

Minutes
Sherborn Library Board of Trustees
January 20, 2015

Present: Library Director Elizabeth Johnston, Chairwoman Stacey Brandon, Christine Cooney, Bruce Eckman, Chris Kenney, Mary Moore, Jim Murphy, Hank Rauch, Jennifer Searle
Also present: Steve Borgeson, Addie Weiss

Call to Order

The meeting was called to order by Chairwoman Brandon (SB) at 7:32 P.M.

The minutes of the Trustees' meeting held on December 16, 2014 were voted and approved unanimously.

Update from Trustee presentations to Town committees and Selectmen:

Advisory; project overview provided by SB, asked a few questions including one about why were we asking for \$1 million instead of \$600,000; Advisory offered encouragement and support overall

Selectmen; project overview provided by SB, well received, dollars in the bank are a strong selling point, comments like Wow! support was broad

Capital Budget; this group was covered by folks at the Advisory meeting (Ben Williams, Bob Searle) so no need to attend CB meeting

The Trustees then discussed key items that we will need to cover for the community like tremendous value for \$1 million ask, need to show images of all that they will receive for their support, added communication on the web site. The Trustees also discussed other financial items related to the project; costs of moving and for furnishings and technology will likely be larger than small amounts in the budget.

Campaign for the Sherborn Library

Capital Campaign Budget Update

Steve Borgeson (SBO) indicated that as of January 19, the campaign has \$3.77 million of pledges and cash collected of \$2.77 million. We are expecting approximately \$900,000 of additional payments by the end of 2015, though some are contingent on a successful Town vote and move forward with the project.

Nominating Committee

Elizabeth (EJ) can move forward with a full posting for the building committee job and folks can start recruiting for it; a few possibilities were suggested and Trustees can reach out; goal is to get the committee up in April 2015

Finance Subcommittee:

Jim Murphy (JM) provided an endowment fund status report. He indicates that results have been positive during the past six months with markets rebounding at year end. The sub account and Middlesex account are cash for capital campaign, where we do not want to take any risk. The main account has moved to UBS, and is invested in 70 equity and 30 other (mostly bonds). The transition process from BNY Mellon to UBS is underway, with regular updates from Ted Webster on how the process is going.

JM then discussed a procedural issue on approving signatories for the UBS account. A motion was made and seconded, which was approved unanimously, to have the Library Trustees Chairperson and Library Trustees Finance Committee Chairperson be the official signatories on the Library Endowment.

JM also discussed the potential for the FY2016 Town Budget to include a 2% COLA increase for employees versus the original proposal of 1.5%. A motion was made and seconded, which was unanimously approved, to permit the Library Director to adjust the Library budget submission as necessary if this change comes through.

House Subcommittee:

Chris Kenney (CK) spoke about rising Nstar costs. He has reached out to Town Administrator Dave Williams on this topic, but has not heard back yet. CK will reach out again to see if there are some alternate options for sourcing power at a lower cost. Business manager at the schools could be a resource to see what they have done. A question was asked about the possibility of installing solar to help reduce power costs. This is an item to consider when we can move forward with the project. Electricity cost pressures not likely to go away, pipeline constraints are a problem into New England.

Personnel Subcommittee:

Christine Cooney (CC) indicated that she has had some challenges getting data from the Town initially, but then from the various budgets, which she got from Barbara Kantorski, she was able to pull some data that would be helpful in the future to support pay increases for library staff; the early analysis, which needs to be validated, indicates that library staff are at the low end of the scale in Sherborn on an hourly basis within their job class relative to other town employees.

Community Relations Committee:

Mary Moore (MM) provided a detailed handout with a timeline of key dates up to the vote on 5/12/15, including a list of key communications tactics and estimated costs to produce communications media. JM noted that there are funds available in the renovation fund to support this kind of spending. A motion was made and seconded to provide \$4,000 from the renovation fund for PR on the project leading up to the vote and the next project newsletter. This was approved unanimously. The trustees also discussed timing for the next project newsletter.

JM briefly reviewed what Trustees can say with regard to the project, as elected officials we can say pretty much anything. However, as a Town employee, the Library Director has some limitations. JM suggested that the Trustees take a vote of support for the project at our next meeting, which can be posted on the Library web site.

Technology Subcommittee:

Bruce Eckman (BE) indicates that the Maker Space has had a few challenges getting the 3D printer and some other technology for the space, but this should be fixed in the next few weeks. The new tables and chairs are in the Maker Space already, which has become very popular with teenagers in town. EJ noted that many students are at the Library tonight using the space studying for mid-terms.

Friends of the Library:

Addie Weiss (AW) provided a Friends' update. The annual appeal generated roughly \$15,000, up from \$12,000 last year likely due to less competition from the capital campaign. Winterfest is coming up on January 25, with music and a magician. MM will make a few comments in support of the project at Winterfest. AW noted that the trivia night fund raiser will occur on March 21, this has been quite popular and successful in the past. She also noted that it is nice to see the Library being used in new ways (maker space and rumpus room). Ed Maguire is planning to step down as Friends' Treasurer, so this would be a good time to do an audit.

Library Director's Report:

- Budget update; generally spending in FY2015 is in-line with budget overall, with some puts and takes in various line items; building maintenance is notably over budget but we have a supplemental for that
- Unreconciled history; EJ reviewed actual spending to budget for prior years and noted some adjustments that need to be made in order to true the records up to actual. She has provided the corrected numbers to the Town, but without a Town Accountant (retired at end of 2014) it has not yet been adjusted
- Digital Commonwealth project; the BPL is visiting the Library March 10 to help digitize local print and pictorial treasures for archiving so that they can be broadly available
- Elizabeth met with Richard Smith (Architect) who is still very much looking for an opportunity to continue on the project
- The Minuteman Network (MLN) has had a significant theft of console games from someone who initially checked out large quantities from various libraries under aliases, and is now stealing them within the libraries by taking them out of their theft detector cases. The theft appears to be one individual and not a widespread issue. MLN has limited usage to 3 games per person to counter losses. Investigation is underway to identify the individual on security cameras.
- EJ is working on the 2014 Annual Report. She will soon distribute in draft to the Trustees.

Unfinished Business:

Temporary Location During Construction; The Trustees are on the agenda to discuss using the Sherborn Community Center during construction. SB has also contacted Pilgrim Church and John Hudson to possibly use the old Rocking Horse space.

Town Caucus is coming up in early March, and an Advisory Budget Meeting, date TBD

New Business:

David Sortor passed away recently. Could donations in his memory go to the Library Project Fund? Frank Jenkins and Bob Delaney suggested the idea and will promote around the town. The Trustees discussed various ways to recognize the gifts and whether or not it should go to the campaign or go directly to the library. A decision was made to reach out to the Sortor's to determine the best way to use the funds in David's memory.

Next Meeting:

Tuesday, February 24 @ 7:30 P.M., Town Hall

The Trustees adjourned at 9:19 P.M.

Respectfully Submitted,

Hank Rauch

Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from December 16, 2014 Trustees Meeting
3. Endowment Snapshot Report
4. Salary by Department Report
5. FY2016 Budget Proposal – Revised with 2% COLA
6. Communications Plan & Timeline for Project Vote
7. FY2015 Budget Status Report
8. Library Director's Report