

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, May 20, 2025, 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 7:30 PM

Unanimous Yes

Trustees Participating

Brian Connolly (Chair)
Mary McKenna
Frank Orlando
Tom VanLangen
Seth Molloy
Sue Lepard
Thais Bessa
Erin Carroll

Other Participating

Liz Anderson (Library Director)
Jennifer Carlson (Library Assistant Director)
Jeff Waldron (Select Board)
Margo Powicki (Sherborn History Center & Museum)
Sam Nelson (Sherborn Library Landscaping Committee)
Sandra Burke (Friends)

Approving April minutes. Thais, Sue, Unanimous vote to approve the minutes.

Chair's Report (Brian Connolly)

Congrats to Brian, Seth, Tom for re-election. Discussion around the election turnout and how the turf and pickle ball fields drove turnout, as well as the History Center.

Annual Town Meeting: Congratulations to Liz for her presentation. Noted that it was a great forum for getting further exposure to the town. Friends also came through and supported the Library.

Required video recording passed, the Library Trustees has been recording all meetings. Discussion around the DS Cable involvement and if they are involved in the recording. Jeff will check to ensure that we do not need to involve DS Cable.

Thais volunteered to become Secretary. Frank is willing to continue as Treasurer. Motion to approve Thais, Brian, Frank for Secretary, Chair, and Treasurer. Erin motion, Mary second, Unanimous yes.

The House Committee will have additional responsibilities that will be increased given the History Center.

Kristy Barnard moved to VT and will not be able to continue on the Art Committee, we will need another staff person.

Erin expressed willingness to help with the House Committee.

Friends of the Sherborn Library (Sandra Burke)

Annual Arts and Crafts Fair. Although it started a little rainy it was a successful event. Historically the rainier it is the more money we make. The whole team participated and worked very hard.

Playground meet-up coming up. Welcome committee as well.

Working on what the board will look like next year. 7 or 8 board members changing. Approximately 20 board members.

Landscaping (Sam Nelson / Margo Powicki)

Landscaping Tasks for 2025

1. Make adjustments to improve the current library landscape
2. Plant the front hillside where the new staircase was built
3. Create an integrated landscape maintenance plan

Hillside was delayed due to the drought.

Make adjustments to improve the current library landscape

Transplanting

- Small grasses along staircase
- Large junipers along sidewalk



Supplemental planting

- Spreading groundcovers

Move junipers farther away from the walkway. Supplemental planting, bare dirt around where the hydrangeas are, ground cover would reduce weeding requirements.

\$1,400/1,800 estimate for a day for a two-person crew. Estimate that it's about a day's work.

\$500-1000 estimate for ground cover.

Planting the Front Staircase

Landscape Priorities & Considerations

- Limited Budget & Irrigation
- Low Maintenance
- Drought tolerant plants
- Four season interest & multiple perspectives
- Complement existing landscaping
- Preference to natives and nativars
- Aim to install in 2025



Sean Killeen, DPW has approved the tentative plan.

Planting the Front Staircase

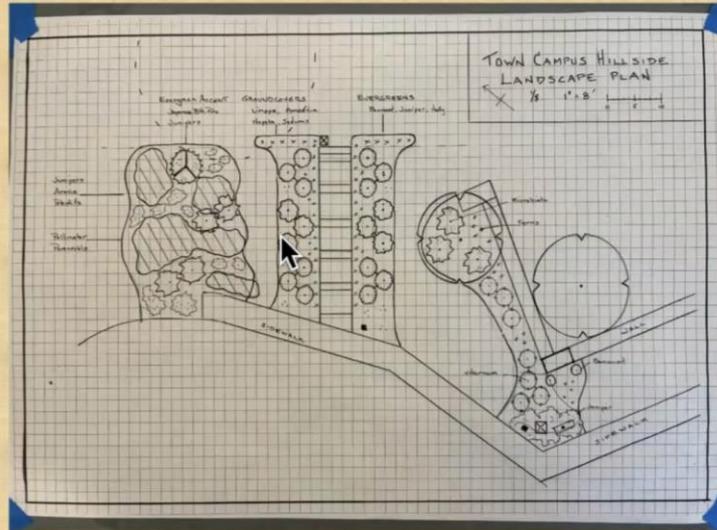
Three Planting Areas

1. Staircase Borders: Two 8-foot-wide beds with a mix of shrubs, perennials, and groundcovers.

2. Rock Ledge Island: Informal, asymmetrical design featuring evergreens, shrubs, and groundcovers around the outcrop.

3. Wall Border: Along the retaining wall and signage area; planted with low-maintenance shrubs and groundcovers.

Grass will be seeded between the planting areas.



Planting the Front Staircase

Three Planting Areas



Rendering of what it might look like when finished.

Planting the Front Staircase

Three Planting Areas

Est. Planting Costs

- Staircase: \$9725
- Rock Ledge: \$5100
- Wall Border: \$4300
- **\$19,125**

ARPA funds remaining
\$10,000



There is a gap in funding to accomplish all these things. It will be more cost effective to do everything at once, and will be looking for funding.

Integrated Maintenance Plan

Currently, most town properties have their own landscape maintenance programs

It may be more efficient and more economical for the town to negotiate one contract with one company to do several properties.



Giovanella, Grasshopper have been asked for bids.

Q. Mary: when will the funds need to be available if this were to get done this year? A. Sam: Grasshopper suggested that given the changes in climate, waiting until the end of summer may be best. We need funding, get irrigation extended, work out long term maintenance, etc. May not be the end of summer until everything is in place and the funding is required.

Question, are we at risk of losing the ARPA funding? A. Jeff: Believe end of 2024 needs to be committed, and needs to be spent by the end of 2026 (maybe 2025, Jeff will check).

Question Frank: During discussions with Sean were there any discussion around funding. Sam: No.

Question Margo: There was one person working weeding, is he going to continue. Liz: Waiting until we know what our plan is overall until we decide. Two DS college students did clean up and weed prior to the fair, it is a possibility to keep them through the summer. 26k quote from Giovanella, which didn't seem reasonable to do mostly weeding.

Noted that it's been nice to be able to employ DS students who have done significant work. It has saved the library a couple thousand dollars.

Q. Mary: what groups have you asked for help with funding? Sam: Garden clubs, town hall, try to find other groups.

Q. Tom: How is general maintenance made and how is it supplemental. Liz: We had put aside 5k in 2025 for landscaping from the endowment that we've only spent about \$200 this FY. Going forward there will be about 10k in the operating budget and also 11k from the state aid, and also a portion from an endowment. Last year there was a lot of tree work, a lot of operating budget on the tree work, and more endowment on landscaping, in addition to some operating budget.

Liz expressed thanks to Sam for coming up with the plan, and for doing the planters.

House Subcommittee and Library Building Committee

Chris was unavailable but sent an update, Liz presented it.

Plexiglass enclosure installed in the teen room, gaps were filled in. Lower level door wasn't locking, that also was fixed by A&A.

Electrician added roof mounted pathway lighting. These might need to be adjusted as they are a little blinding.

HVAC contractor replaced filters.

Burnell Controls and Snowden came in to dial in the HVAC system. As it's a new building it takes time for this process. Sean has been helping a lot. The gas heat should be kicking in more, gas bill has been very low, this should help balance.

Installed a cover over the emergency button by the elevator, preventing kids from pushing it.

Quote for installing gutters in the front and on the patio section as well as a section on Sanger Street. Ideally, they will come to also help fix some roof leak in the connecting section as well.

About 56k is the balance, starting with about 110k, approximately half way done, close to spending down the rest of the punch list balance.

Landscaping, annual Hartney Greymont (HG) tree maintenance. Came out and confirmed there were winter moths but not many. Suggested we use an injection on the Beech tree. There is difficulty in knowing what the best maintenance steps are for the Beech tree. This plan is around \$4582. Looking for trustees' support on that. Note that one branch came off of the beech tree. Sean did clean up the debris and Liz will reach out to HG to see if a clean cut should be made for that branch.

Q. Seth: Is this treatment plan for all trees or just the beech tree.? Liz: This include Red Oak, White Oak, Japanese Maple, as well as multiple Beech trees.

Q. Frank: Will this come from the operating budget? Liz: yes, likely the plan. Frank mentioned that it isn't necessary for trustees to vote. Liz mentioned it would be good to get the Trustees support for this.

Brain moved that we approve the \$4,582 for tree work. Sue seconded. Unanimous approval

People counter installed and working well, seems to be accurate. 718 people during the Arts & Crafts Fair. Noted that it would be useful to count manually periodically to ensure that it's accuracy.

Finance (Frank Orlando, Tom VanLangen)

Financial update

- Endowment
- FY26 Budget
- Staff Development Day
- Children's Endowment Proposal

Endowment activity

Main Acct

Sub Acct

	April 2025 (\$)	Year to date (\$)
Opening account value	\$2,981,692.88	\$3,027,279.38
Deposits, including investments transferred in	0.00	250.00
Withdrawals and fees, including investments transferred out	-5,264.14	-10,559.98
Dividend and interest income	3,008.81	20,192.31
Change in value of accrued interest	1,722.14	94.85
Change in market value	-38,741.97	-94,838.84
Closing account value	\$2,942,417.72	\$2,942,417.72

Change in the value of your account

	April 2025 (\$)	Year to date (\$)
Opening account value	\$175,186.10	\$178,016.10
Withdrawals and fees, including investments transferred out	0.00	-4,447.49
Dividend and interest income	533.94	2,151.43
Closing account value	\$175,720.04	\$175,720.04

beginning mkt val	117269.76
Payments	479.21
mkt gain \$	242.05
Ending Mkt value	117,032.60

	Account Number	Account Name	FY22 Actual	FY23 Actual	FY24 Actual	3 Year Avg	FY25 Budget	FY26 Bud Request	2026% over 2025
	610	010-610-5110-00000 LIB Library Director	102,514	109,820	104,500	105,611	108,576	111,290	2.50%
	610	010-610-5111-00000 LIB Childrens Librarian	10,982	34,468	36,847	27,433	65,208	66,837	2.50%
	610	010-610-5112-00000 LIB Tech Svcs Librarian	36,227	37,675	39,221	37,708	40,755	41,773	2.50%
	610	010-610-5113-00000 LIB Senior Assistants	33,484	41,068	50,152	41,568	48,978	50,205	2.51%
	610	010-610-5113-00000 LIB Children's Assistant	5,447	5,560	4,962	5,323	6,888	7,060	2.50%
	610	010-610-5114-00000 LIB Assistants	0	0	27,064	20,201	22,966	23,543	2.51%
	610	010-610-5115-00000 LIB Circulation Supervisor	57,963	60,281	57,444	57,563	65,208	66,837	2.50%
	610	010-610-5116-00000 LIB Teen Services Librarian	58,522	43,018	63,911	57,401	71,326	73,101	2.49%
	610	010-610-5118-00000 LIB Assistant Director	14,501	20,294	11,111	18,869	15,116	15,496	2.51%
	610	010-610-5119-00000 LIB Student Helpers	0	0	0	0	1,036	0	-100.00%
		Total Salaries	319,640	351,594	359,256	359,256	446,057	478,854	7.35%
	610	010-610-5240-00000 LIB BLDG Landscape & Maintenance	38,960	53,760	19,256	37,388	29,425	10,304	-64.98%
	610	010-610-5306-00000 LIB BLDG Computer Tech Support	4,138	5,560	1,292	2,217	250	250	0.00%
	610	010-610-5340-00000 LIB Telephone	6,879	6,043	6,910	6,000	6,000	6,000	0.00%
	610	010-610-5342-00000 LIB Computer Online Services	5,135	40,565	40,611	44,370	40,000	42,000	5.00%
	610	010-610-5343-00000 LIB BLDG Website hosting	600	600	600	600	600	600	0.00%
	610	010-610-5344-00000 LIB BLDG Website Maintenance	3,600	3,600	3,600	3,600	3,600	3,600	0.00%
	610	010-610-5385-00000 LIB Minuteman Network	23,278	28,886	22,957	25,040	26,968	27,976	3.74%
	610	010-610-5420-00000 LIB Office Supplies	3,982	4,535	6,222	4,913	4,600	5,000	8.70%
	610	010-610-5421-00000 LIB BLDG Supplies & Materials	7,661	3,679	10,950	7,430	3,347	7,500	124.08%
	610	010-610-5422-00000 LIB BLDG Water	236	520	700	485	620	700	12.90%
	610	010-610-5585-00000 LIB Films Books Etc.	44,562	53,178	55,762	51,167	59,569	61,483	3.21%
	610	010-610-5710-00000 LIB Travel/Lodging/Meals	0	0	443	148	300	300	0.00%
	610	010-610-5730-00000 LIB Meetings/Seminars	350	0	815	388	433	1,927	345.03%
	610	010-610-5742-00000 LIB Insurance Bonds	0	0	274	91	572	274	-52.10%
		Total Expenses	187,781	196,940	169,525	184,748	176,284	167,914	-4.75%
		Total Department Expenses	440,883	549,125	575,469	544,005	622,341	646,768	3.93%
		History of Transfers to Offset Library Expenses							
		Endowment Contribution	62,092	0	0		76,662	83,519	
		Landscaping Contribution						5,000	
		Total Department Expenses Net of Funding	378,791	549,125	575,469	501,129	545,679	558,249	2.30%
		•Estimated FY26 Endowment and State Aid.							
		Donations for Additional Staff Development						4,454	

FY2026 budget approved.

Staff Development Day

- Monday, June 2, 9am-5pm. Schedule:
 - 9-10am: Breakfast and chat at the Library
 - 10-11:30am: Fire & Police Safety and Security
 - 11:30-12:30pm: Discussion: MLA Conference & Summer Reading
 - 12:30-2:30pm: Travel and Lunch (in Concord, MA)
 - 2:30-4pm: Tour of the Concord Library (Makerspace & Children's Room)
- Endowment funding request: \$350 for Breakfast and Lunch

At the last staff development day there was interest in hearing more from police/fire regarding safety and security. Thais has been working on a draft for the safety and security manual. Hopefully this will be available for this day. Shared main concerns with fire/police.

Going on a tour of the Concord library, new children's room, new makerspace, and doing a lot of work on sustainability.

Frank motions that we approved funding \$350 for staff development, Erin second, Unanimous Yes.

Children's Endowment Proposal

- Children's Endowment Fund:
 - Weezie Foundation: Est in 1987 with a grant of \$25,000 from Weezie Foundation. Additional grants of \$25,000 and \$20,000 in 1988 and \$10,000 in 1989 bring principal balance to \$80,000. The income only from this fund should be used, as needed, to enrich the younger patrons of the Library, as determined jointly by the staff and Trustees:
 - As of March 2025 Weezei Fund balance is just over \$211,000.
- Propose to spend \$1,500-\$2,000 from the Weezie Foundation
 - ~1% of Weezie Fund for this FY
 - \$1,500-2,000 from the Children's Endowment fund be spent on ice cream and food trucks at the June 18th Summer Reading Kickoff and the August 20th Summer Reading Finale. Goal: to get a higher rate of registration and engagement for this year's Summer Reading Program.

Various events including ice cream truck, Jungle Jim, Stacy Peasley performance, food truck available.

Each event is about \$750, having these amenities attracts more folks and gets deeper engagement. Erin mentioned that it is a very good idea to be able to provide outreach and fun things to engage the community.

Jen Power is also scheduled to speak at the All school meeting at Pine Hill, and also has access to the communication platforms. Quincy has been engaged at the middle school for summer reading as well.

Frank motioned that we approved up to \$2,000 using the Weezie foundation money, Tom second, unanimous yes.

Tom mentioned that we should also look at the different endowments and how we can spend them.

Frank shared that they keep a spreadsheet that is tracked quarterly that breaks down the endowments:

A	B	C 12/31/2024			E Expendable	F Market Value Change	G Deposits	H Disbursements	I 3/31/2025			K Unexpendable Original Amount	L Expendable
		Old %age	Invested Market Value	Unexpendable Original Amount					New %age	Invested Market Value			
Funds in Library Trustee Custody													
Saltonstall Operating Fund	76.82%	\$2,325,508.93	\$251,000.00	\$2,074,508.93	(\$35,018.84)	\$0.00	\$0.00	\$2,290,490.09	76.82%	\$251,000.00	\$2,039,490.09		
Saltonstall Capital Fund	1.00%	\$30,399.15	\$0.00	\$30,399.15	(\$457.77)	\$0.00	\$0.00	\$29,941.38	1.00%	\$25,000.00	\$4,941.38		
Dowse Memorial Fund	1.98%	\$59,960.46	\$47,324.50	\$12,635.96	(\$902.92)	\$0.00	\$0.00	\$59,057.54	1.98%	\$47,324.50	\$11,733.04		
Book Endowment Funds:													
Friends' Book Fund				\$9,522.75								\$9,522.75	
Friends Media Fund												\$0.00	
Babson Book Fund				\$10,000.00								\$10,000.00	
Roberts Modern Fiction Fund												\$0.00	
Total	5.82%	\$176,078.03	\$19,522.75	\$156,555.28	(\$2,651.48)	\$0.00	\$0.00	\$173,426.54	5.82%	\$19,522.75	\$153,903.79		
Children's Endowment Funds:													
Weezie Fund	7.10%	\$214,877.55	\$80,000.00	\$134,877.55	(\$3,235.75)	\$0.00	\$0.00	\$211,641.80	7.10%	\$80,000.00	\$131,641.80		
Pease Saltonstall Maintenance Fund	1.57%	\$47,658.21	\$0.00	\$47,658.21	(\$717.66)			\$0.00		\$46,940.55	1.57%	\$15,000.00	\$31,940.55
Landscape Endowment Fund	2.93%	\$88,780.95	\$6,250.00	\$82,530.95	(\$1,336.91)	\$0.00	\$0.00	\$87,444.03	2.93%	\$6,250.00	\$81,194.03		

History Center (Brian Connolly)

Question 6 passed. A lot of credit to Doug Brown and the whole History Center committee. Getting it through capital budget, advisory, ATM, and town vote.

Discussion around events at ATM on the vote.

According to the plan that was submitted, the bidding phase was going to start immediately after the approval. The plan is for things to move relatively quickly. The Town Administrator was the sponsor for the bill, as the History Center is not a town committee. Brian will reach out to get an update on where we are in terms of bidding and a schedule.

Four years ago a Memorandum of Understanding was created. Space allocation is already settled, overlapping spaces isn't an issue, but there are still a number of issues that need to be completed, particularly related to an agreement between the Town, the Library and the History Center.

Erin noted that it's important to take staff considerations into account so the staff can operate without interruption. Liz suggested that we have a staff meeting with an update. The staff has a lot of questions and concerns based on not really knowing what is going to happen. Erin emphasized that we should have the staff involved and know what the plans are as we move forward. Liz mentioned that there is a staff meeting next week going over what the plans are so far.

Frank asked if the House Committee should be who takes the lead on it, yes.

Frank also mentioned that the area needs to be cleaned out.

Thais suggested that there should be some type of grievance mechanism.

Tom mentioned we may need something similar to a co-op set of rules.

Liz talked with another Library where they renovated the children's room and they were able to have very little closure or disruption from in-house construction.

Q. Thais: Are there other libraries that do this? Brian: There are some other towns, Natick we believe is one. Some of the concerns from MBLC, ensure that it's not a dumping ground for donations where people think they have historic items, and that the history center takes care of the space, not the Library.

Brian noted that it is the Trustees responsibility to manage the Library building. Even though the town pledged the space the Town doesn't manage the building, the Trustees do.

Tom asked whether the History Center would be considered a rent-free tenant? Most believed so.

Clarification on question, around who is ultimately responsible. The Trustees are responsible for the building so the Trustees will still be responsible.

Liz pointed out that it will also be important to specify who needs to, as an example, fix a lighting issue in the History Center. Will this fall on Library staff? The town? What will be the line of communication?

Will the town want to charge them for utilities?

Noted that the Library isn't responsible for sustaining the History center.

Thais suggested that we include some type of phasing out plan in the event the Historical Center closes, or can't sustain, etc.

Movement of stored materials is underway. Thais mentioned that we should move things away and determine final storage arrangements.

Brian will look through the draft MOU and remove things that are no longer relevant and circulate it. Noted that the History Center was never consulted on the MOU. Board has come up with great policies for the Library, and it should be that the History Center should agree to adhere to the same policies.

Also noted that the Community Center is a town building that is leased.

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

Liz: Attended ADA compliance review including the website. The Library needs to be compliant within the next couple years. We are in pretty good shape currently but will need to continue to look at it.

Engaged with Capital Strategic Solutions on a compensation study. We need to comply with salary ranges across the town. Once all the forms are filled out, the consultant will come in and speak to staff.

Classification is also part of this. How is the Library classified compared to other town departments? Librarians are also required to have a MS degree, it's important to ensure that they are classified correctly. Classification ultimately drives benefits.

Brian asked if the town still has a personnel committee? Discussions around who is on the board now.

Some towns have a separate Library classification and compensation documents from the town.

Discussion around how the Library is fundamentally different from other town bodies.

New Library Assistant hiring efforts are underway. Looking to get on the personnel board agenda as soon as possible. Noted also that Jen Power may then be managing someone so that will need to be taken into consideration and the org chart updated.

Maureen has started receiving student aide applications. The FOTSL funds a student award every year. There have been a lot of applications and they will be starting next week.

Library conference in Falmouth had 6 staff attendees. This was on a Monday. Monday closures have been fruitful for the staff.

The July schedule will reopen on Monday and open later on Wednesday. Once the new assistant is onboarded we can reassess the situation. Book orders, school outreach, conferences, etc, are some of the things we're able to do on Mondays that we have never been able to do.

Historically during the summer mornings have been less busy, Mondays are one of the busier days.

Summer hours have always been different, so this change wouldn't be out of the ordinary.

Sandra mentioned that the biggest question is if we can get the Mondays reopened. Mentioned also if we close Mondays again in the fall, suggested that it should be explicitly stated that Monday opening is a summer opening and not permanent.

Erin mentioned that we should continue to prioritize staff needs and make decisions about when we are open based on that.

Jen: Taverns and the American Revolution, 30 people in person with 15 on zoom, well attended. Vacation week was busy, about 40-45 people for each program.

Maureen came up with a caregiver corner concept rather than a parent section. She also found some new books for that section. They are also coming up with tough topics sections such as death, potty training. Also considering creating some kits around these tough topics as well.

Summer reading is coming up, beginning of June, along with many of the same programs again including raffles, great prizes! Switching from the number of books to time spent reading. Will also be giving out books when people register. Jungle Jim coming with TC Scoops to kick-off.

Liz mentioned that the Attorney General of MA was one of the keynote speakers. It was a little doom and gloom about how libraries are under attack, discussion on how we continue to move forward and protect Libraries. Mentioned that the AG is winning a lot of the initial cases. Discussion also around what if ICE comes into the Library and how to be prepared. It's a difficult time for Libraries.

Sue asked if there was still any legislation to ban book bans in MA. Liz mentioned that it is coming up again. Tom questioned whether the Library of Congress has any involvement. Liz replied not really anything.

Mentioned that 7 states withdrew their membership from the ALA.

MBLC has a lot of great resources, sample scripts. Liz is doing more research on what would be helpful to review and have on hand. Mentioned that there is a lot of grey area in various topics such as hate speech.

Question if book banning is up this year. We will see soon when the state reports are out.

Question if the staff is experiencing anything. Liz replied that there definitely seem to be more people bringing up certain complaints or challenges to things like gender neutral bathrooms.

Are some of the complaints from long time patrons or new residents. Both.

Can we have any examples? Temporary signage on the bathroom that someone felt was too political. The sign was a person that was part male and part female. Discussion around some of the details of the incident.

Another example where a book in the teen area was being verbally complained about.

Mentioned that we need a way to report incidents and have them in writing, such as a google doc.

Consideration of creating a policy regarding submitting complaints with a name and addresses, and not just verbally. Discussion around whether such a possible or how that might be implemented. Encouraging that the staff should feel empowered to not have to deal with complaints right away, but collect information.

Thais suggested that we put together some type of onboarding slide deck for the staff.

Sandra suggestion that maybe having an online form that minor complaints could be entered in. Liz mentioned that there was a google doc in the computers bookmarks that allow people to give feedback.

Jen thanked the Trustees for enabling the staff to go to the MLA conference and spoke to how valuable it was to spend time with the staff and be exposed to what else is going on.

Motion to adjourn Sue, Mary. Unanimous vote Yes.