

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, October 24, 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

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

Return to Public Session 7:44PM

Trustees Participating

Brian Connolly (Chair)

Erin Carroll

Chris Kenney

Sue Lepard

Mary McKenna

Seth Molloy

Frank Orlando

Tom VanLangen

Thais Bessa

Other Participating

Liz Anderson (Library Director)

Heidi Doyle (Town Treasurer)

Deb Siefiring (Finance Director)

Irene Saranteas Bassalee (Friends)

Martha Mahard (Historical Society)

Natalie Weare (Advisory Liaison/Budget)

Margo Powicki (Landscaping)

Chair's Report (Brian Connolly)

Chair motioned to approve minutes from September 19, 2023 Board of Trustees meeting.

Chris Kenney Moved. Frank Orlando Seconded. Approved Unanimously.

Friends of the Sherborn Library (Irene Saranteas Bassalee)

Trunk or Treat event is scheduled for Saturday October 28. Expecting a nice day and a good crowd.

Suggested donation is \$5 for each participating child but mostly a free community event.

Friendsgiving Fundraiser is planned for November 18, at the Library. Tickets are on sale now for \$75 per person. It will feature appetizers, cocktails and live music. Annual Appeal will go out soon after.

House/Library Building Committee (Chris Kenney)

LBC 10/2/23 Mtg Update

a. Invoices and Requisitions

Superior Communications Services invoice #8698 for work completed in August in the amount of \$3,821.89

- i. Work involved change order scope for Backbone Between MDF and IDF, Elevator Control Cable, and approved base contract work balance for IT Cabling LABOR, Wireless Access Points LABOR
 - a. TG (CHA) to send emails for back-up on final invoice
2. LBC voted to approve

b. OPM Progress update (CHA)

- a. Leak at Skylight
 - i. All work completed
 - ii. Retest scheduled for 10/9 with Wiss Janey & Intertek
- b. Water intrusion at 6.9 line
 - i. Excavations ongoing,
 1. D-E line, excavation at bottom of footing, Debrino to be on site to review conditions
 2. E-F line, Additional depth of excavation required, Debrino to be on site w/o 10/2 to install waterproofing
- c. FF&E items
 - i. WB Mason items shipped to warehouse 10/2
 - ii. COR outstanding items scheduled for delivery 10/18
 - iii. Trustee Rm - Video conf equipment installed, 1st hybrid meeting successfully held
- d. LEED/Green Incentives
 - i. Extension request approved by GBCI
 1. \$70K estimated costs
 - a. CHA tracking admin costs for filing
 2. Application process with MBLC is complete
- e. Mural
 - i. Muralist back in Town
 - ii. Draft letter of agreement developed
 - iii. Muralist will be providing pre-work panels for review prior to starting work
 - iv. Images to be shared within the next several weeks.

Liz suggested that the Trustees should vote on the letter of agreement and to allocate the funds to muralist Rob Evans. Liz provided background on the history of the mural in that Friends allocated the funds \$20,000 for the mural to be completed and those funds had been transferred to the Trustees in a UBS account. Chris agreed that a vote would be advisable. Liz also said the Interior Design committee of

the LBC (SLIC) and library staff have met with Rob to go over the mural concepts and ideas. The SLIC is supportive of the project, Brian said that we are still hoping to get Dover Sherborn TV to do some filming on the mural production. Frank requested a review of payments to the muralist. Liz reported that Rob has received \$3,750 in 2017. Structure of payments for the remaining funds is one-third upon completion of the designs, one-third upon 50% completion of the mural and then one-third upon full completion of the mural, for a total of \$20,000. Liz said there has been discussion to reconsider the mural location in the Library and possibly adding some interactive elements to the mural in the Treehouse area which would incorporate furniture elements and other details.

Chris Kenney made a motion to approve the agreement letter dated 10/17/23 for Rob Evans, the muralist to complete this work. Motion was seconded by Frank Orlando. Unanimous approval.

Next LBC mtg on 11/6

Landscape Committee (Chris Kenney, Liz Anderson)

Mary Moore was not present at the meeting but Chris Kenney provided an update on the stairs. Town Administrator Jeremy Marsette said that the engineering firm, Hancock Associates, gave an update and they intend to submit the bid plans and bid specs by the end of the week of 10/30.

Liz reported that Mary is planning to share some recommendations from Hadley for some next step for Phase 2 of the landscaping project. She is still collecting bids for the maintenance as bids are coming in higher than expected so they are considering refining the scope of the work to keep the budget in the \$10,000 range, as previously discussed.

Planning and Policy Committee (Mary McKenna, Tom VanLangen)

Tom VanLangen reported that the Children in the Library Policy and the Photography/Filming in the Library are ready to be brought to a vote by the Trustees.

Brian had shared the updated draft of the Photography/Filming in the Library policy with the Trustees prior to the meeting, after it had been reviewed by Town Counsel.

Liz suggested that the timing and need for a Children in the Library Policy is essential for clarification for parents and caregivers of children attending Library events.

Sue Lepard asked if non-commercial photography, used by a person or group for disruptive means, is protected by First Amendment rights or does the Library have any rights to restrict it.

Tom said the policy says patrons cannot interfere with library operations or disturb members of the public and cannot record minors. If there is a disruption to the environment or operations we would have cause to employ the policy.

Sue also questioned if there was currently a state law against banning books bans in MA, similar to the state policies recently enacted in Illinois and California.

Seth said he recently went to the recent MBLC Trustees Orientation in Shrewsbury. He said book banning was discussed but no proposed legislation. Seth said their suggestion is to have a policy in place.

Brian said, with regard to the changes made by Town Counsel Chris Petrini on the Photography/Filming in the Library, they were made to protect the Town legally from a First Amendment audit by a citizen in public buildings. He says the language strengthens the Library's position.

Liz expressed approval for the Town support of the policy as she has learned other town governments throughout the state are not supporting these kinds of policies.

A motion was made by Seth Molloy to accept both the Photography/Filming in the Library and the Children in the Library Policy. Seconded by Erin Carroll. Unanimous Approval.

Finance Committee (Frank Orlando)

Financial update

- Endowment Q3 2023
- LEEDS
- Our meetings with the Town officials has reverted to bi-weekly
 - Our monthly burn rate has slowed – mostly legal fees
- FY25 Budget Planning

Endowment activity for Q3 2023

- Market Value/Div/Interest **-\$81,147**
- Donations ~ \$400

LEEDS Grant – It's complicated

- Liz and Tom have been working with the Architect
- Original LEEDS has expired, Request for extension is still awaiting approval?

MBLS Green	Projected	\$ 72,672.00
Eversource	Projected	\$ 40,500.00

FY 25 Budget reminder

- Preliminary Planning starts in October
- Capital Budget requests due December 1
- Advisory meeting Dec 12th
- Advisory Planning meeting March 16, 2024

Liz reported that she circulated the Library's operating budget for the first quarter and spending is at 26% to date.

IT (Frank Orlando)

Frank says everything is complete. There was an issue about the Trustees' Room and using the white board as a projection screen but it's not working effectively. Frank has identified a manual pull down screen for Liz to review and consider for purchase that can be mounted on the wall from the ceiling.

Historical Society (Brian Connolly)

Getting momentum. Meeting is scheduled for October 25th. Jeff Waldron and Sean Killeen are getting more involved now that plans from the architect David Fixler are becoming more formalized. Purpose of the meeting on 10/25 is to go through the plans in more detail. Discussions have been held to determine how the Town will fund this project. The Library is giving the space but not funding the build-out. The next steps are to look at the plans, estimate the budget, and then determine the source of funds.

Chris Kenney says following the meeting on 10/25, he plans to share the details of the plans with the Trustees. This is a feasibility study and it's a good time to get feedback from the Trustees.

Library Director's Report (Liz Anderson)

Liz reports that Jess George, Assistant Director, has decided to move to Maine and her last day was the week of October 23rd. She has made many contributions and will be missed.

Colleen, a Library Assistant, is also leaving for a full-time job at Framingham State. Liz has posted the two positions and hopes to have a full staff by the end of November. She was planning to do a Staff Development Day but has decided to postpone that until the Library is fully-staffed again.

Liz is currently in the process of meeting with every staff member and creating goals for the year and she will update the action plan according to those additional goals that each department is going to set. She will share the updated action plan that includes the staff's goals with the Trustees.

Mary asked Liz about interviews for the Assistant Director position. Liz said she has posted the Assistant Director job and reports there is one internal candidate.

The Library staff has been busy with room booking requests. Liz would like to assess how the room booking system is functioning once the Library has been re-opened for one year. Many town departments are using the meeting room, which is wonderful.

To provide some numbers on the activity at the Library, in 2022 there were a total of 38 adult programs. Since July 2023, there have been 60 adult programs. Everyone is working so hard and Liz wants to commend the staff on a job well done.

The Jack-o-Lantern contest from October 24-26. It's the 4th year and it is a really fun community event. Liz wants to thank Friends. They have worked so hard for the Library. The Library presented an updated budget to them for increased programming to support all the activities the Library is doing. They passed their budget this past month. The budget increases the amount that the Library is funded for programming and Liz reports this is a huge help. One of the projects being worked on right now is Friends has received a grant from Middlesex Bank for \$15,000, The Library has proposed putting together a Mobile Maker Cart and programming plans.

Liz also reports that at the end of the last fiscal year in July, the Library of Things collection was increased and it's going really well. There are metal detectors, sewing machines, and karaoke machines to name a few of the things. Any suggestions or ideas for things are welcome.

Miscellaneous

Seth asked if the Trustees will do an in-person meeting in the near future. Frank suggested a hybrid meeting in the Trustees' Room at the Library. Brian agreed it is a good idea, possibly for November or December.

The next meeting of the Trustees is scheduled for Tuesday, November 21, the week of Thanksgiving. Liz is planning to distribute a poll among Trustees to see if that is a good date or if the Trustees want to move the meeting to the week before or the week after.

Seth also reported that he recently attended the MLTA conference and the MBLC Trustees' Orientation and he found it very useful to get Trustees motivated in thinking about the issues.

The next meeting of the Trustees is scheduled for Tuesday, November 21, 2023.

Vote to Adjourn: 8:32 p.m.

Frank Orlando motioned to Adjourn. Mary McKenna Seconded. Unanimous Approval.