

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, January 16, 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 7:31 PM

Brian Connolly (Yes), Thais Bessa (Yes), Erin Carroll (Yes), Chris Kenney (Yes), Sue Lepard (Yes), Mary McKenna (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:57 PM

Trustees Participating

Brian Connolly (Chair)

Thais Bessa

Erin Carroll

Chris Kenney

Sue Lepard

Mary McKenna

Frank Orlando

Tom VanLangen

Other Participating

Liz Anderson (Library Director)

Jen Carlson (Assistant Library Director)

Irene Saranteas Bassalee (Friends)

Sean Killeen (DPW)

Chelle Subber (Advisory Committee)

Natalie Weare (Advisory Committee)

Martha Mahard (Sherborn Historical Society)

Chair's Report (Brian Connolly)

Brian announced the Library received the permanent certificate of occupancy from the Town Building Inspector. Brian thanked Sean Killeen and the team, Chris Kenney and the LBC for all they did to get to this point today.

Brian had sad news to report. Two former Trustees passed away in early January. Ed Perry who was involved with designing the Library's first website. Sally Wilkins had been a Chair of the Library Trustees and had her own financial planning practice in Town.

Town Caucus is March 7. Sue Lepard and Mary McKenna plan to run for another term as Library Trustees. Town election is May 14. Annual Town Meeting is April 23. One of the items on the warrant for Capital Budgeting is the Sherborn Historical Society build-out looking for funds. The Library has no involvement in terms of funding the build-out but there is some concern in terms of separating the Historical Society build-out budgeting from the Library budget because the Historical Society will be housed within the Library.

Other upcoming meeting dates is the Library meeting with Advisory on January 24. LBC has been in place for almost 8 years. There has been no turnover on the Committee, except for one member who moved out of Town. In the Spring, Brian would like the Trustees to host a reception at the Library to honor the LBC and give them the recognition they deserve.

Chair motioned to approve minutes from December 19, 2023 Board of Trustee meeting minutes.
Tom VanLangen Moved. Mary McKenna Seconded. Approved Unanimously.

Friends of the Sherborn Library (Irene Saranteas Bassalee)

Irene reported on the latest numbers from Friends Treasurer Courtney Williams.

Donations from the annual appeal to date are \$18,653.

\$500 was gained from merchandise sold at the Holiday Sale.

The Friendsgiving event in November raised \$4,386.

On January 20, Friends is hosting a Welcome Committee Art Show event, organized by the Art Exhibits Team and Welcome Committee team. This is also a sticker event for the 350th Celebration Committee. On February 10, WinterFest is being held, an event for children with a performer, face painting, crafts, and snacks.

Irene also passed along a message from the co-chairs of the Arts & Crafts Committee to let people know if they want to have a table at the annual Arts & Crafts Fair in May, they should register in advance.

House/Library Building Committee (Chris Kenney)

House Subcommittee Report 1/16/24

LBC 1/8/24 Mtg Update

- a. Invoices and Requisitions
 - a. BAA invoice # 2023-11 dated 1/3/24 for services provided in November for a total amount of \$15,045.
 - i. \$14,790 was for GC errors for work related to the 6.9 line
 - ii. LBC voted to approve
 - b. BAA invoice # 2023-12 dated 1/3/24 for services provided in December for a total amount of \$6,225.
 - i. \$ 3,910 was for GC errors for work related to the 6.9 line, balance was for CA, closeout activities
 - ii. LBC voted to approve
 - c. CHA Invoice # 29 for OPM services Jul- Aug. totaling \$5,000
 - i. included back up letter
 - ii. LBC voted to approve

- d. CHA Invoice # 30 for OPM services Aug- Sep. totaling \$5,000,
 - i. included back up letter which noted activity mostly involved 6.9 line work
 - ii. LBC voted to approve
- e. CHA Invoice # 31 for OPM services Sep -Oct. totaling \$5,000,
 - i. included back up letter
 - ii. LBC voted to approve
- f. CHA Invoice # 32 for OPM services Oct -Nov. totaling \$5,000,
 - i. included back up letter noting add'l waterproofing, backfilling observations
 - ii. LBC voted to approve
- g. CHA explained the WJE final report and invoice back-up were pending.
- b. OPM Progress update (CHA)
 - i. Storefronts reinstalled
 - ii. Sealants at storefront completed
 - iii. Storefront temporary 8" thresholds installed
 - 1. Original profile threshold install date TBD, TG at CHA to review with R. Ryan at BAA
 - iv. 5-Star has cleaned up, demobilized from the site
 - v. Punch list walk through occurred, listed sent to 5-Star
 - vi. Paint touch ups completed
 - vii. Gilbert & Becker on site to repair gutter, downspouts
 - viii. Melrose glass on site to address door issues
- b. FF&E items
 - i. missing shelving installed by COR
- c. LEED/Green Incentives
 - i. BAA's Michael Coleman reported BCG to upload items, information needed for WSP to upload the final submission to GBC for certification.
 - 1. Submission filing fee being paid by BAA
 - ii. Need to wrap up with BCG ASAP was noted
 - iii. **Post LBC meeting, email from Kath Collins at NV5 dated 1/9 indicated the following:**
 - 1. ***"the team is finalizing Construction and Commissioning documentation, and Beacon has paid the last of the Certification review fee. We see 37 LEED points awarded from the "Design Review", and we are very close to achieving the additional 4-9 LEED points to complete the "Construction Review" once we have the final construction and commissioning documents. Minimum for LEED Certification is 40 LEED points."***
- d. O & M (Operations & Maintenance) submission info. status was raised
 - i. CHA (TG) explained items were received in a piecemeal manner
 - 1. Round table meeting being scheduled
 - 2. CHA to compile what is available
- e. Final C of O (Certificate of Occupancy)
 - i. CHA (TG) to schedule with building inspector
 - 1. BAA (RR) walked with Bldg Inspector on 1/8
- c. Next LBC mtg on 2/5 at 6pm

Frank Orlando said the NV 5 commented they are waiting on documents. Chris said they are waiting for documents from BCG, the contractor. These are the Construction Review documents. Chris will share the LEEDS score card document with the Trustees that indicates what documents are due and who is responsible for them. Liz said BCG was having trouble getting account access but they are working with the Town to get it completed.

Finance Subcommittee (Frank Orlando, Liz Anderson)



Endowment activity

Change in the value of your account

	December 2023 (\$)	Year to date (\$)
Opening account value	\$2,560,167.25	\$2,318,042.76
Deposits, including investments transferred in	0.00	19,591.42
Withdrawals and fees, including investments transferred out	0.00	-30,099.98
Dividend and interest income	8,072.69	58,439.82
Change in value of accrued interest	785.07	100.11
Change in market value	91,353.27	294,304.15
Closing account value	\$2,660,378.28	\$2,660,378.28

Change in the value of your account

	December 2023 (\$)	Year to date (\$)
Opening account value	\$186,190.89	\$238,890.19
Deposits, including investments transferred in	0.00	30,541.00
Withdrawals and fees, including investments transferred out	-5,250.00	-95,434.11
Dividend and interest income	691.57	7,635.38
Closing account value	\$181,632.46	\$181,632.46

INTEREST REVENUE CODE	GAIN/LOSS REVENUE CODE	FUND NAME	BEGINNING MARKET VALUE	BEGINNING PRINCIPAL	BEGINNING EARNINGS	NET INCOME	REALIZED GAIN/LOSS	NET EARNINGS	TRANSFERS OF PRINCIPAL	TRANSFERS OF EARNINGS	ENDING PRINCIPAL	ENDING EARNINGS	ENDING CASH VALUE	CHANGE IN UNREALIZED GAIN/LOSS
LIBRARY FUNDS														
		GREENWOOD FUND	\$7,732.41	\$0.00	\$7,762.19	\$10.96	(\$0.00)	\$10.77	\$0.00	\$0.00	\$0.00	\$7,772.96	\$7,772.96	\$122.48
		MISC GENERAL (RICHARDSON GIFT)	\$22,819.63	\$10,000.00	\$12,907.62	\$32.08	(\$0.28)	\$31.80	\$0.00	\$0.00	\$10,000.00	\$12,980.32	\$22,989.32	\$361.46
		WELSH / DOWSE CHILDREN	\$79,959.62	\$50,000.00	\$29,944.03	\$111.01	(\$0.91)	\$110.10	\$0.00	\$0.00	\$50,000.00	\$29,954.13	\$79,954.13	\$1,251.77
		SUBTOTALS	\$109,591.66	\$60,000.00	\$50,013.74	\$153.93	(\$1.29)	\$152.67	\$0.00	\$0.00	\$60,000.00	\$50,166.41	\$110,166.41	\$1,735.63

Endowment Q4 transactions

Date	Activity	Description	Type	Amount	Friendly Account Na
12/28/2023	WITHDRAWAL	CHECK # 0002452909 TO Alltype Digital Graphics	Cash	(\$250.00)	Sherborn Sub
12/22/2023	WITHDRAWAL	CHECK # 0002451162 TO Landscape Forms Inc.	Cash	(\$5,000.00)	Sherborn Sub
11/01/2023	DEPOSIT	LOCAL CHECK	Cash	\$5,000.00	Sherborn Sub

LEEDS Grants – It's complicated

- Leeds
 - Liz and Tom have been working with the Architect
 - NV5 is finalizing the info we need to submit
- Eversource – partial received working on remaining amount

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

FY 25 Budget reminder

- Budget
- Advisory Planning meeting March 16, 2024



Current open question on Finance is whether annual contribution from the Trustees to the Town goes to the Construction Budget or the Operating Budget.

Brian said that he and Liz met with Town Administrator Jeremy Marsette, Town Treasurer Pam Dowse, and Finance Director Deb Siefring to review the Operating Budget, there was a discussion about their preference as to where the funds would be applied. In 2023, this contribution was put against the Construction budget due to the cost overruns. When asked what their preference was as to where it should go, they indicated they would prefer it be an offset to the Town Operating Budget due to the pressure on the budget.

Liz discussed the FY '25 Operating Budget. The Advisory Meeting is on January 24th.

Cost of Living adjustment is up this year. It looks like it is more than Advisory voted on, which is 3.5% but it's based on how many days the Library physically works in the year and there is one more day this year. In years past, longevity has not been incorporated into the salary so that has caused a little bump there, along with switching of positions.

The Library was advised to keep the budget level funded so it has gotten to -0.18% in the overall budgetary expenses for the building. The Library had a good meeting with the group at Town Hall but Liz wanted to check to see if the Advisory Committee members attending the meeting had any questions for the Library. Advisory Member Chelle Subber said what she expects what will be of interest during the Advisory Committee Budget Meeting on January 24 will be on the position changes, in terms of if any of

those positions went from part time to full time and if they have any impact on the unfunded liabilities such as the pension and the benefits and if those were factored into the calculations. There is a lot of pressure with the overall Town budget. Level funding has been advised to all Town departments but in many regards, there may be reductions required to absorb costs from other areas.

	Account Number	Account Name	FY21 Actual	FY22 Actual	FY23 Actual	3 Year Avg	FY24 Budget	FY25 Bud Request	2025% over 2024
610	010-610-5110-000000	LIB Library Director	100,504	102,514	109,820	104,279	104,500	108,576	3.90%
610	010-610-5111-000000	LIB Childrens Librarian	56,850	10,982	34,468	34,100	62,754	65,208	3.91%
610	010-610-5112-000000	LIB Tech Svcs Librarian	35,532	36,227	37,675	36,478	39,221	40,755	3.91%
610	010-610-5113-000000	LIB Senior Assistants	30,879	33,484	41,068	35,144	62,840	48,978	-22.06%
610	010-610-5114-000000	LIB Junior Assistants	8,330	5,447	5,560	6,446	18,938	6,888	-63.63%
610	010-610-5115-000000	LIB Circulation Supervisor	0	0	0	0	0	22,966	100.00%
610	010-610-5116-000000	LIB Youth Services Librarian	1,743	57,963	60,281	39,995	62,754	65,208	3.91%
610	010-610-5118-000000	LIB Public Services Librarian	56,850	58,522	43,018	52,797	62,754	71,326	13.66%
610	010-610-5119-000000	LIB Student Helpers	8,574	14,501	20,294	14,456	14,548	15,116	3.90%
610	010-610-5190-000000	LIB Longevity	0	0	0	0	0	1,000	100.00%
		Total Salaries	299,262	319,640	352,185	323,696	428,309	446,021	4.14%
610	010-610-5210-000000	LIB BLDG Electricity	2,995	0	0	998	0	0	0.00%
610	010-610-5215-000000	LIB BLDG Heating Fuel	3,242	0	0	1,081	0	0	0.00%
610	010-610-5240-000000	LIB BLDG Maintenance Equipment	29,948	38,969	53,938	40,952	31,425	29,425	-6.36%
610	010-610-5306-000000	LIB BLDG Computer Tech Support	1,620	4,798	560	2,326	500	250	-50.00%
610	010-610-5340-000000	LIB Telephone	2,982	7,809	6,879	5,890	7,610	6,000	-21.16%
610	010-610-5342-000000	LIB Computer Online Services	29,402	51,935	40,565	40,634	29,624	40,000	35.03%
610	010-610-5343-000000	LIB BLDG Website hosting	600	600	600	600	600	600	0.00%
610	010-610-5344-000000	LIB BLDG Website Maintenance	3,600	3,600	3,600	3,600	3,600	3,600	0.00%
610	010-610-5385-000000	LIB Minuteman Network	22,909	23,278	28,886	25,024	26,214	26,968	2.88%
610	010-610-5420-000000	LIB Office Supplies	4,559	3,982	4,535	4,359	4,600	4,600	0.00%
610	010-610-5421-000000	LIB BLDG Supplies & Materials	1,019	7,661	3,679	4,119	3,347	3,347	0.00%
610	010-610-5422-000000	LIB BLDG Water	180	236	520	312	620	620	0.00%
610	010-610-5585-000000	LIB Films Books Etc.	48,836	44,562	53,178	48,859	67,163	59,569	-11.31%
610	010-610-5710-000000	LIB Travel/Lodging/Meals	0	0	0	0	300	300	0.00%
610	010-610-5730-000000	LIB Meetings/Seminars	668	350	0	339	433	433	0.00%
610	010-610-5742-000000	LIB Insurance Bonds	274	0	0	91	572	572	0.00%
		Total Expenses	152,833	187,781	196,940	179,185	176,608	176,284	-0.18%
		Total Department Expenses	452,095	507,420	549,125	502,880	604,917	622,305	2.87%
		Books, Media & Computer Online Services							
			The sub-total of \$99,569 (\$59,569) for books, media and (\$40,000) online services represent a proportionate 16% of the Library's total FY25 municipal operating budget request of \$622,305. The amount requested is based on a funding formula regulated by the Mass. Board of Library Commissioners that requires public libraries to meet common standards for certification, as detailed in MGL, Ch.78, S19 A&B, and in 605 CMR 4.01. Participation in the library certification program results in not only a return to the Town of approx. \$6,500 or more in state aid each year, but supports reciprocity between libraries for the citizens of Sherborn to access the Minuteman Network and the open library system, interlibrary borrowing privileges, and savings resulting in access to regionalized services that add efficiencies. Library certification is required for construction grant funding eligibility.						
		Library Utilities							
			In FY22, the Library reconstructed its budget and moved \$30,084 in fuel and electricity utilities to the Town Buildings budget in anticipation of moving back into the Library and energy aggregation. The Library will evaluate the funding for the Library's utility budgets in the Town Buildings budget for FY25, and discuss any necessary adjustments with the Facilities Manager						

Natalie Weare from the Advisory Committee said the Town is under pressure to cut budgets everywhere because the tax rate is getting so high.

Brian said the \$69,041 contribution that the Library makes to the Town from the private endowment, if we put that into the Operating Budget versus the Construction Budget, that essentially is 11% of our Operating Budget that would be offset by that contribution which is worth noting and we will likely put a footnote into our budget to recognize that.

Historically, the Library has put the Endowment contribution into the Operating Budget. For the last few years, we have put it against the Library Capital Project because of the cost overruns on that.

When Brian and Liz met with Town, Jeremy Marsette said it may be most helpful to put the contribution against the Town Operating Budget, given the existing pressures the Town is facing.

Natalie said she would recommend putting the contribution against the Town Operating Budget and she believes it would help the Town a lot and the Town would appreciate it.

Brian said, from the Trustees point of view, the Library would like to be recognized for the contribution because in previous years, it has been added to dog license fees and miscellaneous revenue and therefore, the Library hasn't always been recognized for the contribution.

Natalie said she would talk to the head of Advisory and make sure the Library gets more credit for the contribution.

Frank suggested that the Trustees vote on the Operating Budget, pending advice from the Town and the Advisory Committee to determine if we apply the \$69,041 to the Town's Operating Budget.

Liz thanked Advisory Committee members for the notice about providing information on personnel issues to Advisory. She offered to forward more information and details in advance of the January 24th meeting with Advisory. This will provide bullet points reviewed with the Trustees' Personnel Subcommittee, as well as the process went through with the Town to review the rationale to make the personnel changes. Chelle Subber said that would be helpful.

Motion was made by Frank to approve the Library Operating Budget, pending advice from the Town and Advisory Committee where we apply the \$69,041. Tom VanLangen seconded. All approved.

Technology Subcommittee (Frank Orlando, Liz Anderson)

There have been issues with connecting to the projector in the Community Room and the Trustees Room. Issues seem to have been resolved but still need to be looked at by Brendan Waldron. Further down the road, looking to possibly mirror the set-up that is currently in Town Hall.

Personnel Subcommittee (Erin Carroll, Liz Anderson)

Liz shared with Trustees the Library's Action Plan for the upcoming year.

Liz reformatted the plan from previous years so there are columns for progress and time frame to keep it as a working document.

Liz will touch base with Trustees if there are items on this list to make sure the Library stays on track with the items from the plan. These items may be Staff Development or Endowment issues, Program Policy. There are some Historical Society items on here as it may be wise to wait until after the Town Meeting to determine if this project progresses.

Basement clearing should be added to the list.

Elevator issues will be addressed by the Elevator company and they indicated there is a key that can be created that will limit access to the second floor. Liz is getting an estimate on that.

One bigger item with the House Committee and Town departments is the development of a Safety and Security Manual for the Library. Chief Ward suggested using a template from another library and adapting it to Sherborn's needs. Liz found a good document from Framingham and feels it can be adapted to Sherborn's needs. Liz said it is important for staff to know how to react to different safety and security situations so they are prepared to respond effectively.

A few other items on the Action Plan are dependent on the punch list such as the LEEDS items, elevator issues and acoustic panels.

The Library is required to put something up to the MBLC as an official document in conjunction with the Library's strategic plan. Each year we are required to revise it and update it and submit it to the MBLC so we are qualified to obtain funding from the state. If the Trustees are good with how the Action Plan looks, Liz can submit it to MBLC. The document is a working document and can be updated as needed. Liz believes it is good to submit it over the winter months and welcomes any comments or feedback on

the document from Trustees. Brian suggested that the Trustees review the document again in the Spring to make sure we have momentum. Brian commended Liz and the Library staff on all they are doing, as shown by the Action Plan. Erin agreed and said it is helpful to the Trustees to identify where help is needed to support the Library.

Sherborn Historical Society (Brian Connolly, Chris Kenney)

Brian has no updates. Chris said there is nothing new. During the second week of December an initial cost estimate was expected from CHA to help the group on the feasibility study. The group is still waiting for that document.

Brian introduced Martha Mahard from the Sherborn Historical Society. Martha has been instrumental in helping plan the space, along with George Fiske and Margo Powicki. She has great expertise with her background as a university librarian.

Martha reports the document has been received from CHA and expects that George will share the document shortly with the group. Documents have been submitted to the Town and the Historical Society remains hopeful.

Chris said that it should be included in the Action Plan that the Library is working in coordination with the Historical Society. Martha agreed that the addition would be helpful.

Liz commended the Historical Society in their recruitment of new members and running a lot of coordinated programs with the Library, especially in conjunction with the 350th, along with the rebranding.

Martha said that at the annual meeting in February, the Sherborn Historical Society will take to a vote to change the name to do business as the Sherborn History Center, which would be the name of the center at the Library. This name reflects a combination of the historical collections and the kinds of research that the Sherborn Historical Society supports.

Library Director's Report (Liz Anderson, Jen Carlson)

The Children's Librarian posting will go through the weekend of January 20.

Patio furniture has arrived. Thank you to Mary Moore for her help with this. Discussed with COA on how to get more accessible furnishings out there.

Working with Quincy, the Teen Librarian and the Teen Advisory Board on choosing new furnishings for the Teen area.

A progress update has been received from Muralist Rob Evans. He has a draft in process that is not yet ready to share. Liz hopes to have a complete draft of his proposal at the February Trustees Meeting.

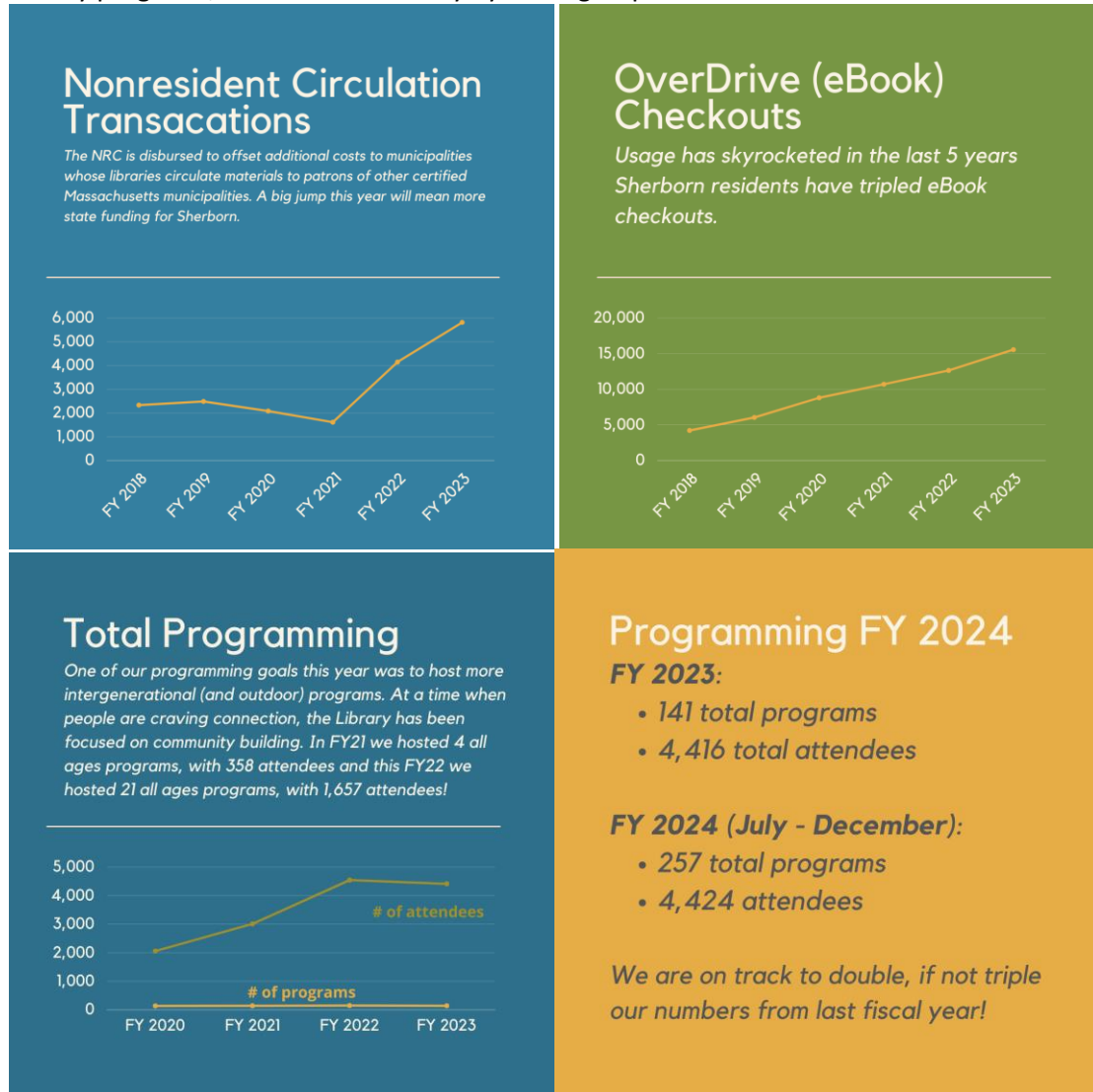
Liz reported on Circulation Transaction numbers.

Non-Resident Circulation transactions have increased significantly, resulting from being in the new building and people from surrounding towns coming to visit the new library. As a result, we received more state funding as OverDrive checkouts continue to increase. That began before the pandemic and continues to increase. Website usage has experienced a big increase. Liz attributes that to the Library being open and the many programs offered by the Library.

Assistant Director Jen Carlson reports that programming numbers for July through December of last year.

Regular programming attendance is up. People are really responding to the programs and the new building. People from surrounding towns not only visit but keep returning. Liz presented an overview of

programming attendance numbers over the past 6 months. Many jumps are in the 0-5 age range. Liz credits Jen for that success. The Library has become the “living room library” we envisioned for so long. One other thing to note is the increase in adult programs. These attendance numbers are very high with such offerings as knitting club, film club, genealogy club, yoga. These program numbers reflect only Library programs, no use of the Library by other groups such as COA.



Liz said information on Library usage by other groups. This tracking will be helpful to track Town groups who use the room and get total participation numbers overall. It will be helpful to evaluate future usage of the Community Room and the Library.

Tom said it would be helpful for the Advisory Committee to see the community usage of the Library. Liz said she and Erin discussed how circulation usage is an important thing to note about Library usage. Brian agrees and feels it is important to look at the budget and the benefit to the Town. Natalie agrees but cautions that the Town can no longer grow budgets without voting in an override. Frank asked if the Library tracks the number of transactions of books and items coming in from other libraries. Frank asked if the Library is tracking the new Library of Things. Liz agreed and said longer term, the Library will definitely want to track the data.

Jen reported that the Library has a new catalog that can be accessed on the Library website. This catalog is specific to Sherborn. New features include: new books specific to Sherborn, award winning books, search results in all formats, checkouts. It also allows you to link family members to your account and to search for museum passes.

This is all through the Minuteman Library Consortium. One of the benefits is to buy into the catalog and the integrated library system.

The Library considered other integrated library systems, as the Minuteman Library system is almost twice the cost but it was determined the benefits of what the Library gets outweighs the costs.

The Sherborn Library's portion of the Minuteman Library system is \$27,000 annually which is the contribution to the system. The Library pays into this system annually. This cost is based on such factors as population size and circulation numbers.

The new catalog is much more intuitive and visually appealing. Recommendation tools are also a feature as well. The catalog is customized to Sherborn library users. Liz believes it will help library users discover them more easily.

Brian acknowledged that the program numbers are amazing and there is breadth across age groups.

Miscellaneous

The next Trustees' meeting falls on school vacation week in February. Liz will send out a survey to Trustees to determine their preference for meeting time.

Vote to Adjourn: 9:08 p.m.

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