

MEETING LIBRARY BOARD OF TRUSTEES MINUTES  
Tuesday, July 18, 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 7:32PM

Erin Carroll (Yes), Chris Kenney (Acting Chair) (Yes), Sue Lepard (Yes), Mary McKenna (Yes), Seth Molloy (Yes), Tom VanLangen (Yes)

Return to Public Session 7:44PM

**Trustees Participating**

Thais Bessa

Erin Carroll

Chris Kenney (Acting Chair)

Sue Lepard

Mary McKenna

Seth Molloy

Tom VanLangen

**Other Participating**

Liz Anderson (Library Director)

Jess George (Assistant Library Director)

Irene Saranteas Bassalee (Friends)

Heidi Doyle (Town Treasurer)

Jeff Waldron (Select Board)

Margo Powicki (Landscaping)

**Chair's Report**

Chair motioned to approve minutes from June 20, 2023 Board of Trustee meeting minutes.

Tom VanLangen Moved. Chris Kenney Seconded. Approved Unanimously.

**Friends Report** (Irene Saranteas Bassalee)

Friends don't have board meetings over summer months.

Summer concert series: Have had 2 concerts, 1 scheduled on 7/19, 1 scheduled 7/26

Estimated concert attendance is about 100 to 125 people

Truck or Treat date is set for October

Board will resume meetings in September.

**Library Building Committee** (Chris Kenney)

LBC 7/10/23 Mtg Update

- a. Invoices and Requisitions
  - a. No invoices presented for approval
- b. OPM Reported Progress Review/ Schedule/Issues (CHA)
  - a. Leak at Skylight
    - i. 7/6 mtg– confirmed sealant has been installed
      - 1. Testing to verify issues addressed is pending (Thurs 7/13 or Fri 7/14?)
  - b. Water intrusion at 6.9 line
    - i. Patio pavers, concrete were removed, confirmed the extent of missing waterproofing was limited to the single structural bay
    - ii. Submittal for the proposed fix & logistics has been issued and is under review with BAA and the Town for feedback
      - 1. Response pending
  - c. FF&E items
    - i. WB Mason missing furniture items being delivered
      - 1. Delivery & Assembly area TBD
        - a. Missing items include Lounge, Office, Mtg tables, podium, & Café tables
    - ii. CHA continues to try to contact WB Meyer movers regarding damaged, missing items
  - d. Budget Update
    - i. Discussed on Thursdays, no changes identified
      - 1. Questioned raised on monthly burn rate reduction, fee extensions
        - a. J.Kolb reviewing proposals from BAA/CHA
  - e. Mural
    - i. Artist finishing up job in Mich.
      - 1. Anticipates starting in End of August
  - f. LEED/Green Incentives
    - i. R. Ryan at BAA working with engrs at NV5 for energy savings information
- c. Next LBC mtg on 8/7

**Library Policies** (Tom VanLangen/Mary McKenna)

Tom and Mary are working with Liz and staff on a new unattended children policy. Currently there is no policy. They will meet with the Children's Librarian to discuss age cut-off for policy. Leaning toward keeping it simple when parents need to be with children. They hope to have a policy draft to propose to Trustees in August. Jeff Waldron asked if there is a distinction between unattended children at group activities vs. individually. Tom said it varies in other towns and sometimes becomes very complex so the committee leans towards simple. Current thinking is that parents can be on library premises vs. in the actual activity room.

**Finance Subcommittee** (Liz Anderson)

June 30th was the end of the fiscal year. Only had a small amount to encumber, with some book orders that are already in processing so probably only \$200 encumbering. Library was under budget this year due to some of the staffing being vacant for some time so \$40,000 was given back. Book goals have been reached and computer and online sources which are needed in order to meet state accreditation. Beginning work now on ARIS report due in mid-August. Second part of it is looking at financial report, due in October. Important because there will be data this year to show the impact of re-opening.

### **IT Subcommittee** (Liz Anderson)

Received IT switch, install is complete.

Brendan Waldron has been amazing helping staff with new AV equipment.

He will be coming in to train staff on new AV equipment.

Looking forward to learning about it.

Most items, podium and missing furnishings, are hopefully scheduled to come in September.

### **Personnel Subcommittee** (Erin Carroll)

Thanks to all the Trustees for sending reviews in for a quick turnaround.

On target to meet the goal and have it submitted by the end of the month.

Has sent review to everyone and hopefully all have had time to review.

Everyone scored Liz across 13 categories and the scores were added together and an average was created.

Highlight: Feedback was positively consistent, evaluated over a 6 month period

Off to a great start under Liz's leadership and looking forward to what's to come.

In 13 areas and topics assessment, Liz earned a total average rating of 13.2 of 15, 15 being the highest score.

All of Liz's individual 13 areas and topics for review fell with the Outstanding or Very Good range.

It's very clear the last 6 months have been difficult to re-open the library and re-engage with the community.

Liz has done an incredible job and we're all very grateful for the work Liz has done.

Liz said she appreciates the feedback and she looks forward to the normalcy and good day to day activities of library business. Many things she is excited to implement. She is looking forward to working with all the committees. She welcomes all feedback at any time.

Erin and Liz working on goal setting to be brought forward at a future Trustee meeting.

### **Historical Society Update** (Chris Kenney)

Have received proposals from the architect to work with the Historical Society for feasibility study.

Completed study will be brought back to Trustees to determine next steps.

Jeff Waldron reported that the proposal was signed that day and George Fiske has been notified.

### **Library Director Report** (Liz Anderson)

Last Friday 7/14 was the last day for Maureen Hayes Teen Librarian. Maureen has been in the role for 6 years and Liz said it was sad to see her go as she has been an integral part of the staff and the re-opening of the building.

There have been 8 applicants for the Teen Librarian position. Six candidates have been interviewed.

An offer letter was sent to one of the candidates this week. Liz hopes for them to start in August.

Jess George has just been promoted from Children's Librarian to Assistant Director.

Liz has just sent in paperwork for the Children's Librarian position and hopes to post shortly.

Christine Lam has agreed to continue as Interim Children's Librarian and will continue in the role until a new hire is made, hopefully by mid-September.

Four new students have been hired and there is a lot of training taking place.

Once the Library is fully staffed, Liz hopes to have a staff development day.

Liz is also working on rewriting job descriptions due to the new town format. She is also thinking about the organizational chart for the Library and if it is functioning the way it should be. She is meeting with Town Administrator Jeremy Marsette and HR Director Diane Moores.

Liz introduced new Assistant Director Jess George. Jess has been an incredible addition to the staff since joining as Children's Librarian 6 months ago. Jess reported she is happy to be in the new position as Assistant Director.

**Library Landscaping Subcommittee** (Liz Anderson)

Mary O'Hara Moore was not able to make the meeting.

Questions and proposals she wants to put to Trustees is for the annual maintenance plan.

Hoping to move forward with that on a quarterly basis.

**Other Library Updates** (Liz Anderson)

Building update: Liz met with the muralist when he was in town and he met with Interior Design committee members.

Brainstorming going on as to where the mural is going to go.

Liz and Committee looking at how the space is being used, possibly for interactive play or a playscape.

Muralist has some good ideas and planning is now in the beginning stages, renderings expected in August.

Liz and Committee will also reach out to the Friends of the Library as they have so generously given the funds for this project.

Liz has reached out to the Sherborn Police Department who will be providing a security assessment.

Liz has been working with Sue Kelliher from Sherborn Council on Aging to add more accessible chairs better suited to seniors. Liz just received a quote from WB Mason.

Mary O'Hara Moore has placed the order for the new patio furniture. She also consulted with Sue Kelliher that they would be suitable for seniors and other age groups.

Liz met with Architect Rich Ryan about the wall in the Teen Room where there is an open section where noise travels.

Rich thought it was on the punch list but it was taken off but Rich and Tom both agreed it would be an easy fix to have

a contractor come in and make it a full wall to the ceiling, it is not a code issue.

Liz to reach out to Chris and House Committee to address it.

Liz also spoke to Sean Killeen about getting a quote for the rare book cabinet.

Next Trustees' Meeting is August 15, 2023

Vote to Adjourn 8:25 PM

Chris Kenney Motioned to Adjourn, Mary McKenna Seconded, Unanimous Approval.