

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, November 21, 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 7:33PM

Brian Connolly (Yes), Thais Bessa (Yes), Erin Carroll (Yes), Chris Kenney (Yes), Sue Lepard (Yes), Mary McKenna (Yes), Seth Molloy (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:38 PM

Trustees Participating

Brian Connolly (Chair)

Thais Bessa

Erin Carroll

Chris Kenney

Sue Lepard

Mary McKenna

Seth Molloy

Frank Orlando

Tom VanLangen

Other Participating

Liz Anderson (Library Director)

Pam Dowse (Interim Town Treasurer)

Sean Killeen (DPW)

Margo Powicki (Landscaping)

Deb Sieftring (Finance Director)

Chelle Subber (Advisory Board)

Jeff Waldron (Select Board)

Chair's Report (Brian Connolly)

Chair motioned to approve minutes from October 24, 2023 Board of Trustees meeting.

Thais Bessa Moved. Mary McKenna Seconded. Approved Unanimously.

Entering town budgeting cycle process. There are no capital budget items for the Library for FY 2025.

On the operating budget, Liz and Frank are working on it. Brian is joining Liz for a meeting with Town Administrator Jeremy Marsette on December 12, 2023, to review the budget.

Library set to present the budget detail to Advisory on January 24, 2024.

The Advisory Board public meeting is scheduled for March 16, 2024. Those are the milestones for the operating budget process.

Brian wanted to respond to Mary's question about the role of the Library Trustees in the build out of the Sherborn Historical Society space in the Library.

He referenced the by-laws on the duties of the Board of Library Trustees.

"The Trustees shall have the custody and management of the Library and all property owned by the Town pertaining to the Library. The Trustees shall be responsible for all monies appropriated by the Town for the Library and for all money or property received by gift or bequest to the Library."

In summary, we have custody of the building. The Historical Society build out is not a Library funded project but clearly the Trustees need to be engaged as we have been under Chris Kenney's leadership. As it moves forward, we will continue to weigh in on the project.

Library Trustees' by-laws were updated in 2018. Brian will circulate the document to the Trustees to make sure everyone has seen them to make sure they are up to date on the role and responsibilities of Library Trustees.

Brian attended the Sherborn Sustainability meeting with MassSave in the Community Room. It was fantastic to be there for an evening session on the subject of energy conservation. Roger Demler from the LBC reminded the Sustainability Coordinator that the Town has 20 or 22 heat pumps in the Library building.

There was also on November 14th, there was a Contractors Showcase so Dorothy Von Herder, Sustainability Coordinator has been leveraging the Community Room space very effectively.

To respond to Seth's request to do an in-person meeting, Brian would like the Trustees to meet in person for the January 16, 2024 meeting.

FOTSL Friendsgiving on Saturday, November 18th, was a great success. It was held in the Library and it was a great event. Over 100 tickets were sold so it raised a lot of money. The event in the Library was fantastic. The Friends, as always, did an incredible job, as always.

House/Library Building Committee (Chris Kenney)

LBC 11/6/23 Mtg Update

a. Invoices and Requisitions

a. BAA 2023-09 (thru Sept) for the amount of \$13,110

i. Bulk of the costs related to GC errors (Skylight, 6.9 line)

1. Request made for BAA field reports, back-up for time in the field

a. LBC voted to approve

b. BAA 2023-10 (thru Oct) for the amount of \$16,755

i. Majority of the BAA time spent on the 6.9 line

1. LBC voted to approve

b. OPM Progress update (CHA)

a. Leak at Skylight

- i. Retest with Weiss Janey & Intertek occurred on October 9th.
 - 1. Unable to recreate the leak with the standardized test, but able to check the box that the work has been completed, has passed the test, and has been approved.
 - a. CHA awaiting final report and will distribute when received.
- b. Water intrusion at 6.9 line
 - i. Large milestone achieved, Phase 1 work D to E and E to F lines, entrance to the vestibule at the connector and the first storefront window bay
 - 1. Waterproofing work and the back filling has been completed, compaction testing during backfill was successful per the reports.
 - 2. The patio concrete slab has been placed and topping material subbase was provided for the bluestone pavers to be installed.
 - a. Discussions have begun regarding water testing of reinstalled storefront as to the type of test and when to complete.
 - ii. Phase 2 work was anticipated to begin week of 11/6
 - 1. This involves closing the entrance to the children's wing from the patio and below the adjacent storefront window bay.
 - a. Excavation to investigate to find sound waterproofing to tie into will follow.
- c. FF&E items
 - i. Liz reported COR returning to site 11/7 finish install of missing desk, shelves in the work room.
 - 1. Liz explained she has finished paperwork for the insurance claim for the damaged couches from WB Mason, reorder pending insurance settlement response
 - a. Meyer received these at their warehouse without any covering or protection.
 - i. Wooden backs were chipped and the velvet upholstery was damaged.
 - 1. Meyer's settlement offer was only \$2,500 based on the weight of the item per their policy.
 - a. These couches cost \$10,000 to replace so they were claimed on the Town's insurance policy
 - b. Delay with the replacement an issue as these these were funded through a donor
 - c. Questions were asked about when did the furniture consolidation occur, how they were received, and how long the items were in storage.
 - i. It was noted Meyer moved warehouses during this time period.
 - b. Discussion regarding reorder pending.

- i. Suggestion made to reach out to the manufacturer and consider re-upholstery.

Liz reported that she just heard back from the insurance company and the company determined they would cover the majority of the couches, approximately \$7500. They are also going to pursue Meyer to get the \$2500 deductible as well. W.B. Mason is sending the Library a sample of the couch material so the order can be put in process.

d. LEED/Green Incentives

1. Rich Ryan provided an update of the status of the LEED certification
 - a. NV5 working with the contractor on the information, update anticipated at next LBC meeting.
 - i. NV5 working with GreenBuild on length of extension, no date identified.
 - ii. Scorecard points for design and construction items being considered.
 1. Obtaining contractor responses remains a concern.
2. MBLC contact for incentives not responding to outreach
 - a. Liz to reach out to Town's liaison for help.

Next LBC mtg on 12/6

Finance Subcommittee (Frank Orlando, Liz Anderson)

Liz shared the draft of FY 2025 Library operating budget. She met with Frank and Deb Siefring to review.

Specific details she highlighted on the draft are:

-Advisory Committee voted to have a COLA of 3.5%

-Due to the amount of days worked in the Library, last year, the Library had 2080 hours. This year will be 2088 hours which makes the COLA go up to 3.9%. This is not over budgeting on the COLA.

Some changes made are reflected in the budget draft.

-New Circulation Supervisor position, who will make a little more and work a few more hours weekly.

-Assistant Director position has been increased so that is the adjustment with the increase in COLA.

-Junior Assistant earnings have been reduced. Reduction in Junior Assistant salaries were shifted to Circulation Supervisor and Assistant Director increases.

-This year is the first year for longevity. There are 2 employees on the staff who have worked between 4 and 9 years so they receive \$500 each.

Tom asked if Liz will be hiring the new Assistant Director at the same salary as before. Liz confirmed that in advertising for the new position, the salary reflects the recent increase.

Back in FY 2022, utilities were moved to the Town's budget so it is no longer in the Library's budget. Since telephones are now incorporated with the Town, that budget item has also been reduced from last year.

The number in the budget for Computer Online Services and Film & Books. Those two numbers combined are required to be 16% of the overall Library budget in order to remain a certified Library, as required annually by the Massachusetts Board of Library Commissioners and the state. It also must be a 2.5% increase over the average of the last three years for the overall budget as well. Liz reports that the Library is converting to buying more online resources and ebooks, for which demand continues to increase.

Liz said the Library's aim is to have the budget at 0% increase for the expenses. The Advisory Board's goal is for budgets to be at 0 or below 0 from last year to this year. Reductions have been in the building and maintenance equipment areas, as well as the phone. The move back to the Library building from the Community Center has helped, as there is no longer rent to pay.

Frank asked if the Town's goal of 0% increase from last year, if that is non-salary. Liz confirmed that it is non-salary. Chelle Subber confirmed that as well. Frank asked if there is a target for mill rate year over year. Deb Siefring said the mill rate will be set at a later date, based on determining and fluctuating factors at that time.

Chris said even though we are not paying for electricity and heating fuel costs, we should be tracking those costs to make sure the building is being efficiently operated. Liz agreed and said electricity costs are much higher than anticipated. Frank asked how the Library's bill for those costs compared to other Town buildings. Sean said the Library is significantly higher than Town Hall. Seth suggested that the real numbers be examined so we know what energy is being consumed.

Liz said they will be meeting with Finance Director Deb Siefring and Town Administrator Jeremy Marsette on December 12. There will be a vote by the Trustees on the budget on December 19. The Advisory Meeting is on January 24. March 16 is the Saturday Advisory Hearing.

Liz will also be meeting with Frank and Brian to discuss the Endowment subsidy. In the past, the Trustees have gifted the Town with a portion of two endowments. They will be meeting to discuss the recommendation they will be making. Last FY, it didn't go back to the Town during operating season but went to the construction project. Brian confirmed this recommendation will be brought back to the Trustees. The amount is approximately \$65,000. In the past it went to the general reserves of the Town as an offset to the construction budget. Now that construction is nearly complete, the Trustees need to revisit how those funds should be designated. The primary endowment, the Saltonstall one, was meant to be an offset to operating expenses.

Liz said the financial report was filed over the summer. We will be in the second round to receive our state aid reward in the winter. One portion is received in the fall/winter and the next in the spring. Liz will provide updates when she has them.

Frank suggested Liz talk about other grants received that offset the budget.

Liz said that because the Library is certified and must provide the reporting due to that, the Library receives 2 separate checks. Last year, the Library received approximately \$7,000. It is in an account with the Town at a total of \$17,000 approximately. This is another item to consider for discussion about capital expenses—discussed by the House Committee—such as security cameras or card readers. Liz needs to research further to determine how those funds can be used. The House Committee group has

been meeting once a month and has established a list of priority items. Among items being discussed are tree services. Frank asked if it goes into a revolving account. Deb Siefring said it is called a Special Revenue Fund

| Account Number | Account Name | FY21 Actual | FY22 Actual | FY23 Actual | 3 Year Avg | FY24 Budget | FY25 Bud Request | 2025% over 2024 |
|----------------|--|--|----------------|----------------|----------------|----------------|------------------|---|
| 610 | 010-610-5110-00000 LIB Library Director | 100,504 | 102,514 | 109,820 | 104,279 | 104,500 | 108,576 | 3.90% |
| 610 | 010-610-5111-00000 LIB Childrens Librarian | 56,850 | 10,982 | 34,468 | 34,100 | 62,754 | 65,208 | 3.91% |
| 610 | 010-610-5112-00000 LIB Tech Svcs Librarian | 35,532 | 36,227 | 37,675 | 36,478 | 39,221 | 40,755 | 3.91% |
| 610 | 010-610-5113-00000 LIB Senior Assistants | 30,879 | 33,484 | 41,068 | 35,144 | 62,840 | 48,978 | -22.06% |
| 610 | 010-610-5114-00000 LIB Junior Assistants | 8,330 | 5,447 | 5,560 | 6,446 | 18,938 | 6,888 | -63.63% |
| 610 | 010-610-5115-00000 LIB Circulation Supervisor | 0 | 0 | 0 | 0 | 0 | 22,966 | 100.00% |
| 610 | 010-610-5116-00000 LIB Youth Services Librarian | 1,743 | 57,963 | 60,281 | 39,995 | 62,754 | 65,208 | 3.91% |
| 610 | 010-610-5118-00000 LIB Public Services Librarian | 56,850 | 58,522 | 43,018 | 52,797 | 62,754 | 71,326 | 13.66% |
| 610 | 010-610-5119-00000 LIB Student Helpers | 8,574 | 14,501 | 20,294 | 14,456 | 14,548 | 15,116 | 3.90% |
| 610 | 010-610-5190-00000 LIB Longevity | 0 | 0 | 0 | 0 | 0 | 1,000 | 100.00% |
| | Total Salaries | 299,262 | 319,640 | 352,185 | 323,696 | 428,309 | 446,021 | 4.14% |
| 610 | 010-610-5210-00000 LIB BLDG Electricity | 2,995 | 0 | 0 | 998 | 0 | 0 | 0.00% |
| 610 | 010-610-5215-00000 LIB BLDG Heating Fuel | 3,242 | 0 | 0 | 1,081 | 0 | 0 | 0.00% |
| 610 | 010-610-5240-00000 LIB BLDG Maintenance Equipment | 29,948 | 38,969 | 53,938 | 40,952 | 31,425 | 29,425 | -6.36% |
| 610 | 010-610-5306-00000 LIB BLDG Computer Tech Support | 1,620 | 4,798 | 560 | 2,326 | 500 | 250 | -50.00% |
| | | | | | | | | *We could probably get rid of this since we are now using Klaus |
| | | | | | | | | *On average we're now using about \$460 per month on phone now that we're settled in the building, I added a buffer of about \$500 in case that goes up |
| 610 | 010-610-5340-00000 LIB Telephone | 2,982 | 7,809 | 6,879 | 5,890 | 7,610 | 6,000 | -21.16% |
| | | | | | | | | *This is the 16% increase with the films, books that the MBLC requires |
| 610 | 010-610-5342-00000 LIB Computer Online Services | 29,402 | 51,935 | 40,565 | 40,634 | 29,624 | 40,000 | 35.03% |
| 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 | 22,909 | 23,278 | 28,886 | 25,024 | 26,214 | 26,968 | 2.88% |
| | | | | | | | | *Still waiting for official # from MLN |
| 610 | 010-610-5420-00000 LIB Office Supplies | 4,559 | 3,982 | 4,535 | 4,359 | 4,600 | 4,600 | 0.00% |
| 610 | 010-610-5421-00000 LIB BLDG Supplies & Materials | 1,019 | 7,661 | 3,679 | 4,119 | 3,347 | 3,347 | 0.00% |
| 610 | 010-610-5422-00000 LIB BLDG Water | 180 | 236 | 520 | 312 | 620 | 620 | 0.00% |
| 610 | 010-610-5585-00000 LIB Films Books Etc. | 48,836 | 44,562 | 53,178 | 48,859 | 67,163 | 59,569 | -11.31% |
| | | | | | | | | *This is the 16% increase with the films, b |
| 610 | 010-610-5710-00000 LIB Travel/Lodging/Meals | 0 | 0 | 0 | 0 | 300 | 300 | 0.00% |
| 610 | 010-610-5730-00000 LIB Meetings/Seminars | 668 | 350 | 0 | 339 | 433 | 433 | 0.00% |
| 610 | 010-610-5742-00000 LIB Insurance Bonds | 274 | 0 | 0 | 91 | 572 | 572 | 0.00% |
| | Total Expenses | 152,833 | 187,781 | 196,940 | 179,185 | 176,608 | 176,284 | -0.18% |
| | Total Department Expenses | 452,095 | 507,420 | 549,125 | 502,880 | 604,917 | 622,305 | 2.87% |
| | Books, Media & Computer Online Services | | | | | | | |
| | | The sub-total of \$99,569 (\$40,000) for books, media and (\$59,569) online services represent a proportionate 16% of the Library's total FY25 municipal operating budget request of \$622,305. The amount requested is based on a funding formula regulated by the Mass. Board of Library Commissioners that requires public libraries to meet common standards for certification, as detailed in MGL Ch.78, S19 A&B, and in 605 CMR 4.01. Participation in the library certification program results in not only a return to the Town of approx. \$6,500 or more in state aid each year, but supports reciprocity between libraries for the citizens of Sherborn to access the Minuteman Network and the open library system, interlibrary borrowing privileges, and savings resulting in access to regionalized services that add efficiencies. Library certification is required for construction grant funding eligibility. | | | | | | |
| | Library Utilities | | | | | | | |
| | | In FY22, the Library reconstructed its budget and moved \$30,084 in fuel and electricity utilities to the Town Buildings budget in anticipation of moving back into the Library and energy aggregation. The Library will evaluate the funding for the Library's utility budgets in the Town Buildings budget for FY25, and discuss any necessary adjustments with the Facilities Manager | | | | | | |

Technology (Frank Orlando, Liz Anderson)

White screen has not been ordered. Liz reports there have been a few issues with the projector. Brendan Waldron has been assisting with repairs. Feedback has been received that the white board in the Trustees' Room is too reflective. Brendan has made recommendations on screen replacement. Liz said a huge thank you to Frank, Brendan and Klaus. Jeremy Vignaux has helped with phone system repairs and the customer experience is much better.

Historical Society (Brian Connolly, Chris Kenney)

Architect David Fixler has done a great job completing drawings and making adjustments based on feedback. CHA, project management firm, has been asked to do an estimate on those designs. The estimate is expected in approximately 3 to 4 weeks. That will provide the Historical Society, Trustees and

Town a sense of what the cost will be for the build-out. This should fit in with the capital budgeting process currently underway. The Library does not have any capital budgeting requests. There is likely to be a capital budgeting request being sponsored by the Town or the Select Board to build out the Historical Society space in the basement of the Library.

Chris Kenney said the designs shared with the Trustees is the information the cost estimator has received.

Mary McKenna asked if the Historical Society will have a special place for the 350th celebration since the build out is unlikely to be complete by then. Liz reports that the 350th Committee that is co-chaired by Abby Fiske and Heidi Doyle has been reaching out to the Library. The Library has offered a monthly space for a variety of lectures throughout the year. The Library is offering a space for them to promote what they are doing and the Library expects to participate in some programming as well.

Jeff Waldron said the Committee created a powerpoint presentation about events planned for the whole year, beginning January 1st. It was presented to the Select Board and is available on the Town website. On December 16th, there will be a sale at the Library by different boards and committees. On January 1st, there is a hike planned with snacks planned following the hike. A firewater event, with floating electric lanterns, is planned at Farm Pond. Brian said the committee has their own website. Jeff said he briefed Senator Rebecca Rausch about it.

Library Director's Report (Liz Anderson)

Liz reports she offered the Assistant Librarian job to Jen Carlson. She has been in the library world for over 11 years. She will be attending the next Trustees meeting in December.

Liz has made great progress on the Tech Library Assistant job and expects to extend an offer during the week of November 27. The Children's Librarian will be the next position to be filled. Liz reports there has been a great pool of qualified candidates and the adjustment made to the salary has contributed to that.

Quincy applied for a small libraries grant for towns with a population under 10,000, so she will be attending the Public Library Association Conference in Ohio next year. The grant will cover her conference fee, travel and accommodations. Staff attendance at conferences has been a goal of the Library so this is good progress.

Coffee is available in the Library. A Keurig machine is available for self-service and is being well received.

Liz gave a shout out to recognize her incredible staff as the calendar events are extensive and ongoing. She is so pleased at how often the Library is used for community events. Liz also gave a shout out to Friends for all they do for the Library.

Seth asked if there was progress made with the keys for access to the Library after hours. Liz said there needs to be a meeting with the elevator company to determine how a time schedule can be put in place. Once the punch list is complete, this possibility can be discussed. Liz also thanked the Trustees for their support.

The next meeting of the Trustees is scheduled for Tuesday, December 19, 2023.

Vote to adjourn 8:41 pm.

Frank Orlando Motioned to Adjourn. Seth Molloy Seconded. Unanimous Approval.