

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, February 13, 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 7:31 PM

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

Return to Public Session 7:43 PM

Trustees Participating

Brian Connolly (Chair)

Thais Bessa

Sue Lepard

Mary McKenna

Seth Molloy

Frank Orlando

Tom VanLangen

Other Participating

Liz Anderson (Library Director)

Jen Carlson (Assistant Library Director)

Irene Saranteas Bassalee (Friends)

Deb Siefring (Finance Director)

Sean Killeen (DPW)

Margo Powicki (Historical Society)

Chair's Report (Brian Connolly)

Chair motioned to approve minutes from January 16, 2024 Board of Trustee meeting minutes.

Frank Orlando Moved. Thais Bessa Seconded. Approved Unanimously.

Update on Town Elections. Chris Kenney is running for another term. Chris is the longest serving Library Trustee and his background as an architect and project manager is invaluable. He has been instrumental in all aspects of the building project. Town Caucus is on March 7, 2024. Trustees running for re-election are Chris Kenny, Mary McKenna and Sue Lepard. Nominations will be made for the three candidates.

The Library's Annual Report has been distributed to the Trustees. Each department in the Town writes an Annual Report about what's transpired in the past year for the Town Report. Although the Annual Report is based on the 2023 calendar year, the information on the settlement and release agreement has been included in that report. The Town Report will not be published until April 2 but it was determined to be important to include this information on the settlement and release agreement in the report.

The Select Board Budget Review is scheduled for March 7. No additional feedback has been received following the last Advisory Committee Meeting. The Advisory Committee Public Hearing is Saturday, March 16. There are no capital projects in the budget and the budget is within the limits as set by the Advisory Committee.

Each Trustee has received an annual State Ethics Training email from Town Clerk Jacklyn Morris. In previous years, Trustees received a certificate upon completion. The training is required for all elected officials and once the training is completed, notification is sent directly to the Town Clerk.

The Library Building Committee at some point in 2024 will be disbanded. The final activity they will do is to present a report to the Select Board. The report will further build upon the report sent to the MBLC in 2023 but will also include a section on "Lessons Learned" and "Recommendations." Frank asked if the LBC will close out before the punch list is completed. Brian says there is a discussion as to whether this can be overseen by the Town.

A settlement and release agreement has been approved with Travelers, Five Star, and Beacon Consulting Group. It has been signed and the document will be posted on the Town website in the near future. Very pleased to be done with this and have this piece of the project settled.

Friends of the Sherborn Library (Irene Saranteas Bassalee)

Friends have had two events. The Art Winter Social was held on January 20 in the Community Room at the Library. The theme was "Ode to the Ocean" and it showcased three artists. The paintings are still hanging in the Community Room and will be there for the next two to three months. The turnout was very good with an estimated 40 attendees. There was wine and cheese and was attended by new residents and long-time residents.

HomeTown Weekly has been included on a notification list for a community email list. They often come to events so that is why Friends' events often get featured in the newspaper.

Winter Fest took place on Saturday, February 10 in the Community Room. It was a children's event, free of charge and supported by the Library staff. It featured Snow Sisters, Anna and Elsa, cookie decorating, and face painting. The estimated attendance was 100 children. The Sherborn Cultural Council sponsored the Snow Sisters' appearance for Friends.

The next upcoming event will be the Book Sale on March 22-24. Trivia Night is on April 6, which is the annual spring fundraiser. The Arts and Crafts Fair will be in May.

Since the January Trustees Meeting, Friends has received a few more donations in the Annual Appeal. Total is currently \$19,253. Treasurer Courtney Williams reports it is less than 2023, which was \$28,000.

The Sherborn Business Association is collecting applications for grants this year. Friends has submitted a grant application for \$1500 to be used for the Arts and Crafts Fair and if Friends is awarded the grant, Irene will share more about that at a future meeting.

House/Library Building Committee (Brian Connolly)

LBC 2/5/24 Mtg Update

- a. Invoices and Requisitions
 - a. BAA invoice # 2024-01 dated 1/3/24 for services provided in January for a total amount of \$11,070.
 - i. \$8,180 was for CA work and \$2,890 was for GC errors
 - ii. LBC voted to approve
 - b. Weis Janey invoice no. 0559232 for \$4,100 for skylight retesting
 - i. Back-up ok with M. Brown and J. Kolb
 - ii. Report on testing from Intertek included
 - 1. CHA (TG) to forward copies to LBC
 - a. LBC voted to approve
- b. OPM Progress update from TG (CHA)
 - a. FF&E items
 - i. Replacement sofa shipped 2/5 to WB Mason warehouse, delivery to library TBD
 - b. LEED/Green Incentives
 - i. Eversource rebate 2nd payment received in the amount of \$22,500
 - ii. LEED submission update provided by K. Collins of NV5
 - 1. Commissioning agent documentation submitted, BCG to submit on construction materials
 - 2. On track for LEED Certificate pending back and forth with Marcus (BCG) on materials
 - a. Last task involves construction waste haul info.
 - iii. Liz asked if any special training was needed for green cleaning
 - 1. Not req'd for LEED certificate
 - c. O & M (Operations & Maintenance) submission info. status
 - i. Meeting to review remaining closeout documents status with BCG, travelers being scheduled for early w/o 2/5
- c. Next LBC mtg on 3/4 at 6pm

Finance Subcommittee (Frank Orlando, Liz Anderson)

Financial update

- Endowment
- LEEDS
- Our meetings with the Town officials

FY 25 Budget reminder

- Budget Review – Jan 24th
- Advisory Planning meeting March 16, 2024



Endowment activity

January 2024 (\$)		January 2024 (\$)	
Opening account value	\$2,660,378.28	Opening account value	\$181,632.46
Withdrawals and fees, including investments transferred out	-4,758.57	Deposits, including investments transferred in	500.00
Dividend and interest income	3,537.12	Withdrawals and fees, including investments transferred out	-2,242.52
Change in value of accrued interest	880.76	Dividend and interest income	687.95
Change in market value	27,124.26	Closing account value	\$180,577.89
Closing account value	\$2,687,161.85		

Date	Account number	Activity	Description	Symbol	CRSP	Type	Quantity	Price/Share	Amount
01/01/2024	11 38022	WITHDRAWAL	CHECK # 000000077 TO THE LIBRARY ...			Cash			-5,742.52
01/01/2024	11 38022	WITHDRAWAL	CHECK # 000000078 TO Anderson Co...			Cash			-8,180.57
01/01/2024	11 38022	WITHDRAWAL	CHECK # 000000079 TO W.B. Mason			Cash			-9,140.00
01/01/2024	11 38022	WITHDRAWAL	CHECK # 000000077 TO W.B. Mason			Cash			9,140.00
01/01/2024	11 38022	WITHDRAWAL	CHECK # 000000080 TO Eric Kautel			Cash			-8,180.00
01/01/2024	11 38022	WITHDRAWAL	CHECK # 000000081 TO STEPHEN A...			Cash			-8,000.00
01/01/2024	11 38022	DEPOSIT	LOCAL CHECK			Cash			8,000.00

LEEDS Grants

- Leeds
 - Liz and Tom have been working with the Architect
 - NV5 is finalizing the info we need to submit
- Eversource – final payment received

MBLS Green	Projected	\$72,672.00
Eversource	Initial	\$13,948.90
	Final	\$22,567.03
	Total	\$36,515.93

Endowment Contribution to Town

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	\$ 2,693	\$ 69,041	\$ 71,735	3.9%

In 2023, the Endowment Contribution was sent to the Library Construction budget. For 2024, the Town has expressed it would like it to go to the Operating Budget. Frank advised to wait to vote on the Endowment Contribution until March after the Budget Review Meeting. Funds will not be transferred until May or June.

Brian said there is \$160,000 in the Endowment in a fund called Finishing Touches that includes funds raised as part of the Library Capital Campaign. Now that the building is complete, Brian says it is time to focus on how those funds should be allocated. Some have already been designated for the mural and the landscaping but in the coming months, recommendations should be made on fund allocation. Frank said that the new screen for the Trustees Room. Liz said there the new Teen Advisory Board members made some recommendations for new items for the Teen Room which include gaming chairs, charging stations and a white board on wheels. Liz and Jen have started brainstorming on some interactive play elements for the Children's Room. Visits to other libraries are planned to gather ideas. Frank said that given the cap on the punch list, these funds can be used as needed. Frank said that Liz has done a great job in obtaining grants from the State and the Trustees should work with Liz to determine how to use these funds. Liz said the Library currently has \$22,000 in grant money, with more coming in this year which should be a total of approximately \$26,000. She said that future conversations about how to allocate these funds would be great.

Technology (Frank Orlando, Liz Anderson)

New screen for the Trustees' Room has been ordered.

AV elements are being fine-tuned in the Community Room.

Liz said that Klaus is working on connecting the TV in the Trustees' Room and Teen Room to the network so those screens can be logged onto with a wireless keyboard.

Policy Subcommittee (Mary McKenna, Tom VanLangen)

Mary, Tom and Liz met to discuss the Programming Policy draft that has been distributed to the Trustees. The need to finalize this policy was due to a recent request by the Girl Scouts to sell cookies at a Friends' event in the Library. This draft serves to clarify the Library's policy.

The proposed draft states that the Program performers or authors or leaders may sell merchandise during the programs but unless there is a special event as a fundraiser for the Library, the Library is not going to support the sale of merchandise. This policy draft clarifies the policy each time a non-profit organization wants to sell merchandise at the Library. It has to be a Sherborn community focused group that would benefit Sherborn or the Library. Tom said that there was a great deal of discussion about Friends of the Sherborn Library who serve as a primary source of funding for the Library and support a great deal of the programming. This is a different relationship in terms of how it is managed, versus other community groups. Tom said the Library will promote Friends' events because in many ways, the Friends are an extension of the Library. Brian said the policy draft looks very good but asked if language should be included, similar to book selection, if an event applicant is asking the Library to reconsider a program. In that case, the issue would come back to the Trustees for the final decision. Liz said that would be very helpful. This asked if the criteria for events have equal weight or are they ranked. Liz said she considers them to have equal weight but added that she would re-examine that to confirm.

Mary said the Committee will take it back and look at the criteria, to make changes and bring it back to the March Trustees Meeting. Irene asked if Friends could have a draft of the policy so Friends can provide feedback on the document. Liz feels this is helpful as the policy makes clear that the Library can advertise for Friends' events. The other issue is the serving of alcohol at events or Friends' events but it is included in the meeting room policy. Tom agreed that it should be shared and that the Policy Committee would welcome the feedback. Tom said the one thing that the policy draft differentiated between is a programming policy and a fundraising policy, as each type of event can be very different.

Frank asked if outside groups are allowed to sign up and make reservations at the Library. Mary said meeting room bookings by outside groups is always possible, but the Library will not promote or publicize the program. Liz said maybe the policy should further clarify which groups are eligible to book the Library rooms. Sue asked if outside groups get added to the Library calendar even if the Library isn't promoting the event. Mary and Tom said this was a debate but it is clarified in the last sentence of the policy draft. Liz said she was wondering if some consideration should be given in the policy draft to town committees or advisory boards that do programs at the Library. The promotion of these events will be further clarified in the upcoming draft of a signage policy. Seth said it is important for the Library to keep some language in the policy that allows the Library to consider co-sponsorship and therefore promote an event. Seth asked if co-sponsorship is defined. Tom said when the Library co-sponsors an event, it not only provides space but markets it and drives attendance for it as well. Mary further clarified that it is very specifically community groups and Town departments for co-sponsorship of events.

Mary, Tom and Liz agreed to take the feedback and bring the policy draft back to the Trustees.

Historical Society (Brian Connolly)

As previously discussed, there is a capital project that has been put together by the Select Board and the Department of Public Works to build out the approximately 1700 square feet of space in the basement

of the Library for the Sherborn Historical Society. It is currently estimated to have a budget of \$930,000. Brian heard from the Historical Society that they are planning to break it down into phases. Brian is unsure of the amount they will be looking for at this year's Town Meeting. Deb Siefing said she heard the Historical Society was looking for \$150,000 for architectural design. Brian said the intention is to move the project to the next phase.

Brian said there are some upcoming events for the Sherborn 350th Anniversary and the partnership with the Library seems to be working quite well. Margo Powicki said the partnership has been there since 1971 and she said she is pleased with the collaborative effort over all these years and they look forward to having it continue in the future.

Director's Report (Liz Anderson, Jen Carlson)

The Library met with David Hawkins, the consulting arborist who has a history of advising the Library on the trees. Liz just received his tree assessment and she will be reviewing it with the House Committee the week of February 19. It is a helpful document to advise the Library on moving forward and in terms of getting bids from tree companies in the area.

Many punch list items are being addressed by Sean and the DPW.

Liz reported that the Children's Librarian position is still open and interviews are ongoing. Four applications were received, two were qualified to interview. There was not as great a pool of applicants at this time. Candidates interviewed did not appear to be the right fit. The position is still posted and the Library hopes to get some additional candidates for consideration who have the experience that corresponds to this very important role.

Liz said it has been a great month of programming. WinterFest was a huge success and so well organized. The numbers for all programs have been amazing. A recent Lotion and Bath Salt program had about 30 attendees. 40 people signed up for the candle making program and 40 people signed up for the Zoom Dumpling Program.

Jen reported that the Children's area has been very busy. There was recently a Crafternoon with about 40 children attending. Considering it was a half day for school, that has led to further consideration of programs for half days. Quincy, the Teen Librarian, has been going to Dover-Sherborn Middle School and has been doing a Graphic Novel Club with the school librarian and the Dover librarian. She said attendance almost doubled between the first and second meetings.

One other area the Library has been working on is the Library of Things. They have started to see circulation on the items the Library has so they can start looking at what is working and what the Library may want to buy more of for the future. Some popular things are the night vision goggles, sewing machine, and the rug cleaner. It's interesting to see how they have been circulating for only a year and the items have been doing very well. For Children's items, the American Girl dolls have been popular as well as the STEAM kits have done well. The Library is looking to add more items that will be received well.

Quincy applied for the Sherborn Business Association grant to do a study hall in June for finals. She did one already that was extremely successful, so much so that she added extra time to it because of great attendance. She offers snacks, study guides, timers, and crafts for stress relief and study breaks. Through the grant she is looking to get money to fund more snacks and study supplies and to possibly hire some tutors to help students with essay writing or last-minute guidance. She would also like to add more crafts and possibly get a therapy dog to come in and visit. She would like to continue to provide a nice welcoming space. For the first Study Hall, Friends provided the snacks for students.

In terms of the Children's Librarian search, Brian suggested that Liz reach out to Erin Carroll for recruitment suggestions. Frank asked if the State has a posting board. Liz said she posted through the State, Minuteman Library Network, all regions, and MBLC and other organizations, as well as Simmons University. Liz said she may post on the University of Rhode Island network. Liz said many applications are coming from a distance of several hours.

Brian commended the Library on the programming and all the staff is doing.

Vote to Adjourn: 8:44 p.m.

Frank Orlando motioned to Adjourn. Mary McKenna Seconded. Unanimous Approval.

Next meeting of the Library Trustees will take place Tuesday, March 19 at 7:30 p.m.