

Minutes
Sherborn Library Board of Trustees
March 25, 2014

Present: Library Director Elizabeth Johnston, Christine Cooney, Bruce Eckman, Mary Moore, Jim Murphy, Sarah O'Connell, Hank Rauch, Dudley Willis

Also present: Barbara Kantorski, Jennifer Searle

Call to Order

The meeting was called to order by acting Chairwoman Mary Moore at 7:35 P.M.

The minutes of the Trustees meeting held on February 12, 2014 were voted and approved unanimously

Brief comments were made regarding the Town Caucus on February 27th. The Trustees have two returning candidates (Jim & Mary) joined by Jennifer Searle who will have big shoes to fill as Dudley Willis steps down after a long and successful run.

Finance Subcommittee:

Jim Murphy provided a review of the meeting held with Advisory on February 12th. Precise numbers were provided on the capital campaign as of that date to frame the expected \$1 million ask from the Town. Jim noted the need for Town involvement required by some large donors, a holdback for unpaid pledges and an endowment piece to support the facility going forward. The Library budget request for FY2015 was approved by Advisory on March 22.

Jim also presented the proposed distributions from the Dowse Memorial and Saltonstall Operating accounts within the Library Endowment. \$4,240 for Dowse and \$20,376 for Saltonstall were proposed and approved unanimously by the Trustees. In keeping with the recent policy, Dowse has been steady for many years and Saltonstall was increased by 1.4%, in-line with the budget increase for the Town. The idea is to show that the Trustees are investing in the budget at the same level as the Town. Jim noted that the Library currently represents approximately 1.5% of overall Town spending versus 2% back in 1998. This sparked some discussion about Town support for the Library Budget as we look forward to the project and the need for additional resources.

Capital Campaign Steering Committee:

Hank Rauch provided a brief update on the campaign. Gifts and pledges are up slightly to 210 gifts valued at \$3.751 million. \$15,000 of commitments are in process and we are within \$50,000 of the \$3.8 million goal. The next committee meeting is scheduled for May 6th.

Community Relations Committee:

Mary Moore indicated that the next newsletter is on track for the first week of April and will include a solicitation to help get us to our \$3.8 million target by June 30th. The focus of the newsletter will be on kids and families, with a profile on the Potter's. Mary also noted that the Lego model of the Library project created by Eric Graage is set for display shortly, protected by a Lucite case that was donated by Ed Finnegan. Project forums for the community will be set up once we have a bit more to say, and the Trustees will have a project table at the Library Fair on May 10th.

Technology Subcommittee:

Bruce Eckman provided an update on the Technology review that he has been working on with members of the Technology Subcommittee. They are close to having completed 30 interviews with a wide range of constituents and technology experts. We will need to think about more money for technology to support the big changes in library science they are learning about. This will likely include staff with a technology background and investments that support the changing ways that patrons use libraries today.

Personnel Subcommittee:

Christine Cooney indicated that she is at the early stages of evaluating what it will take to add staff to the Library as a result of the expansion project. The Town appears to be sensitive around the total cost of employment, specifically the OPEB cost issue. We need to promote the Library as a core service to the Town and show how we are well under the comparable towns on staffing. With the expanded facility there are safety and security concerns that require added staffing.

On the topic of personnel, Elizabeth let us know that we have a technical librarian looking to retire in a year (April 2015). They would retire earlier, but there are some issues around official start date and retirement benefits so she will stay a bit longer to avoid any problems. This could be an opportunity to shift the nature of the position and make it technology focused to some extent.

Library Director's Report and Operating Budget Status Report:

- Elizabeth reported that the \$3,170 supplemental IT budget request was approved by Advisory on March 22.
- Staff are receiving training for the Sierra software upgrade for the Minuteman system, and are confident the transition will go well. Staff module integration appears to be the biggest gain in functionality.
- Wesley Gallant has completed an Eagle Scout service project with Elizabeth as his mentor. Wesley interviewed and filmed local veterans and has produced a binder with these materials to add to the Sherborn Shelf and complement the work done with World War II veterans done by Town Historian, Betsy Johnson.
- There continue to be issues off and on with the cleaning staff, the contractor manager is on top of it and has reviewed the procedures with them
- The bond bill that includes funding for the project has moved to the state Senate and hopefully will be voted by June 30.
- MIIA meeting provided information about potential insurance savings for the Town.
- Remote access to the Town accounting software (SoftWrite) remains unavailable and Elizabeth continues to request necessary IT work to make this a reality.

New Business:

Elizabeth circulated a draft document to start the process of developing a "New" Long Range Plan for the Library. The old plan ended in 2011 and with the project getting close (now in the short range plan), Elizabeth is looking for the Trustees to review the draft and come prepared to discuss it at our next meeting. She is proposing to have a final document by the end of 2014. Elizabeth will send an electronic copy to the Trustees so they can work that way if they prefer.

Next Meeting:

April 15, 2014 @ 7:30 P.M. at Town Hall

The Trustees adjourned at 8:40 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Library Director's Report
2. Draft Temporary Relocation Plan for the project
3. Draft excerpt Library Long Range Plan 2014-2018