

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, December 19, 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 7:35 PM

Brian Connolly (Yes), Chris Kenney (Yes), Mary McKenna (Yes), Seth Molloy (Yes), Tom VanLangen (Yes)

Return to Public Session 8:30 PM

Trustees Participating

Brian Connolly (Chair)

Chris Kenney

Mary McKenna

Seth Molloy

Tom VanLangen

Other Participating

Liz Anderson (Library Director)

Jen Carlson (Assistant Library Director)

Irene Saranteas Bassalee (Friends)

Jeff Waldron (Select Board)

Chair's Report (Brian Connolly)

Chair motioned to approve minutes from October 24, 2023 Board of Trustees meeting.

Mary McKenna Moved. Chris Kenney Seconded. Approved Unanimously.

Brian thanked Liz for opening the Library one hour early in the morning to accommodate Sherborn residents who were experiencing power loss from the storm. Brian acknowledged the Library's community support, in this case public safety activities.

The patio work is progressing well and is nearly complete.

Brian reminded Trustees that the January Trustees meeting is scheduled to take place in person in the Trustees Room at the Library. It will be a hybrid meeting to accommodate those who cannot make it in person.

Friends of the Sherborn Library (Irene Saranteas Bassalee)

Trunk or Treat on October 28 was a very successful and well-attended event, with the Fire Department and the Police Department participating.

Friendsgiving on November 18 was a very successful event. More than 100 tickets were sold. Friends hope to do it again in the future.

Friends participated in the Holiday Sale with the Sherborn 350th Anniversary Committee by selling merchandise.

Next event is January 20, an Art Exhibit Reception/Welcome Committee event in the Community Room.

Registration was opened on November 15th for the Arts & Crafts Fair in May. Over 50 vendors have already signed up for the

The Annual Fundraising Appeal was sent out the week after Thanksgiving. The donations have been coming in. Irene expects to report on the Appeal at the January Trustees Meeting.

Friends opened the Book Cellar in the Library where used books will be available for sale, using a self-service experience. Payment can be made in the form of cash, checks, Venmo or PayPal.

In January, Friends will be participating in the Sherborn Community Center's Non-Profit Night on January 11. All non-profit organizations in Sherborn are invited to have a table so residents can learn more about the organizations available in town.

House/Library Building Committee (Chris Kenney)

LBC 12/4/23 Mtg Update

Invoices and Requisitions

- a. No actions

OPM Progress update (CHA)

- b. Leak at Skylight
 - i. Passed the test per Intertek, report anticipated being issued to Wiss Janey w/o 12/4
- c. Water intrusion along 6.9 line
 - i. Phase 2 work completed
 - 1. 4 ½'-5' approx. depth of excavation to find (2) 8-10" areas of delamination
 - 2. Entrance to the children's wing reinstalled, Debrino scheduled to return to install sealant 12/5, 5-star to reinstall trim.
 - a. Subcontractor Melrose glass completed reinstallation
 - i. Sill installed temporarily
 - 3. Excavation and backfill complete, clean-up remains
 - 4. Patio concrete slab placed 12/1, bluestone pavers installed over the weekend
- d. FF&E items

- i. Replacement order for damaged couches released
- e. LEED/Green Incentives
 - 1. Documents with BAA (Rich Ryan) in coordination with BCG
 - a. Comments made regarding the need to wrap this up and not spending fees to chase completion.

Next LBC mtg on 1/8 at 6pm

House Subcommittee met with Liz to review a proposal from an arborist to get an opinion of what type of maintenance will be necessary, as well as an inventory of the existing trees around the building. This document can be used in seeking estimates for tree care from various contractors. The fee for the inventory and report would be \$2500.

Chris made a motion for the Trustees to approve Liz reaching out to the arborist for inventory and tree maintenance guide for use for future service in the amount of \$2500. Seth Molloy Seconded Approved unanimously.

Finance Subcommittee (Brian Connolly, Liz Anderson)

Brian and Liz did an operating budget review on December 12 with Town Administrator Jeremy Marsette, Assistant Town Administrator Diane Moores, Town Finance Director Deb Siefring and Town Treasurer Pam Dowse. The budget presented at the November Trustees Meeting was presented at that meeting. There was some discussion of electricity and fuel costs. To follow up from Seth's inquiry at the November meeting, Brian said that Jeremy Marsette reports the Town is tracking fuel and electricity consumption by building. Although it is not in the Library's budget, the Town would be willing to share that information with the Trustees. Liz reports that the Library's meeting with Advisory is on January 24.

One topic that came up following the meeting was a discussion of the annual contribution the Library makes from the Endowment to the operating budget. Historically, it has ranged from \$50,000 to \$60,000. Last year, it was voted to apply it against the Library construction budget. Brian asked if the Town has any preference on where the contribution should go. Jeremy has a slight preference for the Library taking it back as an offset to the Town's operating budget as another revenue item. Last year, we did it for the construction project as it was unknown what the final costs would be and we wanted to offset the costs. We also want to make sure the Library gets acknowledged for the contribution of \$60,000 or \$70,000 to the town budget as an offset, even though it's footnoted in the town budget. The aim is that the Library get more recognition for the contribution

Brian expects this will be an item for discussion at the January Trustees Meeting.

Seth asked Brian for clarification on how the Endowment fund allocation works. Brian explained that several Endowment funds specify that the proceeds should be used to pay for enhancements to the Library's operating activities in case the Town can't support what the Library wants to do. The Library isn't allowed to go into the capital of the Endowment but each year the Library takes 3% or 4% of what the total value is so it sustains itself. It's always been an offset where the Town records it as "Other Revenue." Last year, the money was put into the construction budget because the overruns were so high and it was determined to be more useful there. The contribution is 10% of the Library's operating budget, although in the Town records, it is recorded as "Other Revenue."

Liz said that with the state aid, the Library has to meet that Municipal Appropriation Requirement (MAR) as well, a 2.5% increase over the last three years on average.

Liz met with Frank to work on the Eversource rebate. Liz found old information that the Library was awarded the amount of \$38,733. The Library did receive \$13,948 already back in 2021, so Liz is working with Eversource and the Town to determine if the Library is still eligible to receive the remainder of that amount, approximately \$22,000. She will update the Trustees once she has more information.

Liz also received news that the Library has been approved for state aid for the first round this year. This amount is \$4,563.06. There will be a second payment to be received in the spring. The total aid will be approximately \$9,000 this year. In previous years, that amount has been approximately \$7,000. The increase is based on increased usage of the Library. The money is sitting in a town account. By the end of this year, Liz expects the amount will be close to \$26,000 so it will have to be determined how that money should be spent.

Technology (Liz Anderson)

Liz has had initial discussions with Klaus to determine how to change the Trustees' Room and how it functions for hybrid meetings. The current glass/ white board and projector screen is not working well so options are being considered. Also staff training is going to be scheduled on technology currently available in the meeting rooms.

Historical Society (Brian Connolly, Chris Kenney)

The build-out of the basement area in the Library that is being dedicated to the Historical Society was included in the Capital Projects that were submitted to the Town on December 1, with the Select Board as the sponsor. The amount proposed was \$850,000, based on CHA and the architect David Fixler came up with. To put it in context, the Town has 55 Capital Budget projects proposed, totaling to \$15 million. Between now and April, the various boards and committees of the Town will review and debate them. The ones that make it through will be presented at Town Meeting on April 23.

The Library is not sponsoring the Historical Society project, the Select Board does. Brian said it will be a challenge to communicate to the Town that this is not a Library expense. It has yet to be determined if it will make it through the process to be presented at Town Meeting. Jeff Waldron said the expense will be a big challenge to get approval for and it may need to be linked to fundraising. The Town has to pay for it, as it was part of the original agreement with the original Dowse Library. The Town has to host some sort of physical space for a museum that is accessible in the public. It's just a question of how much space it is and where it is located. Chris Kenney said it is important to remind people that it was located in the Town Hall during the pandemic and then it was necessary to vacate there for office space. It has moved around quite a bit. Jeff Waldron said that, given the 350th Anniversary—in terms of messaging and recognition—he expects donations could be received. People may be interested in giving to something physical they can see. Jeff acknowledges it is a large budget but the project will have to be navigated.

Seth Molloy wondered if parts of the police station would be available for use. Jeff explained that night staffing is different since dispatch has been outsourced to a regional dispatch center. There is only now just not a dispatcher on site physically. Jeff said the building is in very active use. Jeff would like to see the Historical Society remain in the Library, especially since they have needs for archive space as many

documents require air-conditioning. Chris Kenney said based on the need and the feasibility study, there is a natural fit for the Historical Society with the Library. The needs and the space available seem to work together and it's supported by the Trustees. Now it is a matter of getting the Town's support behind it to do so, so we can move forward.

Library Director's Report (Liz Anderson)

The patio furniture arrived this week so it will be enjoyed this spring. There was some leakage from the doors in the vestibule and Children's Wing that were recently installed during the recent storms in December but that is being addressed by BCG and the project manager. Hopefully that will be resolved quickly.

Liz said a big thank you to Trustee Erin Carroll who initiated a holiday party for the staff and it was greatly appreciated by the staff. Thank you to Brian also for coming. It was so nice to show appreciation for all the hard work that the staff does and continues to do.

Liz introduced new Assistant Director Jen Carlson to the Trustees. Jen will plan to come to Trustees meetings going forward. She has worked in the Library world for 11 years, most recently in Uxbridge and Holliston. Jen has hit the ground running, doing daily programs in the Children's Room. It will be exciting to see Jen transform the Adult programming. She will also work with Liz on state reporting and statistics. Liz congratulated Jen on her promotion.

Liz also reports that the Library has hired longtime Sherborn resident Maureen Haswell who started as a Library Student Aide. She is a huge asset to the Library. Maureen is discussing providing digital resource classes to the community and the staff. It will be great to get help particularly in the area of e-books and e-readers.

The job of Children's Librarian will be posted in the new year and Liz hopes to fill it quickly. Liz said there is a great team at the Library, with a positive group, despite short staffing and other challenges.

Miscellaneous (Brian Connolly)

Brian thanked everyone for a great 2023.

Vote to Adjourn: 9:08 p.m.

Chris Kenney motioned to Adjourn. Mary McKenna Seconded. Unanimous Approval.