

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, June 18, 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 7:35 PM

Brian Connolly (Yes), Mary McKenna (Yes), Frank Orlando (Yes), Tom VanLangen (Yes), Erin Carroll (Yes)

Trustees Participating

Brian Connolly (Chair)

Mary McKenna

Frank Orlando

Tom VanLangen

Seth Molloy

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, Frank second. Unanimous approval

Chair's Report (Brian Connolly)

Officer and committee assignments for FY24-25. We need one more person on the Personnel Committee. Mary McKenna offered to join.

Gift acceptance. Received a couple donations. A fox and hound portrait is one gift from Melinda Smith. Policy indicates if we accept artwork or personal property. Equestrian themed, fits with Sherborn.

Liz suggested that it wasn't finalized they were donating to the library, they may be donating to another org. Roberta Delaney is looking to donate a lithograph as well as 6 artist books she handmade. Gift policy was rewritten in 2021. Sent to her to read over. Brian drafted a gift agreement acceptance form which was distributed to the trustees.

Frank commented that there was no valuation on gifts. Liz indicated that the Library wouldn't be responsible for putting a price on the items. Frank suggested the owner might want to add a "owners estimated value". Liz also mentioned we might need to add things to insurance policy.

Frank asked for clarification if the form is used for cash gifts. No, it's just for property donations. Sean Killeen indicated there is a rider on the town's insurance policy. We won't insure things necessarily if they are too valuable. If we do accept, we would want to add a rider to our policy.

Question about donations to the library if the library wants to get rid of it, should it go back to the original owner. We could do this for special cases, but don't want to add this to the policy.

Liz mentioned some of these books are books to be displayed. We should think about this because we don't have a display case currently and it would incur additional cost.

Brian re-iterated that policy states it's up to the Library director to decide how the gifts are used.

Liz mentioned that there have been other instances that we may want a display case. It was suggested the old library had a display case.

Brian asked Roberta Delaney ready to donate, yes she is, she's filled out all the forms. Liz will get a signable form to her based on the new form.

Jeff indicated that Liz could take the form to town counsel if she feels it would be helpful.

Friends of the Sherborn Library (Irene)

Last meeting as Presentient. Sandra Burke is taking over as president. She's been a member for 5 years, and teaches adult yoga at the library.

Irene gave her thanks and appreciation for all the trustees.

Seven board members left, and seven new members joined.

Summer concert series starts next Wednesday.

Art show on Saturday, June 29 in the evening.

"Among Friends" newsletter mailer will be mailed by the end of the week.

Thanked trustees for the gifts received from the last meeting.

Brian also thanks Irene for her service over covid, etc.

LBC/House (Chris Kenney)

a. Invoices and Requisitions

- a. None
- b. Project update
 - a. Chimney cap flashing work complete
 - b. Skylight replacement glass complete
 - c. Punchlist work ongoing
 - i. List sorted by trade, procurement pending
 - 1. walk to review scopes with LA/SK/CK TBD
 - d. Budget Update
 - i. None
 - e. LEED/Green Incentives
 - i. BAA (RR) awaiting status update from NV5
 - f. Muralist
 - i. Painting underway
 - 1. M. Moore to reach out to DSTV to video installation, B. Miller to edit?
 - g. Fixtures, Furnishings, & Equipment (FF&E)
 - i. Written quote from cabinet maker for cabinet doors for trustee room pending.
 - h. Historical Society Space
 - a. Town to draft RFP, determine designer selection criteria, solicit proposals.
- c. Next LBC mtg on 7/1 at 6pm

Mary Moore reached out to DSCTV to do some coverage of the mural.
We are awaiting bids for historical center and museum construction.

Liz updated that the tree work is scheduled, and that fertilization and soil aeration has been done.

Rotary work has begun. People seem to be figuring out how to get to the library. Sandwich boards are out to help. On Monday the Library hosted a whale mobile and about 80 kids came for that, so folks are figuring out how to get to the Library.

Personnel (Erin Carroll)

Sent an updated Library Director contract, slightly overdue. Liz joined in Jan 2023, contract was a one year contract. Discussions with Liz resulted in a desire to extend to 3 years, this is more in alignment with other town dept heads. We would back date the contract to start at the end of the 1-year contract. Update so that the 1-year contract is reflective of her salary today. The COLA increase would be done along with the FY rather than the contract's year end.

Page 5, Section C. Termination for other than cause. This is not in her current contract. There is the facility that the trustees could terminate with 30 days' notice, a severance would be included in this.

Brian mentioned also that we would retain the language to preserve the 60 days' notice required if the Library Director were to leave.

The previous director had a one-year evergreen contract. Thanks to Erin this brings the contract to parity with other town employees and with other town Library Directors.

Brian motioned to approve the Library Director contract. Mary Second. Unanimous approval.

Brian thanked Erin for accomplishing this after not having a contract for decades.

Erin noted that it is also annual performance review time, she will be sending the documents for everyone before the next meeting. Aim to get this completed by August or September.

Finance (Frank Orlando)

Financial update

- Endowment April 2024
- LEEDS
- Annual donation to Town
- FY25 Budget

Frank indicated that he has been bringing Tom up to speed since he has joined the finance subcommittee.

Endowment activity

Change in the value of your account

	May 2024 (\$)	Year to date (\$)
Opening account value	\$2,755,670.54	\$2,660,378.28
Withdrawals and fees, including investments transferred out	-71,219.31	-81,088.91
Dividend and interest income	5,365.06	25,247.63
Change in value of accrued interest	-553.59	-1,186.34
Change in market value	109,662.88	195,574.92
Closing account value	\$2,798,925.58	\$2,798,925.58

Change in the value of your account

	May 2024 (\$)	Year to date (\$)
Opening account value	\$182,567.89	\$181,632.46
Deposits, including investments transferred in	0.00	500.00
Withdrawals and fees, including investments transferred out	-6,901.92	-9,144.44
Dividend and interest income	684.90	3,362.85
Closing account value	\$176,350.87	\$176,350.87

Filtered by - Date: 05/01/2024-05/31/2024, Activity Type: FEE WITHDRAWAL, Money Market: Exclude

Date	Activity	Description	Type	Amount	Friendly Account Na
05/29/202	WITHDRAWA	CHECK # 0002503784 TO Town of Sherborn	Cash	(\$71,015.00)	Sherborn Main
05/17/202	WITHDRAWA	CHECK # 0002501666 TO Groundscapes Express	Cash	(\$4,300.00)	Sherborn Sub
05/17/202	WITHDRAWA	CHECK # 0002501662 TO Elizabeth Anderson	Cash	(\$191.92)	Sherborn Sub
05/17/202	WITHDRAWA	CHECK # 0002501663 TO Staples	Cash	(\$110.00)	Sherborn Sub
05/17/202	WITHDRAWA	CHECK # 0002501664 TO Ryan Davis	Cash	(\$2,300.00)	Sherborn Sub
				(\$77,916.92)	

- The town held funds: MAY ENDING STATEMENT

VALUE: \$111,954 up \$385 from \$111,569

Explanations requested:

- Groundscapes
 - This is for mulching
- Ryan Davis
 - Lighting budget came out of Friends funds

Annual Richard Saltonstall Charitable Foundation Report

- Due 60 days after FY ends **I**
- Liz submitted updated template from previous year based on gift agreement
- After review, found we overspent one of the accts. We propose freezing expenditures from the account until FY30



It was decided that we will vote next meeting to suspend transactions on the Dudley H and Sally S Willis Renovation Fund until FY28 and the Mary B Saltonstall Capital fund until FY27. Frank will bring clear language to vote on at the next meeting.

Endowment Management

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

Approval for Donation for FY24 and FY25 reminder

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	\$ 1,973	\$ 69,041	\$ 71,014	2.9%
2025	\$ 2,309	\$ 74,353	\$ 76,662	8.0%

UBS Sent Check to town for \$71,015 and Town applied to Construction acct.

FY25 Budget (Liz Anderson)

	A	B	C	D	E	F	G	H	I	J	K	
1	SHERBORN LIBRARY FY2024 BUDGET STATUS REPORT								DATE:	6/12/2024		
2	WARRANTS:				salaries:	01-18		95%				
3					expenses:	01-19						
4												
5			FY 23		W01-27		TOTAL		%		BALANCE	
6	SALARIES (035A)		BUDGET		EXPENSES		PAID		EXPENDED		TO DATE	
7	Library Director		104,500.00		104,499.98		104,499.98		100.00		0.02	
8	Assistant Director		62,754.00		63,942.56		63,942.56		101.89		(1,188.56)	
9	Childrens Librarian		62,754.00		36,847.25		36,847.25		58.72		25,906.75	
10	Teen Librarian		62,754.00		57,444.12		57,444.12		91.54		5,309.88	
11	Circulation Supervisor		-		27,324.37		27,324.37				(27,324.37)	
12	Tech. Services		39,221.00		39,221.00		39,221.00		100.00		-	
13	Sr. Asst's.		62,840.00		50,979.40		50,979.40		81.13		11,860.60	
14	Jr. Asst's. (2)		18,938.00		4,924.88		4,924.88		26.01		14,013.12	
15	Student Aides (4)		14,548.00		21,803.52		21,803.52		149.87		(7,255.52)	
16	35A SUB-TOTAL:		428,309.00		406,987.08		406,987.08		95.02		21,321.92	
17												
18	EXPENSES (035B)		\$ 96,787.00				96,880.03		100.10		(93.03)	
19	BOOKS, NON-PRINT		67,163.00		56,133.04		56,133.04		83.58		11,029.96	
20	COMPUTER/ONLINE SRVCS.		29,624.00		40,746.99		40,746.99		137.55		(11,122.99)	
21	OFFICE SUPPLIES		4,600.00		6,345.19		6,345.19		137.94		(1,745.19)	
22	TELEPHONE & DATA		7,610.00		6,856.34		6,856.34		90.10		753.66	
23	STAFF DEVELOPMENT		433.00		815.00		815.00		188.22		(382.00)	
24	TRUSTEE BOND FEE		572.00		274.00		274.00		47.90		298.00	
25	MILEAGE REIMB.		300.00		418.37		418.37		139.46		(118.37)	
26	MINUTEMAN		26,214.00		22,957.11		22,957.11		87.58		3,256.89	
27	COMPUTER TECH. SUPPORT		500.00		-		-		0.00		500.00	
28	WEBSITE MAINT.		3,600.00		3,600.00		3,600.00		100.00		-	
29	WEBSITE HOSTING		600.00		600.00		600.00		100.00		-	
30	BUILDING MAINT.		31,425.00		20,006.76		20,006.76		63.67		11,418.24	
31	MAINT. SUPPLIES		3,347.00		10,237.41		10,237.41		305.87		(6,890.41)	
32	BOTTLED WATER		620.00		717.19		717.19		115.68		(97.19)	
33	35B SUB-TOTAL:		176,608.00		169,707.40		169,707.40		96.09		6,900.60	
34	35A+35B TOTAL:		604,917.00				576,694.48		95%		28,222.52	

These aren't finalized numbers but projected based on unpaid bills. We have been down staff (AD, children) at various points in the year, will be giving back 20k to the town.

An estimated \$6,900 will be transferred back to the town as unspent funds.

Erin asked regarding the past years we have been giving consistently back due to a lack of staff. Are we adequately staffed? We may want to review what staff we need for the library.

Brian mentioned that MBLC has a lot of data based on library metrics on what the appropriate staffing levels we have. We haven't done this for years due to the construction project. We should do this exercise again.

Erin suggested that we are understaffed based on her observations.

Mary suggesting that a look back won't be that useful because we were under construction. Jeff seconded this sentiment.

Brian suggested a peer analysis, looking at other libraries.

Jeff mentioned that we also don't have a senior center so the library doubles as that. Comparing to other towns might not take this into account.

Liz also supported this concept that the library is also used for many more uses than just library related functions.

Frank noticed that there are some big swings in books and computer services in the budget. Liz explained that the numbers have been adjusted in the FY25 budget to more accurately reflect what's being spent on books vs computer online materials with the shift to more eBooks and online resources being purchased.

Building maintenance supplies were also a larger cost due to us being in a building, and a larger building.

Frank asked why the Minuteman fees were less, this is due to the firewall we used to rent from them that we no longer need.

Liz reported that Minuteman fees should decrease incrementally in the next few years based on a MM meeting.

Jeff noticed that staff development was only 400, once we've done our benchmarking this amount should be increased.

Certain reports that we send to the state result in funding from the state. This past year we received around 9k. We haven't spent this money in the past years because we weren't in the new building. We should think about how we should spend about 26k we have in state aid money that we have. Money should be sitting in a separate account according to MBLC, and it should be an unrestricted account. We may opt to reduce our operating cost by this amount, maybe something we should revisit for FY25, this needs to be discussed with Jeremy (town administrator) and Deb (town finance) going forward.

Technology (Frank Orlando, Liz Anderson)

Liz discussed with Sean regarding putting up the screen in the Trustees room.

Liz reported that the Arlington Library went through an email scam. Should minuteman accounts have multifactor authentication? Library staff don't have town email accounts, so they don't have MFA protection. The email is via gmail. Frank asked if the library wanted to have town addresses. Tom mentioned that you could purchase services that enable MFA on accounts.

Planning & Policies (Mary McKenna)

Policies/Forms Created or Updated 2023/2024:

- Children in the Library & Children's Wing Policy
- Meeting Room Policy
- Study Room Policy
- Photography & Filming in the Library Policy
- Public Program Proposal Form

Documents for Review June 18, 2024 Trustees Bd Mtg:

Signage Policy Draft sent out, this will be reviewed by town counsel. The town does not have a signage policy. Frank mentioned that we may need to update this when the historical society moves in.

Art gallery and exhibits. Friends of Sherborn Library have been taking care of these items so far. We are working on a policy that will be first shared with the Friends.

History Center & Museum (Brian Connolly)

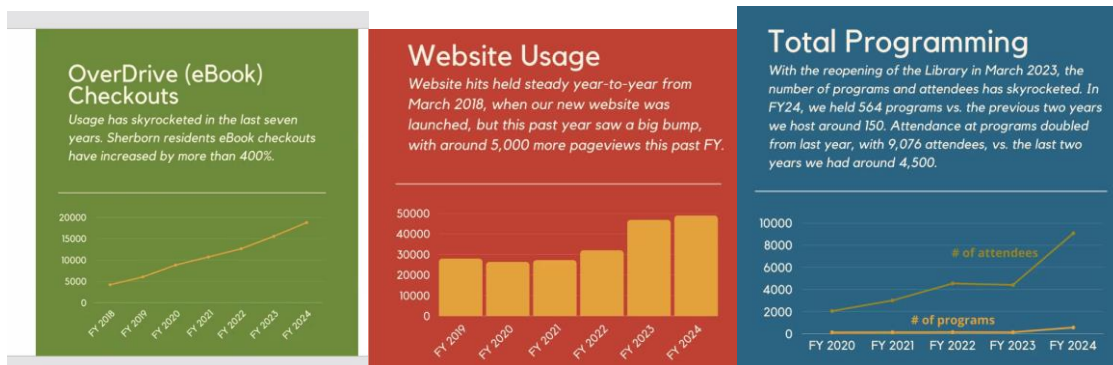
Town Administrator is putting together a group. Chris will be our representative there. Others are welcome to join.

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

Staff is working on action plan goals. Meeting in mid-July on these.

Submitted a report to Saltonstall foundation. They require a report on long term effects of covid.

- Demand for hybrid programs
- E-book usage still increasing
- Study room usage booked 750 times over the past years, this translates to about twice a day the rooms are getting booked. Demand on the space for people working from home or remotely remains high



Sue Kelliher is retiring from the COA. Party was held today at the library. Kristina Gallant will be taking over. COA programming is a large asset to the library.

Jen Carlson

Two student aides just graduated. Presented with the FOTSL scholarships at the senior awards ceremony. Jen Powers went to all school meeting to kick off the summer reading program. Quincy led a study hall for students. Had pizza, therapy dog, snacks, etc to support the students. Summer reading kickoff - started June 1. Smaller group than usual for the kickoff, but still great turnout. Talewise and popsicles were present along with lawn games and button makers. Since school is out of session, 216 signed up for summer reading along with 30 adults. Last summer was 363 between Beanstack and in person, numbers look good for this year.

Motion to adjourn Mary, Erin. Unanimous vote Yes.