,117.69)		
<b>Grand Total</b>					(\$51,192.69)		

## LEEDS Grant – It's complicated

- Liz and Tom have been working with the Architect
- Original LEEDS has expired
- Requested extension was just approved

MBLS Green	Projected	\$ 72,672.00	Projected savings
Eversource	Projected	\$ 40,500.00	

Frank also said there is a challenge with the Book Endowment. The process to get an approval for books out of the Endowment is somewhat onerous Frank is going to talk with Finance Director Deb Siefring and Treasurer Heidi Doyle to see if there's a way to streamline the process so the Library can process individual books orders and still use the Endowment for it.

Brian asked Liz for an update about initial concerns about utility costs in the new building. Liz has been working with Town Administrator Jeremy Marsette on this. Jeremy worked to get a rate locked in so it's reduced from the first few months but it is still approximately \$4,000/month. To work towards a goal of trying to further reduce these costs, if possible, Liz and Sean are working to get training with Snowden on the HVAC system.

Liz says in terms of the ARIS report, there will be two payments coming in based on Sherborn residents borrowing from other municipalities, as well as other measures. Nonresident borrowing is up 32% from last year. Currently, the Library has \$18,000 in an account from state aid.

Discussion is ongoing in terms of potential uses for these funds. Before it was in the operating budget but they recently learned it has to be in a separate special Revenue Fund with the Town.

Liz and Jess are getting started on the financial report that will be submitted in October.

### **IT Subcommittee** (Frank Orlando)

Nothing to report. Podium is arriving soon. Everything is working well.

### **Personnel Subcommittee** (Liz Anderson)

Liz reported that she, Tom and Mary met about some proposed library organizational changes. She has updated Erin on it and they plan to meet soon.

Liz reported on some highlights of this proposal:

Creation of a Circulation Supervisor role. One current Senior Library Assistant position will be put into that role and their hours will be increased.

Increase the Assistant Director's managerial role and have her manage the Teen Librarian, Children's Librarian and the Circulation Supervisor.

Some of this would be done using the Library Operating Budget. No need to ask the Town for additional funds. These changes can be accomplished with the current operating budget.

Right now the budget is being underspent with Junior Library Assistant roles so the funds would be re-allocated from that to give the Assistant Director a raise and increase the hours for the Circulation Supervisor.

These changes will reflect how the Library actually operates, give increased responsibility, and give clear designation

to the staff in terms of management and reporting.

The process is to revise all the job descriptions based on this organizational change.

Liz will work with Diane Moores to discuss this in September.

Liz will circulate the organizational chart and how it will work better. She will let the Trustees know when they have a date to meet with the Personnel Board.

Jeremy has been working hard to edit the personnel administration plan to provide more distinction. These changes seem to fit in with his work in this area to provide more designations in certain roles. Great to have his support.

#### **Historical Society Update** (Brian Connolly)

Brian reported there was a meeting last Thursday with him, Liz, Jess, George Fiske, Martha Mahard, and Architect David Fixler to determine how to work with the space in the basement.

Brian shared a rough drawing of a possible design for the Historical Society space.

George Fiske asked David Fixler what the cost of the build-out would be. George is going to reach out to Chris Kenney to see if he could make an estimate based on the drawings.

Next step is to come out with a range of costs.

Brian reaffirmed that the Library will not bear any costs for this build-out.

The next meeting will be on 8/30 to get feedback.

The Historical Society aims to ideally do this in the calendar year 2024 to coincide with Sherborn's 350th birthday.

Liz reported that the next steps on the Library side is to analyze the library contents in the space and determine the Library's storage needs. She is having discussions about this and space needs in general with the Interior Design Committee.

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

Liz reported Quincy Knapp has joined the staff as the new Teen Librarian. Quincy was working at Wellesley as a Children's Librarian and also in Watertown. Liz is excited to have Quincy on board and Quincy brings a lot of energy.

Liz reports it is expected the Library will be fully staffed by September.

Liz is working with Sergeant Graziano on a security report and expects to come back to the Trustees with recommendations in September.

September performance evaluations for the staff are due and will be submitted. Liz is planning to meet with every staff members. Staff members will do goal setting for themselves.

Jess gave an update on the Summer Reading Program.

Summer reading started in mid-June

Compared to 2022, there was an increase in participation of 35% from preschoolers to adults.

Biggest group of participants were children in grades K-5, 200 are in that program, 80 have read 20 hours or more.

"Find Your Voice" is the theme.

There have been 16 Summer Reading specific programs, in addition to regular programs.

Kick-off in June was more than 150 people on the back lawn.

Over 75 people were in attendance for the Mermaid Princess.

Summer movies had over 50 people the previous week.

Across the board there has been an increase in participation.

On September 7th there will be a wrap up party

Lawn signage has been a positive promotion of the Summer Reading program.

Next Trustees' Meeting is September 19, 2023

Vote to Adjourn 9:08 PM

Mary McKenna Motioned to Adjourn, Frank Orlando Seconded, Unanimous Approval.

