

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, August 20, 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)

Mary McKenna (yes)

Frank Orlando (yes)

Tom VanLangen (yes)

Seth Molloy (yes)

Sue Lepard (yes)

Thais Bessa (yes)

Trustees Participating

Brian Connolly (Chair)

Mary McKenna

Frank Orlando

Tom VanLangen

Seth Molloy

Sue Lepard

Thais Bessa

Other Participating

Liz Anderson (Library Director)

Jennifer Carlson (Library Assistant Director)

Sandra Burke (Friends)

Margo Powicki (Sherborn History Center & Museum)

Mary Moore

Return to Public Session 7:46 PM

Vote to approve July minutes. Mary McKenna motioned, Frank Orlando seconded. Unanimous Approval.

Chair's Report (Brian Connolly)

Paving of Sanger street is looking great. Rotary is on track to open up on August 28th. Stairs to the town hall have been put in, the railing has not. Liz reports it should be a few weeks out as they need to be

manufactured. The ARPA money that Sam Nelson, Mary Moore and McKenna has put effort into getting was used for this.

Weeding was done for the entire Library landscape. Mary Moore will give an update later. Liz is going to update on the Library Report that was submitted. The numbers are stunning, congratulations on the team for that.

Friends of the Sherborn Library (Sandra Burke)

Eight new board members, busy meeting everyone on the Board one-on-one. First meeting is in September. Working with the new treasurer to get accounts all transferred over.

Nothing else to report.

LBC/House (Brian Connolly)

LBC met on August 5th. Jim Kolb was chair from its inception and has moved out of town. Going forward the Chair will rotate on a month-to-month basis. Discussion also regarding how long the LBC needs to be in place. There is a final report that will be submitted to the Select Board. Discussion with Select Board they're looking for some more items such as lessons learned.

We did hear back about the LEED certification. They are finalizing this and we are close to having our certification.

Liz updated that she talked to Sean, they plan to regroup and go through the punch list and what the House Committee has talked about and plan how to go forward with that. House Committee has been meeting every Friday, they will be going in the basement to start making a plan to clean out some of the furniture to get ready for the History Center and Museum moving in.

Landscaping Committee (Mary Moore)

Mary proposing that we plan to weed the Library's landscape in October, May and August. Trustees may need to adjust the budget for this.

The Landscaping Committee had originally proposed a second phase of the landscape. She would recommend putting this on hold; we should make sure we are able to deal with what we have now first.

Need to be more specific on details for landscaping particularly around division of labor between landscapers and DPW.

Ongoing landscape maintenance plan needs to be finalized and validated.

Sherborn Library Landscape Subcommittee Update



8.20.24



Tonight's update

1) Library Landscape

- 4 Memorial Benches - **DONE** (1 still available)
- Patio Furnishings ordered - **DONE**
- Memorial Tree Donation (Naming Opps posted on website) - **DONE**
- Weeding completed in July and **October and May and Aug- DONE**
- Phase 2 proposal - review with Trustees in Dec/Jan - **PENDING**
- Soliciting estimates for annual maintenance (3 estimates) - **DONE**
- Town Patio Furnishings to match - **DONE**

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) - **PENDING**
- Maintenance Plan
 - Monthly weeding during summer (June-Sep)
 - Deadheading (summer/fall)
 - Mulching (spring)
 - Pruning (spring/fall)

3) Town Campus ARPA Grant

- 1) New hillside steps- **DONE** as part of Roundabout - **DONE**
- 2) Granite Post Globe replacement expected this fall - **DONE**
- 3) Hillside landscaping - **PENDING**

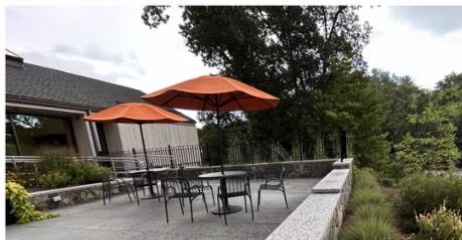
Recommendations to Trustees re: Pending

1. Fund annual maintenance
 - Agreement on division of labor/cost with DPW (Mowing, Mulching, Leaves, Large Tree Care, Pruning, Weeding)
 - Budget 5-6 Cleanups in Spring, Summer, Fall
2. Consider lighting and safety (house committee?) - down light, compliment existing lighting and design
3. **Landscape plan for new hillside stairs**
 - Low maintenance (snow removal, mowing)
 - Incorporate Daffodils and Native plantings to complement rest of library grounds and campus
 - Sean coordinate with Sam Nelson - fall install as feasible
4. Pursue Naming opportunities - e.g. Reading Patio w/ re-use of stair treads (\$20K)
5. Do not consider additional phases until #1 and #2 are done
6. Consider "Sunset" landscape subcommittee until ready for Phase 2

Note: point 5 should be #1 and #3, not #1 and #2.

Liz reports that Frank and Tom on the Finance Committee met and discussed the ongoing maintenance costs. They proposed to use some of the remaining gift money to sustain the landscaping, splitting that between the library operating budget. This ought to be feasible if around 10-12k on a yearly basis.

New spaces to enjoy



Hillside Stairs- part of roundabout project



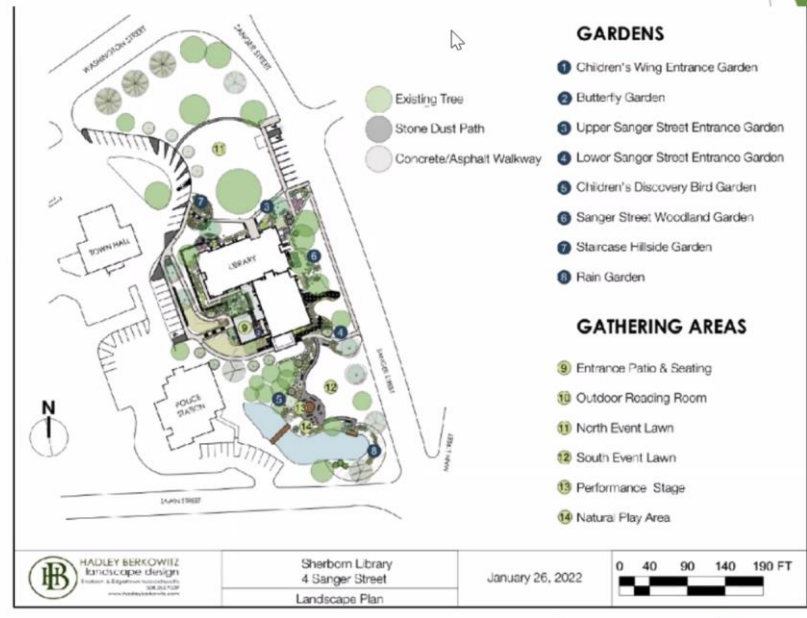
Want to get natives and daffodils back in here to get a similar aesthetic as before.

Reminders...<https://sherbornlibrary.org/news-events/library-news/reimagining-the-sherborn-library-landscape-fall-2022>

PHASE ONE

- Children's Wing Entrance
- Butterfly Garden
- Upper Sanger Street Entrance
- Lower Sanger Street Entrance
- Children's Discovery Garden

HOLD until Phase 2



[Tom VanLangen](#) asked whether we expect significant wear and tear after events like the Arts and Crafts event. The Fair happens at a good time. Some of the turf damage has been minimal in the past, it would be good to have Sean to redo some of the front lawn to enhance it, but overall not a lot of concern.

Liz noted that we are considering doing a deep clean after the Arts and Crafts fair. Mary mentioned that in the past the Library wasn't open during the Fair. It might be good to coordinate interior and exterior cleanup with the Friends. Might be good to consider closing the Library during the fair, or at least to get outdoor portable toilets to use.

Brian discussed sharing the work between landscaping and DPW. DPW is fine with mowing, but not ok with pruning or weeding. Mary mentioned that if we have a job description we could hire a seasonal worker to do these things. We should be transparent about how much we're spending on the landscaping.

The beech trees were also discussed. They are being treated, but do have beech leaf disease. We are doing everything we have been advised to do by our consulting arborist and tree care specialist to take care of the trees. They believe the treatment will extend, but may not save their lives. We should discuss what needs to be done going forward, possibly planting trees in anticipation.

Finance (Frank Orlando / Tom VanLangen)

Financial update

- Endowment April 2024
- Annual Richard Saltonstall Charitable Foundation Report
- LEEDS

Endowment activity

Change in the value of your account

	July 2024 (\$)	Year to date (\$)
Opening account value	\$2,856,164.94	\$2,660,378.28
Withdrawals and fees, including investments transferred out	-4,982.83	-86,071.74
Dividend and interest income	3,181.56	34,410.50
Change in value of accrued interest	1,480.15	1,031.18
Change in market value	32,037.26	278,132.86
Closing account value	\$2,887,881.08	\$2,887,881.08

Change in the value of your account

	July 2024 (\$)	Year to date (\$)
Opening account value	\$177,013.93	\$181,632.46
Deposits, including investments transferred in	0.00	500.00
Withdrawals and fees, including investments transferred out	-2,824.65	-11,969.09
Dividend and interest income	684.05	4,709.96
Closing account value	\$174,873.33	\$174,873.33

Date	Activity	Description	Type	Amount	Friendly Account Na
07/08/2024	WITHDRAWAL CHECK # 0002517713	TO Elizabeth Anderson	Cash	(\$543.98)	Sherborn Sub
07/08/2024	WITHDRAWAL CHECK # 0002517720	TO Amazon Capital Service	Cash	(\$308.04)	Sherborn Sub
07/08/2024	WITHDRAWAL CHECK # 0002517714	TO CDW Government	Cash	(\$1,972.63)	Sherborn Sub
				(\$2,824.65)	

- The town held funds: July ENDING STATEMENT
VALUE: July 1- \$112,491.40; July 31- \$114,038.96;

All the withdrawals were for the Teen area in the library.

Annual Richard Saltonstall Charitable Foundation Report

- Due 60 days after FY ends
- Liz submitted updated template from previous year based on gift agreement **I**
- The finance committee has drafted this years response for submission

Report will be going out for final review this week.

Endowment Management

- Still searching for software to manage and track 18 different trust accounts and their restrictions.
- Tom is working on a simple Excel sheet to aid with the fund management **I**

LEEDS

- Leeds

- Liz and have been working with the Architect
- NV5 is finalizing the info we need to submit
- Sean sent to Architect and LEEDS the waste management documentation
- NV5 updated and sent to the Leeds committee for approval **I**

MBLS Green (LEEDS)

Projected

\$ 72,672.00

NV5 has submitted our documents to the LEEDS approval committee. Waiting to hear back, should hear about certification soon.

Brian suggested that we consider moving the final touches account back into the main fund. We should ensure that what the town has allocated for the punch list will cover it.

Regarding restrictions on accounts, most accounts have an eventual period where they effectively are unencumbered. We should look at moving the money into a library fund that can be used for emergencies or anything. Frank mentioned there is also a fund (possibly Richardson fund) that is completely encumbered that we could also use.

Planning & Policies (Mary McKenna)

Interior / Exterior signage policy presented to Trustees. Town counsel has reviewed the policy and their edits are included.

Motion to approve, Mary McKenna, Seth Molloy seconded. Unanimous approval.

We will have the MBLC data in October that we can use to develop future staff policies.

Thais Bessa is meeting on Saturday to discuss the Art Gallery Policy with the newly formed Art Gallery Committee.

Rental policy, do we want to put a policy in place. The library has been very busy with community events, this is not yet an issue so will hold on moving forward.

Do we need a DEI policy? This will be discussed, please provide any comments to Mary, Liz and Sue. Needham has a good DEI statement.

Security manual, the House Committee is going to take this on.

Staff would like us to look at food and drink as well as cell phone policy.

History Center (Brian Connolly)

RFQ went out to look for qualified bidders to do design work for the History Center. Eight architectural firms have submitted applications along with questions. As part of this process we will be responding to those questions, Aug 30 is the deadline to provide responses.

Margo reports that Sean Killeen provided clarifications to some of the questions, including stating the timeline for the project clearly.

Question if the request for a good/better/best option was part of the RFQ. Unsure but we believe this was the intention. There is some concern that what went out in the RFQ didn't match what was discussed at town meeting to provide levels of design, if this isn't clear to the bidding architects.

Director and Assistant Director Report (Liz Anderson, Jen Carlson)

Three open positions. Library building attendant offer is going out, she'll be starting Sept 3. Received between 15-20 applications for Cindy's Technical Services Librarian job, 7 interviews completed. Circulation Supervisor position also posted and starting to get applications.

Summer reading wrap-up tomorrow with a party. 336 people total signed up for Summer Reading. Kids raffle tickets submitted: ~200 in July and ~500 in August. Teen raffle tickets: 125 in July and 219 in August. Adult raffle tickets: 18 in July and 19 in August 19.

Annual Report was submitted and data compiled below:

Nonresident Circulation Transactions

The NRC is disbursed to offset additional costs to municipalities whose libraries circulate materials to patrons of other certified Massachusetts municipalities. A big jump this year will mean more state funding for Sherborn.



Discussion around what this statistic exactly means. Questions around whether this includes Sherborn materials delivered to other Libraries or not.

OverDrive (eBook) Checkouts

Usage has skyrocketed in the last seven years. Sherborn residents eBook checkouts have increased by more than 400%.



Pre-pandemic trend has continued. A lot of discussion within the Minuteman Network on how we can meet the demand for e-books.

Website Usage

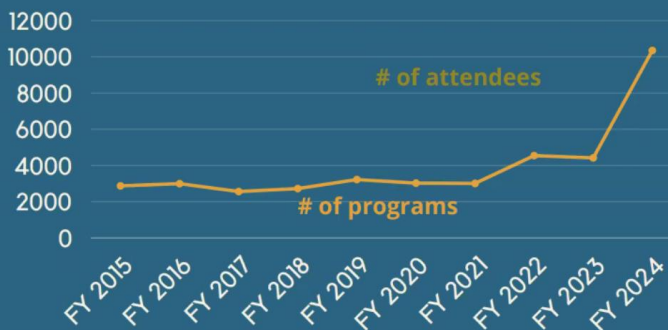
Website hits held steady year-to-year from March 2018, when our new website was launched, but this past two years have seen a big bump, with around 55,000 pageviews this year.



Website usage continues to grow. Library Technology Assistant, Maureen Haswell, was able to get some new book acquisitions onto the Library's website. Google Analytics is collecting the usage data.

Programming Attendance

With the reopening of the Library in March 2023, the number of program attendees has skyrocketed. In FY24, attendance at programs more than doubled from last year, with 10,349 attendees, vs. the last two years we had around 4,500.

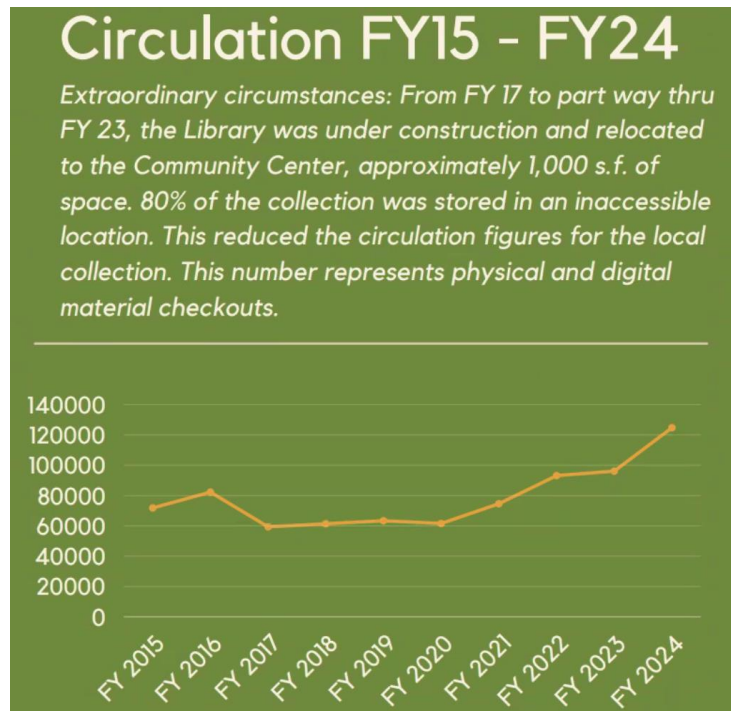


Programming has skyrocketed. FY23 we hosted around 150 programs during the year, FY24 we held 600 programs. FY24 we had 3k participants at adult programs, 300 at teen events, FY23 we had 1k at adult programs and 189 at teen. Tripling/doubling participation from last year.

Kids attendance for ages 6-11 was 1,600, ages 3-5 we had over 3,000 attendees for the year.

Program attendance greatly varies from single digits to hundreds.

We have seen an uptick in non-Sherborn resident attendance at programs (and using the Library). Kids events have been getting posted on the popular website Community Kangaroo which has helped and broadened our audience.



2015-2016 we were still in the Library, as a reference point; we moved to our temporary location in late 2016/early 2017.

InterLibrary Loans

The Library staff spends time pulling books to fill holds at other Minuteman Libraries. We also spend time processing materials for Sherborn pick-up every day. Last year the staff spent more time on both receiving and lending materials, with our full Library collection returning from storage.



Sherborn is a net lender.

Library Traffic

The last five years have been a rollercoaster of residing in the Community Center, the pandemic, to moving back to the renovated Library. FY 2024 will provide a better marker moving forward of the Library traffic pattern. This number represents an estimate based on four week samplings throughout the year.



Survey is done four times a year. FY21 is covid-19, FY22 the Library was located in the Community Center. FY23 includes being partially located in the Library (reopened March 20, 2023 and was closed for seven weeks prior for move-in).

Liz suggested we could get some people door counters to get more accurate data on Library traffic.

Highlights of FY 2024

Meeting Rooms Booked: 860 Bookings

- *This includes the Trustees, Community Room and Study Rooms*

Average Computer Use in a Week: 96 People

- *In the SCC we averaged 45 in FY 23 and 11 in FY22*

Total Hours Open: 2,516 hours

Total Saturdays Open: 50

Total Hours Open After 5PM: 469

*Average Hours Open Every Week: 48.4**

**Based on our population, the State requires Sherborn to be open 15 hours per week including some evening hours*

Meeting rooms statistics does not include Library programming. Also does not include when people use them without booking them.

Noted that staying open longer than required also changes the amount of our budget that is required to be put toward our collection per the MBLC's open hours requirements.

Liz requested that if there are things we think that could be improved please give that feedback.

Annual Report and goals will be coming out for the next meeting. Brian asked if the library goals are incorporated into the town reporting that gets rolled up to the select board each year / if the town does something similar to the Library on an annual basis.

We will start doing hybrid meetings in September.

Motion to adjourn by Mary McKenna motioned, Tom VanLangen seconded. Unanimous approval.