

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, July 16, 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 7:33 PM

Erin Carroll (yes), Brian Connolly (yes), Sue Lepard (yes), Thais Bessa (yes), Mary McKenna (yes), Seth Molloy (yes), Frank Orlando (yes)

Return to Public Session 7:46 PM

Trustees Participating

Brian Connolly (Chair)

Mary McKenna

Frank Orlando

Seth Molloy

Erin Carroll

Thais Bessa

Sue Lepard

Other Participating

Liz Anderson (Library Director)

Jennifer Carlson (Library Assistant Director)

Sandra Burke (Friends)

Irene Saranteas Bassalee (Friends)

Margo Powicki (Sherborn History Center & Museum)

Sean Killeen (DPW)

Approving May minutes. Mary McKenna Motioned, Sue Lepard Seconded. Unanimous Approval.

Chair's Report (Brian Connolly)

Library Building Committee Chair (Jim Kolb) has moved out of the area. Next meeting they will vote for a new chair. There is not much more work for the LBC to do, completing the report is the main action. Jim was honored at the Select Board meeting, and was thankful.

Liz's employment contract is finalized and signed.

In September we will have a hybrid meeting. We'll aim to have them every other month. Liz mentioned that the Library does have a projector screen.

We have people in place for Trustees Subcommittees 2024-25, the only open position is the LBC chair.

Also included in the package is the Saltonstall report. Contains usual information giving background on how the funds are used. Dudley was also pleased with the write up. Dudley is likely going to step back in the next few years, so having well documented reporting will be very helpful.

Gift acceptance forms. The package includes the donations of the artists books and framed lithograph with the signed off forms from artist Roberta Delaney who donated her artwork to the Library.

Brian made motion to accept the gifts from Delaney: Erin Carroll motioned. Frank Orlando seconded. Unanimous approval.

Friends of the Sherborn Library (Sandra Burke)

Two concerts in the summer series so far. A little rain but still successful.

Held an art show that was well attended.

Changing boards from last year to this year, 7 roles changing, getting everyone up to speed.

LBC/House (Brian Connolly)

July 1 met to review project schedule and how to close punch list.

Skylight back in March. The town has not paid it, somewhere along the line it has been missed.

Punchlist. Brian inquired if there has been any more action. Liz responded that the first steps they are looking at doing is organizing the punch list by vendors.

Snowden is one of the main vendors we wanted to have return to work on HVAC. Sean is meeting with them tomorrow, so hopefully we'll make some headway tomorrow.

Sean cleaned the roof to clear a blocked drain. Also replaced the HVAC filters throughout the building, this seems to have really improved the AC function.

Stairs going down from the Library to Town Hall have been demolished, along with some circuits for the lights. Work on new stairs will be starting soon. The lights that were there were saved as much as possible.

Muralist has been coming about once a week. Reaction from public is so far very positive.

Personnel (Erin Carroll)

Library Director contract finalized.

Starting annual review process. Erin will collate all the feedback from everyone. Goal is to have this presentable by September.

Finance (Frank Orlando)

Endowment activity

Change in the value of your account

	June 2024 (\$)	Year to date (\$)
Opening account value	\$2,798,925.58	\$2,660,378.28
Withdrawals and fees, including investments transferred out	0.00	-81,088.91
Dividend and interest income	5,981.31	31,228.94
Change in value of accrued interest	737.37	-448.97
Change in market value	50,520.68	246,095.60
Closing account value	\$2,856,164.94	\$2,856,164.94

Change in the value of your account

	June 2024 (\$)	Year to date (\$)
Opening account value	\$176,350.87	\$181,632.46
Deposits, including investments transferred in	0.00	500.00
Withdrawals and fees, including investments transferred out	0.00	-9,144.44
Dividend and interest income	663.06	4,025.91
Closing account value	\$177,013.93	\$177,013.93

Date	Activity	Description	Symbol	Type	Amount	Friendly Account Name
05/29/2022	WITHDRAW CHECK # 0002503784	TO Town of Sherborn		Cash	(\$71,015.00)	Sherborn Main
05/17/2022	WITHDRAW CHECK # 0002501666	TO Groundscapes Express		Cash	(\$4,300.00)	Sherborn Sub Weezie Grant (landscaping, mulching/weeding)
05/17/2022	WITHDRAW CHECK # 0002501662	TO Elizabeth Anderson		Cash	(\$191.92)	Sherborn Sub Weezie Grant (landscaping, mulching/weeding)
05/17/2022	WITHDRAW CHECK # 0002501663	TO Staples		Cash	(\$110.00)	Sherborn Sub Friends Renovation Fund (teen desk)
05/17/2022	WITHDRAW CHECK # 0002501664	TO Ryan Davis		Cash	(\$2,300.00)	Sherborn Sub Friends Renovation Fund (art gallery lighting)

- The town held funds: June ENDING STATEMENT VALUE: \$

No update yet on the Bartholomew town held account, will have update in the next few months.

Annual Richard Saltonstall Charitable Foundation Report

- Due 60 days after FY ends
- Liz submitted updated template from previous year based on gift agreement
- We identified two accounts which had spending with exceeded the allowed amount.:
 - *The Mary B. Saltonstall Capital Fund was slightly overspent by \$170 in FY 2023. The Trustees have not spent out of this account since and the principal is now, as of March 2024, at \$27,912. We would recommend the Trustees suspend withdrawals until FY 2027 in order to restore the Principal amount.*
 - *The Dudley H. & Sally S. Willis Library Renovation Fund was overspent by \$11,746 in FY 2023. The Trustees would recommend suspending withdrawals for five years until FY 2028 in order to restore the Fund.*

Brian motioned to approve the language as written above, halting spending for the mentioned accounts. Frank second. Unanimous approval.

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
 - Still awaiting NV5 update **I**

MBLS Green (LEEDS)	Projected	\$ 72,672.00
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Architect has sent a number of requests for updates, we have not heard back.

Endowment Management

- Still searching for software to manage and track 18 different trust accounts and their restrictions.

Hank Rauch was the treasurer in the past, did not have any suggestions. UBS also didn't have anything.

Brian mentioned that it's good to see we are spending the money that we set aside as it was intended.

Planning & Policies (Mary McKenna)

Mary shared a draft of the Art Gallery policy. There was some controversy in Newton over some Palestinian art. There is a single person on the Friends of the Library (Marney) who manages the Art Gallery. We would like to form a committee to select art works and policies around that. The policy has been shared with Marney. We are proposing that the FOTSL would create a subcommittee, the FOTSL would chair. One member would include the library staff. One member would be from the Trustees, Thais volunteered.

Perspective artists inquiry will be introduced for artists that show interest in having their art included.

Seth questioned if this policy should be applied to the current booking through 2025. No, that is not the intention.

The intention is to give support to the person organizing the Art Gallery in the event of any issue.

Brian suggested we will bring this to the lawyer first before voting on it.

Thais requested a copy of the policy.

History Center & Museum (Brian Connolly)

There has been nothing discussed so far. Chris Kenney will be the point of contact from the Trustees.

Sean mentioned that we need to get some designers involved to get a bid. Picking the designer doesn't need much involvement. Jeremy, the Town Administrator, will put together the RFQ, he is also our procurement officer.

Contemplating putting a monument artifact in the center of the roundabout.

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

Working with staff on annual action plan. Getting goals ironed out for the year. Action plan should be presentable by August meeting.

Statistics do not come out until next week.

Cindy Hinkley, Technical Services Librarian, is retiring on September 6 after 20 years of service. Christine Lam, the Circulation Supervisor, is leaving at the end of September. Met with Mary and Erin to talk about the staffing issue. All the paperwork is signed off and we can start posting. Planning on having some type of gathering or party for them both.

Summer Reading Program is going great. 305 people so far. Raffle tickets: 200 kids, 125 teens, 20 adults. Next draw is Aug 1, anticipating the numbers. Nintendo Switch is among the prizes.

Created a play space in the children's room. Added train table and few other imaginative play things. Immediately getting positive feedback on this area. This helps move the kids out of where the books are, and keeps them all in one place. Created areas in the back that are a bit quieter. Regular chess players, etc.

Other Items

Mary looking into MBLC data, but the only live data right now is until July 2023 in order to determine what staffing levels should be. Once the data is updated Mary will look again.

Liz will reach out to MBLC to see when that data is supposed to be updated.

Liz is really anticipating what the statistical data will look like given the staff's observations of increased use.

Motion to adjourn at 8:26pm: Frank Orlando, Thais Bessa second. Unanimous vote Yes.

Next meeting of the Library Trustees will take place Tuesday, August 20 at 7:30pm.