

Minutes
Sherborn Library Board of Trustees
October 15, 2013

Present: Library Director Elizabeth Johnston, Chairwoman Stacey Brandon, Christine Cooney, Bruce Eckman, Chris Kenney, Mary Moore, Jim Murphy, Sarah O'Connell, Hank Rauch, Dudley Willis
Also present: Steve Borgeson, Alex Morrill

Call to Order

The meeting was called to order by Chairwoman Brandon at 8:03 P.M. Tonight's meeting started half an hour later than normal and was held at the Sherborn Police Station meeting room due to a special primary election.

The minutes of the Library Board of Trustees meeting on September 10, 2013 were voted on and approved unanimously.

Stacey provided an update on the Public Forum regarding the proposed library project that was held on October 6, 2013 at 4:00 P.M. at the Library. Six Trustees and two members of the community attended, with participation impacted by many issues including poor weather, a Patriots game and timing of the newsletter distribution (short timeframe between mailing and meeting). Nevertheless, many good questions were asked and mostly answered. Steve and Mary agreed to use the questions and associated answers to bolster the existing FAQ document related to the project.

Jim, Stacey and Steve met with Capital Budget Representative Ben Williams on October 11, 2013 at 8:30 A.M. to discuss the expected line item request from the town for the library project. Given our successful fundraising to date, the "number" for planning purposes can be reduced from \$2.5 million to approximately \$1.0 million, and the timing can shift to fiscal 2015 from 2014. Ben noted that the timing shift could be helpful since it appears that the school system (Pine Hill and Regional) and Fire Department may have significant capital items in their plans for 2014.

Subcommittee Reports

Finance Subcommittee:

Jim Murphy handed out an Endowment Snapshot report as of September 30, 2013, which was briefly reviewed by the Trustees. The investment performance has been good this past quarter and significant capital project donations were received, with the net balance growing from \$3.477 million to \$3.813 million. Jim also noted that roughly \$8,000 had been received so far in October reflecting 35 donations from the recent town-wide mailing as well as \$100,000 from a large gift payment. The Trustees discussed how to cover a funding shortfall of approximately \$1,850 from the kick-off event last month, and it was agreed to source it from the Saltonstall Renovation Fund.

Capital Campaign Steering Committee:

Steve Borgeson provided a brief update on the campaign. As of October 10, gifts and pledges total \$3.66 million, with \$1.972 million collected. The recent mailing has produced 26 responses so far for a total of \$6,275, an average of almost \$240 per gift. The committee will meet next on October 29th. Jim suggested that with the number of gifts and payments rising significantly as the campaign broadens out we should consider hiring an auditor (perhaps informal) to review everything. This was broadly supported by the Trustees with a number of potential candidates mentioned. There was also a discussion of making sure that Jennifer & Moe and others on the campaign have clarity on their roles and responsibilities in terms of processing pledges, payments, thank you's, etc... and Mary agreed to work with Steve to do so. This topic will also be discussed at the upcoming Steering Committee meeting.

Community Relations Committee:

Mary Moore provided updates on the 9/14 Campaign Kickoff Celebration, 10/2 Campaign Solicitation and Newsletter and Other Items. The Kickoff was very successful with lots of positive feedback and great press coverage. The solicitation mailing cost \$2,500, has also been well received (especially patron profile of Sue Peirce) and the next newsletter is likely in February. Other Items included recent publicity for Girl Scout Gold Award plaque which will reside at the Library, website updates for donate now and FAQs and PayPal payment option.

Technology Subcommittee:

Bruce Eckman indicates that his committee is in the middle of the process of their efforts to evaluate the Library's future technology needs. They have completed seven interviews so far and plan to produce a final white paper on the major themes from their analysis including a plan for maximum flexibility and guidelines to follow for the building project. Bruce asked the Trustees to let him know of people in a number of demographic categories from Sherborn that would make good interview candidates to get their input on technology including kids across various grade levels, parents, seniors and college students.

House Subcommittee:

Chris Kenney has sent a letter to our Town Administrator and CM&D regarding the plowing policy for the paved sidewalk so that it is not damaged, and to say thank you for the repair.

Personnel

Chris Cooney indicated that she has been reviewing the annual performance appraisal procedures, and that from a timing perspective we need to shoot for completion in September in the future. As to this year's review of Elizabeth, she handed out a review form to be completed by the end of October by the chairperson of each sub-committee on the Board of Trustees (seven in total). In the future we will look to complete these forms in May to better align with completion of the review in September.

Friends of the Library Report

Alex Morrill provided the Friends report. She noted that they have fully incorporated the Newcomer's Club and have three additional events scheduled this year. Melissa McStravick is the Newcomer's Liaison on the Friends and will work to coordinate playgroup activities. The Friends are looking to beef up their summer concert series next year, with six concerts. They are looking for musicians to fill these dates and would like to have an ice cream truck to encourage more participation. The Friends are continuing their guest reader program for children, with our new Fire Chief kicking off the program this year. Work on the Annual Appeal has commenced and key changes include more of a focus on the programs they provide for the Library, a more comprehensive schedule of events and changes to make sure it is viewed as distinct from the Capital Campaign. As part of their work with the Sherborn Social Club, the Friends are working to revamp their Big Tent website to be a community resource overseen by the Friends but used by other town organizations (clubs, scouts, sports teams, etc) to promote activities.

Library Director's Report and Operating Budget Status Report:

Elizabeth reported that 26.8% of FY2014 budget has been spent to date, with the only major overage coming from Minuteman fee of \$23,104 vs. \$17,926 in the budget. There have also been some up front technology costs with moving to Minuteman like upgrades to Windows 7 and Office Suite 2013. She also reports that state financial reports for FY2013 have been filed, collections are up with the move to Minuteman, staff evaluations are in process and eBook usage in the first quarter was 205 items (well received feature). Local author and technology expert Gary Beach will be speaking about his latest book at the Library on November 6. Also, MA library system reports that libraries in the state broke records this past summer, though Elizabeth notes that Sherborn's activity level was generally stable. Elizabeth has started working on FY15-FY17 budgeting since this will be due in December.

Unfinished Business:

Policy Review – Elizabeth and Jim will continue to review the proposed policy changes for the policy regarding Solicitation of Signatures and Sales in public places as it pertains to the Library. They expect to come back with a final proposal at our upcoming November meeting.

New Business:

Stacey suggested that all of the Trustees should join the Mass Board of Library Trustees Association (MBLTA). She has reviewed some of their literature and thinks it would be helpful for all of the Trustees to have access to this valuable information, especially since the MBLTA has a special deal where all of us can join for a \$100 flat fee. The Trustees agreed to give it a try. Stacey will coordinate sign up.

Next Meeting:

The next meeting of the Library Board of Trustees will be held at the Town Hall on Tuesday, November 19 at 7:30 P.M.

The Trustees adjourned at 9:29 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Director's Report, FY 2014 Budget Status Report, Preliminary Budget Projections FY15-FY17
2. Snapshot Endowment Report as of 09/30/2013
3. Press Release for upcoming library lecture by Gary Beach on The Technology Gap