

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, September 19, 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), Seth Molloy (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:44PM

Trustees Participating

Brian Connolly (Chair)

Erin Carroll

Chris Kenney

Sue Lepard

Seth Molloy

Frank Orlando

Tom VanLangen

Other Participating

Liz Anderson (Library Director)

Jess George (Assistant Library Director)

Heidi Doyle (Town Treasurer)

Deb Siefring (Finance Director)

Jeff Waldron (Select Board)

Sean Killeen (DPW)

Irene Saranteas Bassalee (Friends)

Margo Powicki (Landscaping)

Chair's Report (Brian Connolly)

Chair motioned to approve minutes from August 15, 2023 Board of Trustees meeting.

Seth Molloy Moved. Frank Orlando Seconded. Approved Unanimously.

During the first week of school Liz and Library staff had approximately 150 Pine Hill students during the heatwave so they could do work in AC.

Thank you to Liz and Jess and the team for doing that.

Summer programming was fantastic. Quality of programming is really impressive.

Compliments to Liz on her leadership in creating programs that reach all parts of the community.

All Capital Budget requests are due December 1.

A capital item for the town is anything over \$25,000 with use of over 5 years.

Brian asks that if Liz and the team or any Trustees have any potential capital budget items we need to submit them by December 1 and we need to be able to defend them at the Advisory Board on December 12.

Friends of the Sherborn Library (Irene Saranteas Bassalee)

Started off fall with the first meeting of the year on 9/14.

The Community Room worked well with a hybrid meeting experience, great technology in room.

Two new board members joined.

First event was the September 9th art show, En Plein Air: Local Nature Scenes by Local Artists.

Next event is the October 1st Fall Playground Meet Up.

Trunk or Treat is on October 21st.

In November, there will be a fall fundraiser. Fundraising team spoke to Liz about possibly having it in the Library.

Irene and Friends Treasurer Courtney Williams will meet with Liz and staff to review library budget needs for the coming year.

House/Library Building Committee (Chris Kenney)

LBC 9/11/23 Mtg Update

a. Invoices and Requisitions

- a. BAA 2023-07 (thru July) for the amount of \$14,365
 - i. Bulk of the costs related to GC errors (Skylight, 6.9 line)
 1. LBC voted to approve
- b. BAA 2023-08 (thru Aug) for the amount of \$12,855
 - ii. Questions related to the assistance with the historical society space
 1. LBC voted to approve
- c. CHA invoice # 639202-26 (work completed thru May) in the amount of \$10,800
 - iii. LBC voted to approve
- d. CHA invoice # 639202-27 (work completed thru Jun) in the amount of \$16,400
 - iv. Included the base fee of \$10,800 + additional fee of \$5,600 for the punch list cost estimate
 1. LBC voted to approve
- e. CHA invoice # 639202-28 (work completed thru Jul) in the amount of \$10,800
 - v. LBC voted to approve
- f. WJE invoice # 0556735 in the amount of \$13,050
 - vi. LBC voted to approve
- g. Superior Communications Services invoice #8699 for work completed in Mar in the amount of \$4,132.25
 - vii. Work involved additional wiring and terminations, CHA/Liz confirmed this scope aligns with previous quote
 1. LBC voted to approve

b. OPM Progress update (CHA)

a. Leak at Skylight

- i. Final repair received from BCG, proposed changes discussed with BAA, etc.
- ii. Work installed by Silktown Roofing
- iii. Preliminary test was unable to recreate the leak
- iv. Intertek scheduled for 10/8 to complete specified testing

1. Delay results in additional (4) weeks for lift rental
 - a. CHA trying to get Intertek on site sooner
 - b. Water intrusion at 6.9 line
 - i. Excavations ongoing, DeBrino looking for 6" sound (adhered) waterproofing to tie into
 1. E-F line sound installation found at 6 1/2', Debrino to assess
 2. D-E line, excavation at 7' – 7 1/2' without reaching sound waterproofing
 - a. Site contractor engaged for continuing the excavation
 - c. FF&E items
 - i. WB Mason missing furnishing delivered
 - ii. CHA in contact to COR (c. Leonard) to confirm delivery date for the last items- Wardrobe & Cabinet at desk
 - iii. Rare Book Cabinet repairs, quote pending
 - iv. Couch damages- being pursued through town's insurance policy
 - d. LEED/Green Incentives
 - i. Extension request filed with GBCI on 9/7
- c. Next LBC mtg on 10/2

Landscaping (Chris Kenney)

- Since the last meeting, we collected bids from 2 companies and requested from 2 others, 1 declined and 1 still pending.
- Estimate for recommended maintenance is coming in higher than expected - \$18-\$20K annually vs. initial estimate of \$10K. Hadley has suggested that pruning will not be needed for another year so there may be some scope we can reduce.
- Biggest maintenance priority is weeding, especially along the new ramp and on the wall where bittersweet and other invasives are filling in.
- Watering was not an issue this summer, temp irrigation did its job.
- Extra help from Alfredo, Sam Nelson, Mary Moore for hand watering as needed.
- Trees all seem in good shape.
- Only a few shrubs did not survive.
- Planters will be updated with mums this month, new Patio furniture should arrive this fall.

Next Step Recommendation is to coordinate with DPW on work they might be able to do and then re-solicit estimates again based on reduced scope, and set up some volunteer 'Library Weeding' dates (do you like that pun 😊) to stay ahead of the weeding.

Phase 2 ideas:

Hadley has volunteered to put together some ideas for Phase 2 work that might be considered by Trustees with balance of grant \$ - could include educational signage,

pathways and children's seating, etc. Will aim to present at Oct or Nov Trustee meeting.

Hillside Staircase Update:

Town admin hired Hancock associates to finalize the design and get a bid package. Because this is coming from ARPA funds, we need to take it to bid. Will get an update for October meeting on status of bid solicitation and install. Once installed, landscape can follow (likely in spring).

Other Campus work:

Back patio and globe replacement expected to be done this fall. Coordinated by DPW and Janet Walsh/Sam Nelson who spearheaded the ARPA grant proposal.

Chris has 2 proposals from Hartney Greymont for the beech trees. First is for work done every year involving inspections, spraying for insects and fertilization during the summer and fall months.

The second proposal from Hartney Greymont is to address the serious issue of the Beech Leaf disease. Liz met with them to discuss it. Spraying had been completed in the spring. Hartney Greymont recommends another treatment this fall. Chris recommended that the Trustees vote on the Hartney Greymont proposal to treat the beech trees in the fall and the spring. Tom VanLangen asked if this is a one time treatment or will the treatment be required annually. Chris said yes, we'll have to plan to treat it annually, though the treatment guidance may shift from year-to-year.

Motion to approve the proposal of \$1,380 to continue with treatments of the beech trees to be administered by Hartney Greymont through the fall and spring.

Brian Connolly Moved, Tom VanLangen Seconded. Approved Unanimously.

Library Planning and Policies (Tom VanLangen)

Two policies were sent around in advance of the meeting.

One is the revision to the Children in the Library Policy and the Children's Room Policy. Edits have been made based on feedback from last month and feedback from Library staff.

The other is the Photography and Filming Policy. This is the first draft. There is a non-commercial part to the policy and then there is the commercial side which would require the Library Director's approval.

Liz and the Subcommittee will review the Photography and Filming Policy drafts with Town Counsel.

Brian asked if the Trustees would provide the Planning and Policy Subcommittee any feedback on both policy drafts before the next meeting so they can be voted on at the October meeting.

Tom reports the next policy the subcommittee will be discussing is signage around the Library, including pamphlets.

Finance (Frank Orlando)

Financial update

- Endowment August 2023
- LEEDS
- Fund Reporting
- We continue to meet with Town Officials weekly on construction financials
 - We have a monthly burn rate of ~\$60,000.
- FY25 Budget Planning

Endowment activity for Aug 2023

Main Acct

UBS		Portfolio Management Program	Account Friendly Account
		August 2023	
Change in the value of your account			
		August 2023 (\$)	Year to date (\$)
Opening account value	\$2,593,990.87		\$2,318,042.76
Deposits, including investments transferred in	0.00		19,591.42
Withdrawals and fees, including investments transferred out	0.00		-18,272.63
Dividend and interest income	4,120.35		35,404.12
Change in value of accrued interest	-314.81		-219.57
Change in market value	-46,412.85		196,837.46
Closing account value	\$2,551,383.56		\$2,551,383.56

SubAcct

UBS		Business Services Account	Account Friendly Account
		August 2023	
Change in the value of your account			
		August 2023 (\$)	Year to date (\$)
Opening account value	\$170,982.79		\$238,890.19
Deposits, including investments transferred in	0.00		18,041.00
Withdrawals and fees, including investments transferred out	0.00		-90,184.11
Dividend and interest income	685.62		4,921.33
Closing account value	\$171,668.41		\$171,668.41

Town held funds: \$108,408

Fund Reporting

- Developed annual FY23 report for Saltonstall Charitable Fund
- Report to Town on construction, Grants and Expenses

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

- Preliminary Planning starts in October
- Capital Budget requests due December 1
 - Nothing planned
- Advisory Planning meeting March 16, 2024



IT (Frank Orlando)

IT Status

Done

Need to install a catalog computer upstairs.

AV

All AV equipment in the Community and Trustees rooms have been installed with the new podium. Much thanks to Brendan Waldron.

We specified, ordered, and have the equipment for outdoor movie nights.

The video conferencing equipment for the Trustees Room has been installed.

Telephone Migration

Done

Personnel (Erin Carroll)

Liz reports she met with Erin, Tom and Mary to discuss job descriptions and personnel changes.

Liz and Jess completed job description edits.

Personnel subcommittee has been supportive of all the changes and approved everything.

Changes include shifting of a Senior Library Assistant to a Circulation Supervisor role.

There have been changes of job titles and organizational management.

Assistant Director Jess George will be supervising the Teen and Children's Librarian and Circulation Supervisor.

The Circulation Supervisor will manage the Senior Library Assistant, the Library Assistant and the Student Aides.

Then moving one of the Library Assistants to be under the Technical Services Librarian.

Originally there was discussion about combining the Technical Services job with the Technology Assistant so we may look to make some of those changes in the future.

Erin said that Liz has done a tremendous job on how to best allocate resources with the budget as outlined.

We should be mindful of staffing needs for increased programming. Weekends are very busy. We need to ensure we have a budget for a staff so the library is fully staffed for this activity.

Liz will share all the revised job descriptions and organizational chart to the Trustees, along with the draft of budget changes created by making these adjustments.

Those changes will be incorporated to FY 25 budget.

Historical Society (Brian Connolly)

Brian reports there was a meeting with George Fiske, Martha Mahard and Architect David Fixler to review plans.

Liz and Jess provided feedback from plans drafted in late July/early August.

Brian shared the preliminary drawings with slight modifications from the first draft.

Space remains under guidelines approved a few years ago. It is approximately 1756 sq. ft. The main elements of the design look good. There is discussion in the Historical Society about the ceiling height. They are considering fabric panels and lighting.

Discussion at the next meeting about what the overall cost is for the Historical Society and the Town and if it will be an acceptable cost.

Looking to get comparables from the Mass Board of Library Commissioners (MBLC) for other renovations that have been done to existing space.

This design meets the guidelines we provided to the Historical Society. It is likely the final decision for the Historical Society and the Town will be cost driven versus design driven so they may have to modify it.

Chris Kenney says this design should be interpreted as one that meets the needs of the Historical Society but maintains function for the Library.

Library Director's Report (Liz Anderson)

Liz reports the Library is fully staffed.

Jen Carlson joined as Children's Librarian on Monday, September 11.

Have been talking with the Personnel Subcommittee about scheduling a Staff Development Day.

Jen joins the Library from the Holliston Library where she was a Librarian in the Children's Room for about 5 or 6 years. She's a wonderful addition to our team.

Discussion has been ongoing about after hours programs, particularly Girl Scouts' request.

Liz reached out to the Town who reached out to the insurance company and got some recommendations on that. Girls Scouts would need to add something to their insurance and would not need to sign any waivers for liability. No library staff member would be required to be on site but the Troop Leader would have to be there to supervise.

Liz said this is something to consider, in terms of offering services and programs to the public. This has been an ongoing discussion among the Planning and Policies subcommittee and Liz welcomes feedback and/or questions from Trustees.

Irene asked if the local residents would get preference for programming, especially for after hours. Liz said the impact on the staff would have to be considered and how many of those programs can be handled annually. There is nothing currently in the meeting room policy so we should possibly consider adding that to our policies. Liz will plan on discussing it with the Planning and Policies subcommittee.

Chris suggested we evaluate each request on a case by case basis for now, as we develop the policy.

Frank asked if there was any consideration about charging a use fee for non-Sherborn groups. Liz said there had been some discussion about that but agreed to wait until the Library's re-opening to assess.

Liz said the calendar is full and the staff recognizes that the space has been really needed and used. Request management for use of the space has increased significantly.

Chris said the main purpose is to serve the Town so we must first determine how to best serve the community as a Library and then move on to meeting functions.

Jeff Waldron suggested asking Pine Hill School if they have a policy for facility use, as they receive many requests.

Following up from the Ribbon Cutting event for the Library Re-Opening, Liz reported that she and Sue Lepard have been working on developing a holiday card and photos to share with donors and other Town members. This will be done to thank donors and the many Town groups who have supported the Library throughout the years.

Hybrid meeting format is working well. Brendan Waldron did a great job getting it all set up. The meeting space and technology works well.

Jess George just returned from a two-day conference on data. Jess reports the conference was about data collection, data analysis, how you can evaluate services, programs, and material usage and package it up in an engaging manner for different types of audiences to build advocacy, funding or tell a story. Jess reports it was a very good conference.

Brian congratulated Liz on being fully-staffed. Liz acknowledged the hard work and great efforts by the Library staff.

The next Trustees Meeting will be moved due to the regularly-scheduled Trustees meeting conflicting with the Town of Sherborn Special Town Meeting.

The next meeting of the Trustees will be on Tuesday, October 24.

Vote to Adjourn 9:04 p.m.

Frank Orlando Motioned to Adjourn. Erin Carroll Seconded. Unanimous Approval.