

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, September 17, 2024, 7:30 PM
Hybrid 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. Unanimous approval.

Trustees Participating

Brian Connolly (Chair)
Frank Orlando (virtual)
Seth Molloy
Sue Lepard
Thais Bessa
Chris Kenney
Erin Carroll (virtual)

Other Participating

Liz Anderson (Library Director)
Jennifer Carlson (Library Assistant Director)
Sandra Burke (Friends)
Margo Powiski (Sherborn History Center & Museum)
George Fiske (Sherborn History Center & Museum)

Return to Public Session 7:45 PM

Vote to approve the August 20th minutes, Sue Lepard motioned, Thais Bessa seconded. Unanimous approval.

Chair's Report (Brian Connolly)

Budget process begins in the Fall. All capital projects will need to go to the Town by November 15, projects with more than \$25k spend. It's not believed that outside of the Historical Museum project there is any for the Library.

Town Admin has a plan that maps out the capital projects over the next 5, 10 years that captures most things. House Committee will meet to discuss any potential items.

Friends of the Sherborn Library (Sandra Burke)

First meeting last week. The new board is very strong. Looking for one more board member. Looking forward to creating a new fundraiser modeled after what the Natick library has done with a mini golf event. Working on fall appeal.

September events: September 28 Welcome Committee meetup is a Fall arts show at 5pm.

LBC/House (Chris Kenney)

Library Building Committee (LBC) met on September 9th. Project Updates:

- Punch List that is ongoing
- Addressing entry door issues as they come up
- Getting quote for glass in the opening in the teen room to isolate sound from reading room
- Elevator button issues addressed by subcontractor

Still have a long list, Sean is working on getting contractors in for that.

LEED Update: We received certification from the US Green Building Council. This helped get incentives of \$100k. Initiative to track water and electricity getting started. Deb Seifring has been tracking gas and power bills that we can use.

Muralist great progress. Need to review the payment process, we have not been paying him so far other than the initial payment.

Discussed continuing having the LBC. For now they'll continue meeting monthly to address remaining items, and to put together a lessons learned report. Next meeting 8th of October.

Annual landscape and maintenance planned. Weeding was done this summer, used this value and tried to project what we should be doing on an ongoing basis. Spring, summer, and late fall we should have someone come in and weed.

Did we follow up with DPW? They generally don't do the level of gardening that we're looking for. DPW can help with mowing, picking up mulch and spreading it, etc. But we'll still need to plan for outside contracting. It has been dry, starting to water the new trees again. Sean and Library attendant helped hook up the watering equipment.

Liz, and Frank had looked at the endowments that we have, and it looks like we could use about 5k per year from the landscaping endowment. Current thinking is to commit funds from the Library's operating budget first and supplement with the endowment. We can vote to release 5k of the landscaping endowment. Tree care. The beech tree is not healthy. Getting the tree treatments. Talked with an arborist and other consultant to see what other treatments or other courses of action

Vote:

Brian Connolly made a motion to approve spending up to \$5,000 for library landscaping, move that Trustees allow up to 5k from the landscaping endowment. Sue second. Unanimous Yes

Poles along the street were being replaced. Last week phones and the internet went out. The current generator does not support internet, phones and elevator. There was a vote in the past that this is the way to go. UPS should have covered those things, need to talk with Klaus about why the UPS didn't kick in. Liz believes that the vote to not put the elevator on the generator does not allow for the library to be a useful emergency site. Current generator is shared with the town. Currently when the power goes out, the elevator needs to be manually reset for several days after. Phones, Klaus came and reset everything. Why weren't the UPS keeping the internet up. Phone system is tied to town hall, if they don't have UPS then it could go down. The Internet should not go down. WAC on PoE so everything should have stayed up.

Handrails for the stairs connecting the Library and Town Hall parking area began to be put in.. The drawings don't match what was fabricated, they have to take them down and will fix them. Fabricator would have been the ones that took measurements. Lynch installed them. Lynch is meeting with fabricator to get things sorted out.

Liz met with Rick Aston to get a quote on the doors for the rare book cabinet in the Trustees room. He came out and took measurements to build the doors, shouldn't be too hard. Old drawing of the cabinet doesn't match the hardware, but it shouldn't be an issue.

Liz showed Rick the teen area as well just to get a second opinion on the acoustical issues. He could be another contractor we could use to finish items on the punch list.

Personnel (Erin Carroll)

Library Director Evaluation sent out with attachment and form that needs to be filled out by Trustees. Last year's is included for reference. Liz's evaluation could be presented at the October board meeting if we can get the feedback. The feedback should be sent only and directly to Erin. If people need to submit physical papers, or scans, that's fine. We will aim to have this all done by Friday Oct 11. Trustees should have this done by October 4th. It does need to be presented at the Trustees meeting, if we are late it could also be presented in Nov, but we should all try to get this in by Oct 4.

Mary, Liz, Erin will be meeting to discuss staff development on Oct 4. They will develop some policies for development that can be brought to the Trustees.

Is there money in the town budget for training and development, or does this all come from the Library. We need to follow up with Diane Moore to understand this. The Town Administrator indicated that there was.

Finance (Frank Orlando)

Endowment activity

	August 2024 (\$)	Year to date (\$)
Opening account value	\$2,887,881.08	\$2,660,378.28
Withdrawals and fees, including investments transferred out	0.00	-86,071.74
Dividend and interest income	4,462.79	38,873.29
Change in value of accrued interest	-193.64	837.54
Change in market value	53,367.82	331,500.68
Closing account value	\$2,945,518.05	\$2,945,518.05

	August 2024 (\$)	Year to date (\$)
Opening account value	\$174,873.33	\$181,632.46
Deposits, including investments transferred in	0.00	500.00
Withdrawals and fees, including investments transferred out	0.00	-11,969.09
Dividend and interest income	680.05	5,390.01
Closing account value	\$175,553.38	\$175,553.38

Barthomomew - Town Funds Aug 2024

beginning n	\$115,308.83
Ending Mkt	\$114,039.96
mkt gain	\$1,268.87

Annual Richard Saltonstall Charitable Foundation Report

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

Just about ready to send the report over. A standard format is being followed.

LEEDS

- Leeds
 - We are now certified!
 - Awaiting \$100,000 (we were expecting ~\$72,000)
 - Town will use it to reduce loan amount

100k has been received. We should probably put it in the same place as we have the punch list money. Tom is putting together a spreadsheet that will aid in managing the 12+ trust that we handle within the 3 accounts. This will help protect us against repeating earlier errors where we overdraw.

Liz added some of the usage metrics from Library to the report. That is a great enhancement to the report.

Planning & Policies (Sue Lepard)

Worked on the Art Gallery policy. It has been reviewed by town counsel. Once it comes back and is finalized it should be ready in October.

Food/Beverage/Cell phone use. Discussion around whether it should be policy or a guideline. Thinking of trying a humorous signage approach first, and determining whether we need a more strict policy.

Discussing DEI policy. Liz has given some materials, MBLC and MLS have put out statements, they will be putting these things together.

We have a meeting room and programming policy, we may want to add outdoor programming to these. We can likely update the current guidelines to include the outdoor space. It's a little more complicated for outdoor meetings. This can cover concerts, or people gathering, etc. Outdoor programming should be straightforward. Liability is not a concern. Some outdoor programming may span multiple properties and will need to comply with town policies. Aiming for Oct/Nov to amend these policies with the outdoor component.

Q1 Budget update (Liz Anderson)

	A	B	C	D	E	F	G	I	J	K	
1	SHERBORN LIBRARY FY2025 BUDGET STATUS REPORT								DATE:		9/13/2024
2	WARRANTS:				salaries:	01-6		22%			
3					expenses:	01-6					
4											
5			FY 25		W01-27		TOTAL	%		BALANCE	
6	SALARIES (035A)		BUDGET		EXPENSES		PAID	EXPENDED		TO DATE	
7	Library Director		\$ 108,576.00		20,800.00		20,800.00	19.16		87,776.00	
8	Assistant Director		71,326.00		13,664.00		13,664.00	19.16		57,662.00	
9	Childrens Librarian		65,208.00		12,491.95		12,491.95	19.16		52,716.05	
10	Teen Services Librarian		65,208.00		12,491.95		12,491.95	19.16		52,716.05	
11	Circulation Supervisor		22,966.00		3,144.42		3,144.42			19,821.58	
12	Tech Services Librarian		40,755.00		7,806.50		7,806.50	19.15		32,948.50	
13	Senior Library Assistants (3)		48,978.00		8,411.01		8,411.01	17.17		40,566.99	
14	Library Assistant (1)		6,888.00		490.10		490.10	7.12		6,397.90	
15	Student Library Aides (4)		15,116.00		4,163.00		4,163.00	27.54		10,953.00	
16	Longevity		1,000.00								
17	35A SUB-TOTAL:		446,021.00		83,462.93		83,462.93	18.71		362,558.07	
18											
19	EXPENSES (035B)		\$ 99,569.00				21,231.09	21.32		78,337.91	
20	BOOKS, NON-PRINT		59,569.00		\$8,508.19		8,508.19	14.28		51,060.81	
21	COMPUTER/ONLINE SRVCS.		40,000.00		12,722.90		12,722.90	31.81		27,277.10	
22	OFFICE SUPPLIES		4,600.00		370.02		370.02	8.04		4,229.98	
23	TELEPHONE		6,000.00		841.51		841.51	14.03		5,158.49	
24	STAFF DEVELOPMENT		433.00		-		-	0.00		433.00	
25	TRUSTEE BOND FEE		572.00		-		-	0.00		572.00	
26	MILEAGE REIMB.		300.00		-		-	0.00		300.00	
27	MINUTEMAN		26,968.00		24,443.00		24,443.00	90.64		2,525.00	
28	COMPUTER TECH. SUPPORT		250.00		-		-	0.00		250.00	
29	WEBSITE MAINT.		3,600.00		900.00		900.00	25.00		2,700.00	
30	WEBSITE HOSTING		600.00		150.00		150.00	25.00		450.00	
31	BUILDING MAINT. EQUIP		29,425.00		5,377.75		5,377.75	18.28		24,047.25	
32	BUILDING SUPPLIES & MATERIALS		3,347.00		1,800.34		1,800.34	53.79		1,546.66	
33	BOTTLED WATER		620.00		119.14		119.14	19.22		500.86	
34	35B SUB-TOTAL:		176,284.00		55,232.85		55,232.85	31.33		121,051.15	
35	35A+35B TOTAL:		622,305.00				138,695.78	22%		483,609.22	

Currently underspent on staff, due to staff moving out of state, etc. Chris has not been working her typical hours, Donna has been away.

Expenses we are on track. Minuteman payment is the largest. Each year Minuteman requires a payment to be a part of the network. Minuteman has changed the way bill per year to try to make it more fair, we may see an increase due to increase in usage.

Question about ebooks. Sometimes it says it's available, but when you click it, it says that the library has so many copies and it's not available. Is this new? The new catalog with Aspen has changed slightly how things are viewed, it's not perfect. The CLAM system is actually much worse with longer waits. Overdrive doesn't show if a book has so many holds on it, but Sherborn bought an extra copy so Sherborn residents get priority, the system will not show that.

How many copies do we get? There is a formula we try to get the number of holds down for Sherborn. This is true for both ebooks and books.

Minuman is attempting to get individual libraries to address the ebook issue by getting them to buy the holds so that the waitlist goes down.

The other database we have is hoopla. There has been a big increase in hoopla and we're seeing almost an equal cost as to Overdrive.

A short discussion regarding the return of a previous Building Inspector Chris recognizing the quality of his work.

History Center (Brian Connolly)

Committee formed to request for qualifications for an architect. Forms have been submitted, they were due last Friday. 4/6 architects showed up for the site visit. Planning to narrow it down to 2 and then interview. Jeremy Marsetter (Town Administrator) was very pleased with the number and quality of responses we got for the RFQ.

Each proposal had a timeline as well which will be helpful.

George added that he wanted to emphasize that they are pleased with the quality of responses, and want to move quickly forward.

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

Continue with lots of programming.

Middlesex Saving Bank donation enabled us to buy a 3D printer. Had first demo this past week.

One goal is to add more tech and STEAM programs.

Ana America is the new Library Building Attendant who has started. She also is an attendant at Pilgrim Church. She has been very helpful. Staff is freed up from setting up program, vacuuming,, etc.

Jennifer Watterlond is the new Technical Services Librarian. Transfer of knowledge from Cindy is in place. Last Friday of September will be a going away part from Cindy.

Christine Lam will be finishing up by the end of next week. Close to getting a new hire for this position as well.

Summer reading wrap-up. Numbers increased from last year. ~296 last year, 346 this year.

Kids raffle - 1009

Teen raffle - 200

60% of K-2 got prizes

33% K-6 got prizes

Last year it was only a dozen prizes overall, adding more prizes likely helped with engagement. The kids happy getting the prizes is also fulfilling for the staff to see.

Banned Books Week:

Will have pictures of books and what they are banned for. We also put up some material on our display screen on banned authors. The American Library Association also has great materials that will be displayed. A lot of the work we've been doing on our policies reflect the ALA policies. Discussion around the ALA library bill of rights, we want to show that we are about giving access to information on all sides.

Banned Books Week started in the 1980s because of an increase in book challenges. We've seen a quadruple in challenges over the last year in MA.

There is a joint statement that Liz will be circulating, it's a joint statement put out by the Massachusetts Board of Library Commissioners stating the value of free, equal and open access to information and opposition to censorship in libraries in Massachusetts. Would love to seek Trustees support in adding our Library as a supporter to this statement.

There is also an art contest as part of the Banned Book Week. There will be crafts and other activities. Judy Bloom documentary was mentioned as a fantastic documentary on her times trying to fight against banning books.

Brian mentioned that one of the greatest things the Trustees can do is support the staff and told Liz that we Trustees are all supportive and behind her.

Question about the specific numbers of books challenged in MA. Liz read some statements giving detailed numbers.

Sue mentioned that FL is backing off on book bans, hopefully this signifies that things will let up.

There are efforts in MA to more closely track book challenges. There is also legislation in the works to stop book banning. Liz mentioned that MA perhaps doesn't want to be as strict as CA and IL, but are working on developing legislation.

Brian mentioned that Liz should let us know if she faces any pushback or resistance leading up to Banned Book Week.

Vote:

Motion to adjourn Sue motion, Brian second. Unanimous vote Yes.

Next Trustees Virtual Meeting is Tuesday, October 15 at 7:30pm. Next LBC Meeting is scheduled for Monday, October 7 at 6pm.