

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, May 21, 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 7:32 PM

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

Return to Public Session 7:50 PM

Trustees Participating

Brian Connolly (Chair)

Chris Kenney

Sue Lepard

Mary McKenna

Frank Orlando

Tom VanLangen

Other Participating

Liz Anderson (Library Director)

Deb Siefiring (Finance Director)

George Fiske (History Center)

Margo Powicki (History Center)

Christine Walsh (Friends)

Brooke Yarborough (Friends)

Chair's Report (Brian Connolly)

Chair moved to approve minutes from April 16, 2024 Board of Trustees Meeting.

Chris Kenney Motioned. Mary McKenna Seconded. Unanimous Approval.

Congrats to Chris Kenney, Mary McKenna, and Sue Lepard for winning another term as Library Trustees in the Town Election. This will be the fifth term for Chris Kenney.

Ballot Question for the Sherborn History Center did get approved 451 to 296.

Friends hosted the Arts and Crafts Fair on May 11. It was a great success. Congrats.

Friends of the Sherborn Library (Christine Walsh, Brooke Yarborough)

Arts & Craft Fair took place on Saturday, May 11. It was a great success. There were returning vendors and some new vendors. Lots of community engagement and partnership, especially with the 350th Anniversary.

Christine Walsh highlighted several “stars” of the event. Brooke Yarborough has co-chaired the event for several years and has been meticulous with feedback to improve the experience each year. She also discussed how the entire Friends community is so supportive. This year many former members of the Friends community helped by volunteering at the event. She also thanked the many Dover-Sherborn High School students who were so incredibly supportive and inspiring. She also thanked Liz Anderson and Jen Carlson and everyone at Town Hall who helped with so many details in the event. Plans are already in the works for next year and one consideration for the event is a Young Entrepreneurs Area.

Upcoming events:

- June 1, 9-11am: Welcome Committee Playground Social
- June 26, 6:30-8:00 pm: Summer Concert Series, Roy Scott Big Band
- July 10, 6:30-8:00 pm: Summer Concert Series: Hank Wonder
- July 17, 6:30-8:00 pm: Summer Concert Series: Group Therapy
- July 24, 6:30-8:00 pm: Summer Concert Series: The Wolff Sisters

Brian said at the June meeting, we need to recognize Irene Saranteas Bassalee for all her work with Friends. He also recognized Amy Van Langen for all her work on Friends and her incredible community spirit.

Trustees Officers and Committee Assignments 2024-25 (Brian Connolly)

Seth Molloy has offered to assume the position of Secretary on the Board of Trustees.
Chair called for a motion to approve Seth as Secretary.
Sue Lepard Motioned. Frank Orlando Seconded. Unanimous Approval.

Frank Orlando will continue as Treasurer for another term. Tom VanLangen will support him.
Brian Motioned to approve Frank as Treasurer. Mary McKenna Seconded. Unanimous Approval.

Brian will continue as Chair for another term.
Sue Lepard Motioned to approve. Frank Orlando Seconded. Unanimous Approval.

Erin Carroll is not at the meeting but, Brian hopes to have her stay on the Personnel Subcommittee.

Sue Lepard would like to move to the Policies and Procedures Subcommittee.

Chris Kenney will stay on the House/LBC Subcommittee.

LBC/House (Chris Kenney)

LBC 5/6/24 Mtg Update

- a. Invoices and Requisitions
 - a. None
- b. Project update
 - a. Flashing
 - i. SK reported flashing was addressed after skylight repairs, verification test pending next rain storm
 - b. Budget
 - i. Minimal invoice for legal services submitted for payment
 - ii. Invoices for punch list work for the elevator and door fixes to be submitted to Town for warrant
 - 1. LA to share with LBC
 - c. LEED/Green Incentives
 - i. Manifests from Casella forwarded to BAA
 - 1. CK to follow-up with Rich Ryan on status of certification submission **(subsequent to mtg, RR responded on 5/9 that BAA forwarded the information to NV5 to update the LEED online application, NV5 to enter the info early on w/o 5/6, BAA anticipates an update w/o 5/13)**
 - d. Muralist
 - i. Equipment mobilized
 - ii. Draft feedback provided, LA to share updated draft with LBC
 - 1. M. Moore to respond re: video recording process.
 - e. Fixtures, Furnishings, & Equipment (FF&E)
 - i. Written quote from cabinet maker for cabinet doors for trustee room pending.
 - f. Historical Society Space
 - i. Town Meeting approved funds, pending a Town vote,
 - 1. The Select Board would hire an architect to advance the concept through construction documents that could be used to obtain construction costs.
 - a. concept sketches to be shared with the LBC.
- c. Next LBC mtg on 6/3 at 6pm

Chris made a Motion for the Trustees to approve and authorize the equipment purchase for the Teen Librarian on the second floor. \$2900 would be approved, using funds from the Finishing Touches for the Library Building project. This allows the Teen Librarian to work upstairs to monitor teen activity and continue library work at the same time. Frank Orlando Seconded. Unanimous Approval.

Frank asked if the Library has a contract with the muralist and a draft of the sketch. Chris said we have a contract and a sketch and are waiting for a second sketch. Funds for the mural were from Friends, who gifted Trustees with \$20,000 to cover the costs of the mural.

Chris said House Meetings have resumed weekly to address the punch list items in the Library. These include acoustic issues in the Tree House space and the Circulation area. Liz and Chris will have a list assembled and prioritized to meet with Jeremy Marsette and Sean Killeen.

Personnel (Brian Connolly)

Liz’s contract is coming up for renewal. Other positions in Town have a three-year contract. Brian talked with Town Administrator Jeremy Marsette about making Liz’s contract a three-year contract. The notification period for Liz’s contract if she were to leave is 60 days. Other contracts have 30-day notification periods but Liz is so instrumental that 60 days is the ideal period for a smooth transition. This will come up at the June meeting for approval.

Finance (Frank Orlando)

Financial update

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

Endowment activity

	April 2024 (\$)	Year to date (\$)
Opening account value	\$2,848,770.58	\$2,660,378.28
Withdrawals and fees, including investments transferred out	-5,111.03	-9,869.60
Dividend and interest income	2,658.75	19,882.57
Change in value of accrued interest	1,734.60	-632.75
Change in market value	-92,382.36	85,912.04
Closing account value	\$2,755,670.54	\$2,755,670.54

	April 2024 (\$)	Year to date (\$)
Opening account value	\$181,905.71	\$181,632.46
Deposits, including investments transferred in	0.00	500.00
Withdrawals and fees, including investments transferred out	0.00	-2,242.52
Dividend and interest income	662.18	2,677.95
Closing account value	\$182,567.89	\$182,567.89

- The town held funds: April ENDING STATEMENT VALUE: \$111,569 down \$1,074 from \$112,643.22

Annual Richard Saltonstall Charitable Foundation Report

- Due 60 days after FY ends
- Working on updating template from previous year based on gift agreement



Endowment Management

- The endowment has about 18 trusts to track
- Each have various differing restrictions
- This was not a problem when there were very few transactions.
- Almost impossible to track manually now with the volume of transactions, as Liz and I can attest.
- I would recommend we investigate Endowment tracking software to insure we stay in compliance with the trusts restrictions

LEEDS/Grants

- Leads
 - Liz and I 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
- Eversource – full rebate received

- **State Grants**

MBLS Green (LEEDS)	Projected	\$ 72,672.00
Eversource	Received	\$ 38,733.00

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	\$ 71,015	2.9%
2025	\$ 2,309	\$ 74,353	\$ 76,662	8.0%

FY 25 Budget

- Budget approved
- Town Meeting: April 23, 2024 - Passed

House Subcommittee

- Establishing weekly meeting to address the Punch list and finishing touches
- Will prioritize list at LBC
- Submitting to Trustees for approval
- Schedule work for town oversight

In 2021, there were 4 amended gift agreements with the Richard Saltonstall Charitable Foundation. They manage 4 different endowments for the Library. Each has a different spending policy. The Library is

doing a report for each of those endowments and submitting it to the Saltonstall Charitable Foundation Trustees. They require it 60 days after the fiscal year. Going forward, this will serve as a template for reporting each year. These reports include Library activity so the Foundation can understand all that is going on at the Library.

In the process of this reporting, some consideration is being given to some Endowment Management software to keep better track of this and to stay in compliance for reporting not only to the Foundation but to the Town. A possible vote on that will take place at the June meeting.

For landscaping expenses, edging and weeding completed for the Arts and Crafts Fair will be split with the Weezie Foundation and operating budget. For the steps from Town Hall to the Library, Sean thought this may be completed during the construction on the road over the summer months. Road area will be closed June 17 through August 20.

Liz will shortly be obtaining a second quote for tree work on the Library.

Technology (Frank Orlando, Liz Anderson)

Liz met with a company last week for a webinar to have a scanning station at the Library with a large flatbed scanner. She's going to look into that and other print management options. Several other Minuteman Libraries use this company. The Library is looking into these options.

Staff Development Day on May 20 went very well. Brendan Waldron provided instruction for the staff on technology and AV equipment. That was very helpful.

Planning & Policies (Mary McKenna, Tom VanLangen)

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 May 21, 2024 Trustees Bd Mtg:

Minor update per Town Council:

- 1) Material Selection Policy
 - Add *'The Library Director's decision may be appealed within 30 days to the Board of Trustees; the Board's decision will be final.'*

2) Request for Reconsideration Form

- Add *'The Library Director's decision may be appealed within 30 days to the Board of Trustees; the Board's decision will be final.'*

3) Suggestions from Town Counsel have been added to:

Programming & Displays Policy

The Material Selection Policy was reviewed by Town Counsel. The Library Director's decision may be appealed within 30 days. The Board of Trustees will be final with no set time on it.

The Request for Reconsideration Form was also reviewed by Town Counsel, as well as the Programming and Displays Policy.

Sue asked if, for the Material Selection Policy, what the final vote for the Board of Trustees must be for a final decision. Brian said there was no need for a specific vote, we will maintain existing governance with a majority. Frank asked about a Selection Policy if there is anything in the policy that identifies where something should or should not be displayed. Liz said that will be addressed in the Displays and Signage Policy. Tom said he thought something had been added to the Request for Reconsideration Policy. Liz also said that the Trustees should remember that school library policies are different from public library policies. Chris said that our policy has been to stay within the guidelines of the American Library Association (ALA) which is based on best practices and suggested that we continue to follow that.

Mary requested a Motion to approve the addition to the Material Selection Policy.

Chris Kenney Motioned. Frank Orlando Seconded. Unanimous Approval.

Mary requested a Motion to approve the Request for Reconsideration to add the overreach that is displayed on the slide. Sue Lepard Motioned. Chris Kenney Seconded. Unanimous Approval.

In June, the Planning and Policies Committee will present the draft of the Displays, Promotional Signage and Exhibits Policy.

Mary requested a Motion to approve for the Programming Policy.

Sue Lepard Motioned. Frank Orlando Seconded. Unanimous Approval.

The timing for enacting a Display policy is relevant as there was a request to display a political sign during the Arts & Crafts Fair.

Library Action Plan FY 24 & FY 25 (Liz Anderson)

Liz provided an update on the Action Plan for Fiscal Year '24. Liz has a few things she proposes to move to the next fiscal year. She would like to have more work done on staff acknowledgement and suggested we should find ways to highlight staff members. It was suggested that individual Trustees could attend

different Library staff meetings. Frank suggested that individual staff members join a Trustees meeting to share what they're working on with the Trustees.

Library staff members went on a field trip to the Wellesley Library, Wellesley Fells Branch and to Bloom and Grow Creative in Natick which is doing similar things to libraries with innovative play. There were so many ideas gathered for signage to incorporate with shelving in particular.

Research was done on the Roku but it was not a good fit with the streaming services. So the Library will hold off on this for the time being.

Library is working with the History Center on material duplication and most of that area will move to the next fiscal year.

In program offerings, Liz would prefer that the staff be more involved in program offerings for the next fiscal year. Departments will set their own goals to make the development of the Action Plan for next fiscal year more collaborative.

In discussion with the Policy Committee, it was decided to put fee-based rentals on hold. For after-hours events, it was determined to hold off on asking staff to stay late for an overnight event. The Policy Committee recognizes that so much is currently being asked of the Library staff.

More work needs to be done on the website for next fiscal year to improve it.

Safety and Security Manual will be a project for next fiscal year. The staff has requested staff development and training on this topic

Liz will put the Action Plan together for Fiscal Year '25. She will ask the staff for input at the June Library Staff Meeting. By the beginning of the fiscal year, the Library will then have a draft ready. For the state, the Action Plan must be uploaded by December. Although December is the deadline, Liz and the Library staff will be working to complete this well ahead of the deadline.

History Center (Brian Connolly, Chris Kenney)

Brian congratulated George Fiske on having Question 8 pass at the Town Meeting and Town Election. Brian said George made a strong presentation before the Town Meeting, which received a strong endorsement. Brian asked George what the Trustees can do to help move the process forward.

George thanked Brian for his support at the Town Meeting. George scheduled a meeting with Town Administrator Jeremy Marsette following the election. George would like to see the process move ahead in a timely manner and learned that Jeremy is working on a template for RFPs. Jeremy agreed to get some input from David Fixler and Phyllis Halperin, the architects who worked on the initial draft of the plan. George thinks David and Phyllis would be helpful in identifying some prospective architects who

would be helpful with this. Jeremy indicated that he would like to appoint a small committee, with representation from the Library and History Center, to be included on that committee. George wants to confirm that the name of the new center will be the Sherborn History Center and ultimately, the Sherborn History Center and Museum.

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

Jen Carlson reports that the Library has a student who is a Dana Hall School student and Sherborn resident who is doing her senior project with the Library. She has been a great addition.

The Library had a program with the Tree Warden, Brian McSweeney, who came in to meet with elementary students on the importance of trees, how to identify trees and gave each student Fraser Fir seedlings. It was a great program and the Library hopes to do it next year for Arbor Day.

Summer Reading Program kick-off is June 1. Talewise will be coming in to do science experiments. There will be snacks and sign-ups.

The Library is looking at a mobile Makerspace 3D printer cart. A presentation was made to Friends of the Sherborn Library. It will be purchased with the grant Friends received from Middlesex Savings Bank.

The Mobile Makerspace cart will offer easy storage, reach a large age range and will be flexible to integrate into various programs. In addition, a mobile cart is a good way to start versus a Makerspace room because equipment/technology will possibly become outdated over time. Teen Librarian Quincy Knapp has been instrumental in gathering information on this.

Library is down another staff member. Library Building Attendant Alfredo is moving out of state. His job has been posted. Liz may reach out to Erin to explore ideas on how to find applicants. Since he left, Library staff realizes how much he has supplemented the work of the cleaning company. Library has recently been unsatisfied with the cleaning company's work. Issues have been reviewed with them. If they don't get resolved, may need to explore other options.

Lessons from the Arts & Crafts Fair: porta potties and maintenance people needed to be on hand for next year.

Art gallery lighting has been installed in the Community Room as part of the Friends' Renovation Fund for finishing touches and regular funding allocations from Friends. Chris Kenney asked who chooses the artwork that is on display in the Community Room. Liz said it is a member of Friends who selects the art work. Liz said there is currently a controversy in Newton related to artwork displayed in the Library, but said that it may be worth considering establishing a policy or committee for artwork displays in the Library.

Library staff went to the MLA conference and it was great.

Frank asked if the Library is going to provide an update at the end of fiscal year. Liz said the update will be forthcoming with similar infographic and details, as presented last year.

Vote to Adjourn: 9:27 pm. Frank Orlando Motioned. Mary McKenna Seconded. Unanimous Approval.

Next meeting of the Library Trustees will take place Tuesday, June 18 at 7:30 pm.