

## MEETING LIBRARY BOARD OF TRUSTEES MINUTES

Tuesday, June 17<sup>th</sup>, 2025, 7:30 PM

### Virtual Meeting

#### Adjourn to Executive Session

Adjourn to Executive Session under the following exemptions: to discuss strategy with respect to the 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 in town, and the chair does so declare to discuss the Town library pursuant to Mgl. Chapter 30, a sections 21, a 3, and 7, and Suffolk construction versus Dcam, 449, Mass. 4, 4.

Roll Call Vote to Adjourn to Executive Session and return to Public Session 7:36 pm.

- Unanimous Yes

#### Trustees Participating

- Brian Connolly (Chair)
- Thais Bessa
- Erin Carroll
- Chris Kenney
- Mary McKenna
- Seth Molloy
- Frank Orlando
- Tom VanLangen

#### Other Participating

- Liz Anderson (Library Director)
- Jennifer Carlson (Library Assistant Director)
- Deb Siefring (Finance Director / Town Accountant)
- Sam Nelson (Sherborn Library Landscaping Committee)
- Sandra Burke (Friends)

Vote to Approve May Meeting minutes. Frank raised there is a phrase from the Finance Committee that is incomplete in blue font (page 2). Seth will remove it.

- *Erin, Brian and Mary seconded. Unanimous vote to approve the minutes.*

#### Chair's Report (Brian Connolly)

Thanked Seth for his work as a Secretary, especially for having them at such a high level, way above the standard for other town committees, and the timeliness of publishing them.

### **Friends of the Sherborn Library (Sandra Burke)**

It has been a busy month. Held a welcome committee event at the playground, which is an informal meetup for new families. Attendance was not high, but connections were made. The Friends also held the final meeting of the year. 7 members rolling off the Board; interviewed, voted and on boarded 11 new members. The Friends are growing, new positions, including in publicity (photography and e-newsletters/grants). Added a second book sale/Free Library, and 2 positions in the new Garden Committee to be in charge of the planters/garden near the children's area. Two of the new board members are returning members after a hiatus.

The second paper Friends Newsletter is being mailed out soon. It updates people and brings in some small funds through donations.

Sandra and Alex, Friends' Treasurer, provided an update on the Arts & Craft Fair. 10% increase in revenue: over \$16,500, out of which \$12k from vendors to have a booth at the fair. New things: silent auction with art donated by a number of artists and the young entrepreneurs' fair with about a dozen booths for entrepreneurs under 18, which generated about \$300 in vendor fees. Also had a grant from the SBA to help offset some costs. Found that revenue is higher in rainy weather, perhaps due to youth sports cancellations. Credit to Christine Walsh for thinking and executing the young entrepreneurs' idea.

### **Landscaping Committee (Sam Nelson / Liz Anderson)**

Liz: spent \$20K in landscaping so far this fiscal year. Around \$14,400 on tree care, about \$5K on landscaping, and \$600-700 in miscellaneous items. That came out of the Operating Budget (OB). Out of operating budget. In addition to OB, also spent about \$2K from the endowment on landscaping. Higher than previous years, mostly because of changes in the care of the beech tree (to be discussed later under the House Committee). Upfront costs will be higher (\$10K), as they suggest injections done every 3 years, which more or less evens up what we normally spend on beech tree care. Hoping to have this work done this FY (June). FY 26 will have less tree expenditure, it should be around \$2.5K. Next year's split of costs will be different: \$10K OB, \$10K state aid, and \$5K endowment, totaling \$27K dedicated to landscaping. We can expect \$7.5K to \$10K max on regular landscaping.

Question Frank: Clarify that by "this year" means FY25. Yes, will try to squeeze invoices by end of June, which is the end of the FY.

Sam: Lots of progress since last month. Found a landscaper contractor, which was difficult. Contractor Edgar Velardes of Big Tree Landscaping, who mows the cemetery and is a local resident. The contract is not in place yet.

Adjusted the planting plan from what was shown in the last meeting, increasing the area and decreasing the cost. Sean would prefer not to have the strips of lawn dividing the various beds, as it is steep and dangerous to mow. Extended the planting plan across the hillside, cutting \$2.5K from anticipated expenses (from \$19K to \$16.5K). Have about \$10K from the ARPA Fund leftover, gap of about \$7K, asked if the Trustees would consider covering the gap to complete this project.

Question Frank: asked about the timeline. ASAP, the landscaper is booking 4 weeks out but could work on weekends.

Question Brian: asked if this would be in FY26. Frank: From the endowment point of view, it doesn't matter but would like to hear more about the prioritization with the tree work. Liz: Looking ahead as the new FY starts, we are in much better shape budget-wise, with more wiggle room. Up for discussion is whether to take some from OB and some from the endowment. Some portion of state aid could also cover the \$7K. Propose \$5K of endowment to go to the planting and the remaining from state aid.

Question Frank: The weather forecast seems to be turning soon to warmer weather, can we adjust accordingly, hold off until September, even if approving the funds now? Sam: if there is irrigation, it is feasible to plant sooner, it would be 3 or 4 days of work for planting. Frank: How long is irrigation needed? Sam: Throughout the summer, regardless of rain. Frank: Who would do the irrigation? Sean and Edgar (landscaping contractor). Liz: Haven't needed to turn the irrigation in the current landscape on yet this year.

Liz: one of Sean's concerns about the phased landscaping plan was the area near the retention pond. With the septic near there, it is not an ideal location to continue planting. Sean would prefer to not fence the pond, and it is not ideal to have children running near it.

There was also discussion about using leftover bluestone to do a little patio area at the front of the library, to the right. Not sure if many bluestones made it from the stairs removal, but it is a plan for the future. Sam clarified that the design plan considers that and sculpts plants around the patio area.

With the new Friends positions to take care of the planters, we have been discussing how to take care of the planters and the funds for it, perhaps some of the donations that we got last year from the Stork Impact Foundation for children's education and environment.

Sam: The area where the children's garden was going to be is not great because of the pond retention (safety issue) + septic field. For a children's educational garden, alongside the disability access ramp is an ideal location. Sam has experience working with the Garden in the Woods, so he is happy to work with the Friends to help set that up.

Motion: for FY26, \$5K from endowment and \$2.5K from state aid to apply to the hill landscaping.

➤ **Frank, Mary second. Unanimous vote to approve.**

**House Subcommittee and Library Building Committee** (Chris Kenney, Thais Bessa, Liz Anderson)

Chris: Reporting just on the House Subcommittee as the Library Building Committee has not been meeting until further direction from the library building issues.

Annual tree maintenance plan: received revised proposal from Hartney Greymont, \$10,727 for renewal program, includes the injection application to the roots of the beech tree to treat disease. As Liz mentioned, there is a higher upfront cost, but the 3-year cost comparison is about \$480 more expensive. Calculated that the broadform application (spray) over 3 years would be about \$11,430 and the injection method about \$11,911.

Question Frank: There is no cure for the tree, so what would the spray or injections do? The company said the injection has a better success rate, slows the impact of the disease, i.e., keeps the tree alive until there is a cure. Liz: The spray only covers so much, with the injection, it is more effective, going from the root up.

Question Frank: Source of funding? Liz: OB (clear \$5K left), the rest from the endowment.

Motion: approve the annual tree cost of \$10,727.

➤ **Chris, Brian second. Unanimous vote to approve.**

Punchlist updates: The town engaged Greenwood contractors to add gutters in certain areas to avoid future damage to the foundation, and also to address some roof issues. Total of \$55,800. Spent to date \$42,238 of \$100,000 budget for punchlist work. Balance of \$57,762; paying for gutter work from this balance with the goal of spending this down to remove it from the Town's bookkeeping. Moving forward, any work would be paid from the OB or endowment. Most of the punchlist items have been addressed (plumbing, painting, rare book cabinet doors, HVAC repairs, plexiglass in the teen room, roof lighting, door repairs done, generator work, missing furniture). Liz clarified that the \$1,500 invoice for painting and patching will be paid soon. After paying this invoice and the roofing/gutter work, there will be \$400 left.

Safety & Security Manual Draft (Thais): Liz and Thais have been working on drafting the Library's Safety, Security, and Emergency Manual. We looked at other manuals from other libraries, looking to align with Massachusetts law and best practice. It is about 40 pages long. Liz has done a great job of updating the floor plans, identifying where emergency exits are, evacuation routes, and location of fire extinguishers, first aid kits, etc. As a next step, the fire and police chiefs will review the draft to make sure that everything is correct. After that the trustees would review it. The manual will be important for staff onboarding. One of the biggest things that we added was an incident report form via a Google form that is actually already live. We need to have a mechanism to report any incidents and have already used it a few weeks ago, when a child under 10 was left unsupervised at the library.

One of the things that came up while drafting the manual is that the library doesn't have a PA system, which is important for any emergency situation, and is advisable from the best practice we reviewed. Having a way to make announcements would make staff's lives easier in general, so they could announce closing times, if there is a car parked blocking someone, etc.

Question Frank: Deb, do the town offices have a PA system? No.

Question Liz: Deb, do you have any kind of Safety and Security Manual for the Town Hall? Not that Deb is aware of.

Question Brian: On the incident report form, do we have any legal requirements to both capture those and then report them anywhere? Or is this more just best practice? Liz: this is definitely an internal practice, but I think we need to probably have that discussion or maybe talk with counsel. Thais: it depends, some things have mandatory reporting, for instance any animal contact at the library building. But reporting is also good so we have a sense of the data, types of incidents happening, trends, etc. Liz: it can also give us any sense of policies needing to be updated or tightened.

Seth: On the PA system, touch base with Klaus/Brandon. The way the building is set up we probably don't need a lot. Chris: They have systems used in office buildings which use phones as a PA system. There might be a way to use our existing infrastructure with a small hardware add-on. Check with Klaus on the system on the existing phones, especially as they are being updated. They are backed up by the generator.

**Finance Subcommittee** (Frank Orlando, Tom Van Langen)

# Financial update

- Endowment
- FY26 Budget
- Reimbursements

## Endowment activity

Main Acct

	May 2025 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$2,942,417.72</b>	<b>\$3,027,279.38</b>
Deposits, including investments transferred in	0.00	250.00
Withdrawals and fees, including investments transferred out	-428.97	-10,988.95
Dividend and interest income	6,841.39	27,033.70
Change in value of accrued interest	-1,544.78	-1,449.93
Change in market value	127,219.21	32,380.37
<b>Closing account value</b>	<b>\$3,074,504.57</b>	<b>\$3,074,504.57</b>

Sub Acct

	May 2025 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$175,720.04</b>	<b>\$178,016.10</b>
Withdrawals and fees, including investments transferred out	-318.66	-4,766.15
Dividend and interest income	552.39	2,703.82
<b>Closing account value</b>	<b>\$175,953.77</b>	<b>\$175,953.77</b>

Date: 05/01/2025-05/31/2025, Activity Type: WITHDRAWAL, Money Market: Exclude

Date	Activity	Description	Symbol	Cusip	Type	Amount
05/20/2025	WITHDRAWAL	CHECK # 0002635045 TO Piotr Szymanski			Cash	(\$200.00)
05/19/2025	WITHDRAWAL	CHECK # 0002634753 TO Demco Inc.			Cash	(\$318.66)

Town Held Funds		
beginning mkt val	\$117,032.60	
Ending Mkt value	\$117,309.19	
mkt gain	\$276.59	

Brian: We've got the finishing touches account, and we know we're well past construction, and we completed the punchlist. We should consider what the remaining finishing touches are. Will we have excess funds, or how will we use that money? Frank: Some of those accounts have other restrictions. Part of it is going towards the mural, and part of it we can apply to other things. We should take a look at that because it'd be nice to narrow it down to just one account. Liz: This is in our action plan for next year. We have ideas for staff development and overall improvements, such as the PA system and solving some acoustical issues. Chris: My recommendation would be to wait on it until the History Center is in to see if any issues might arise.

## Town Budget update

	A	B	C	D	E	F	G	I	J	K
1	SHERBORN LIBRARY FY2025 BUDGET STATUS REPORT									DATE: 6/13/2025
2	WARRANTS:				salaries:	01-28		99%		
3					expenses:	01-27				
4										
5			FY 25	W01-27	TOTAL	%	BALANCE			
6	SALARIES (035A)		BUDGET	EXPENSES	PAID	EXPENDED	TO DATE			
7	Library Director		\$ 108,576.00	108,576.00	108,576.00	100.00	-			
8	Assistant Director		71,326.00	71,326.00	71,326.00	100.00	-			
9	Childrens Librarian		65,208.00	65,208.00	65,208.00	100.00	-			
10	Teen Services Librarian		65,208.00	65,208.00	65,208.00	100.00	-			
11	Circulation Supervisor		22,966.00	21,630.80	21,630.80	94.19	1,335.20			
12	Tech Services Librarian		40,755.00	45,683.87	45,683.87	112.09	(4,928.87)			
13	Senior Library Assistants (3)		48,978.00	46,625.20	46,625.20	95.20	2,352.80			
14	Library Assistant (1)		6,888.00	8,203.59	8,203.59	119.10	(1,315.59)			
15	Student Library Aides (4)		15,116.00	17,651.35	17,651.35	116.77	(2,535.35)			
16	Longevity		1,036.00	259.00	259.00	25.00	777.00			
17	35A SUB-TOTAL:		446,057.00	450,371.81	450,371.81	100.97	(4,314.81)			
18										
19	EXPENSES (035B)		\$ 99,569.00		99,668.97	100.00	6.03			
20	BOOKS, NON-PRINT		59,569.00	559,925.15	59,925.15	100.60	(356.15)			
21	COMPUTER/ONLINE SRVCS.		40,000.00	39,643.82	39,643.82	99.11	356.18			
22	OFFICE SUPPLIES		4,600.00	6,288.74	6,288.74	136.71	(1,688.74)			
23	TELEPHONE		6,000.00	5,091.37	5,091.37	84.86	908.63			
24	STAFF DEVELOPMENT		433.00	250.00	250.00	57.74	183.00			
25	TRUSTEE BOND FEE		572.00	274.00	274.00	47.90	298.00			
26	TRAVEL/LODGING/MEALS		300.00	455.52	455.52	151.84	(155.52)			
27	MINUTEMAN		26,968.00	24,443.00	24,443.00	90.64	2,525.00			
28	COMPUTER TECH. SUPPORT		250.00	-	-	0.00	250.00			
29	WEBSITE MAINT.		3,600.00	3,600.00	3,600.00	100.00	-			
30	WEBSITE HOSTING		600.00	600.00	600.00	100.00	-			
31	BUILDING MAINT. EQUIP		29,425.00	20,026.14	20,026.14	68.06	9,398.86			
32	BUILDING SUPPLIES & MATERIALS		3,347.00	5,142.89	5,142.89	153.66	(1,795.89)			
33	BOTTLED WATER		620.00	931.20	931.20	150.19	(311.20)			
34	35B SUB-TOTAL:		176,284.00	166,671.83	166,671.83	94.55	9,612.17			
35	35A+35B TOTAL:		622,341.00		617,043.64	99%	5,297.36			
36										

Liz: Working hard to stay on budget but spending it down. About \$8,000 remaining for our materials expenditure requirement, and we were waiting for the remainder of our books to come in.

## Request for approvals

The town would also like a signature or a vote from the Trustees for our last Staff Development conference expenses. I am using the library's operating budget, but they would still like this approved. I'm asking to be reimbursed by the town for three items attached (Reimbursement Anderson 5 22 2025):

- Reimbursement 1: \$227.76 - Massachusetts Library Association (MLA) lodging May 19-20 for Liz
- Reimbursement 2: \$250 - Liz's Attendance fee for MLA conference
- Reimbursement 3: \$227.76 - Quincy/Jen MLA lodging May 19-20

To summarize the Staff Development Expenses for FY 25:

- Town: \$705.52
- Friends: \$2,190
- Trustees: \$736.69

The first part is coming out of the Town budget, but needs approval. Refer to staff development (participation in MLA Conference).

Liz: Zooming out on how staff development was covered in this FY, the operating budget spent about \$700 on our staff development, and the trustees spent about \$736. The majority (\$2,190) was covered by the Friends, and they voted to allocate more money. For the next fiscal year,

we did get more of our OB approved for staff development, so we can start to shift those costs back to our OB.

Motion: approve \$705.52 reimbursement related to staff development.

➤ **Frank, Seth second. Unanimous vote to approve.**

## Request for approvals

- Staff Development Day Reimbursement Expenses
  - Concord Colonial Inn: staff lunch: \$188.29
  - Trader Joe's: food for breakfast: \$41.89
  - Bodacious Bagel: food for breakfast: \$27.30
  - Total: \$ 257.48
- Landscaping Reimbursement Expenses
  - Planters: \$230.39

Motion: approve \$257.48 reimbursement related to staff development day from the Richardson endowment fund.

➤ **Frank, Brian second. Unanimous vote to approve.**

Motion: approve \$230.39 reimbursement related to landscaping from the endowment.

➤ **Frank, Brian second. Unanimous vote to approve.**

### **Personnel Subcommittee** (Erin Carroll, Mary McKenna)

Erin: Liz is looking to fill the Assistant Children's Library position. Existing internal candidate is excited about the role. The challenge was that the staff is currently in a role that has higher compensation. Shifting things in the budget to accommodate, based on hours and payroll overall. The teen librarian has requested a reduction from 40 to 35 hrs, which gives us a couple of hours from a compensation perspective, and that's workable for the library. This allowed us to identify the best candidate and add 2 hours for the Technical Services Librarian. No overall cost change. Liz: The reallocation of funds was also because now the Children's Librarian would be supervising the Children's Assistant Librarian, which means an increase in their supervising responsibilities that requires an incremental adjustment to the salary. We developed the job description, and the position still needs to be advertised.

### **History Center & Museum Update** (Brian Connolly)



Committee started 7 or 8 months ago with me, Liz, Chris, Jeremy Marsette, added Doug Brown, Martha Mahard, Margo Powicki, and George Fiske from the Historical Society. Now that the town has approved the funding, the committee is meeting again. Met on June 12<sup>th</sup>. Jeremy has a new rough timeline from the architect:

- July 14<sup>th</sup>: 100% of design decks issued for estimation.
- By August 4<sup>th</sup>, the architects' estimators would come up with the costs.
- By August 13<sup>th</sup>, the scope would be confirmed by the committee I just mentioned.
- By September 19<sup>th</sup>, 100% design complete.
- October 20<sup>th</sup>: The project would be awarded.
- The construction period was estimated a year ago to last about 120 days, so that would put us into construction in November, December, January, February. We'll learn more about what the construction period will be as the design work is completed and signed off.

The committee is going to meet every 2 weeks so we can stay connected to what the Historical Society's plans are. At the meeting on the 12<sup>th</sup>, we talked about the Memorandum of Understanding (MoU) that we had done back in 2021. Chris and Brian made comments. Shared with the committee. Town would be a party to the MoU as it owns the building, and the Trustees are the custodians. Certain things will need to be included, such as insurance policy coverage, formal lease or not, etc. A version was sent around, and the goal is to have it completed by the end of August. The committee will circulate it to the Trustees around July. Things like Thais and Liz talked about, such as the Safety and Security Manual, and Policies, and whether or not the History Center conforms to them. If the Trustees want to contribute or participate, Brian can pass on more information.

Question Frank: Do they have an OB to pay for utilities, etc? How will that get paid? Brian: from the MoU it seems like there will be some allocation from the Town but it is unclear what their financial relationship will be. But the Library won't be covering it from our budget.

### **Director's Report** (Liz Anderson and Jen Carlson)

Update on our annual action plan. We have completed 69 items, 17 are still in progress, 4 have been abandoned, and 9 are incomplete. Jenn and I have been working on a draft for FY26, and moving over some of those items that are incomplete or in progress, also adding new goals. We asked staff to get us their goals by early July, and we should have a more comprehensive draft to share at the July meeting. It would be great for our trustee subcommittees to also start thinking about those as well and share via email or touch base. We were really ambitious this year, so it would be great to kind of dial back because we will have a lot going on with the history center coming onto our plate, so I want to be realistic about next year. Some of the

items that are incomplete that I think are important or crucial in the next year are getting the basement cleared out, transitioning from the punchlist to our regular maintenance plan, permanent signage, and collections. The website is getting towards needing an update. It went live in 2017, so almost 8 years ago. We're already starting to see issues with some of the backend systems. We want to start thinking within the next year or two for another redesign, probably in 2027.

Brian: Feel free to leverage the trustees and seek their support in some areas of the work plan. Add a goal related to the annual budgeting process, as it took a long time last year. But hopefully more stable in the future. Also, consider a formal way of getting patron feedback, like a survey or focus group. Sandra: If it helps, the Friends can include the feedback form in their e-newsletter. Liz: We would like to understand who we are not reaching, what we are doing well, gaps. Frank: Do we know how many library cards are active in a given month? We will start sharing that data in July, but we are proud that our town is on the much higher end than the average.

Question Frank: Any updates on the completion of the mural? Rob has been working on Sundays and Mondays. Because we'll be reopening on Mondays, but closing a little earlier on Saturdays, he'll start working Saturday afternoon when we close on Sunday. The new target is to finish by October.

We will post the Children's Assistant Librarian position within the next two weeks. Our new Technology Library Assistant started a week ago and is doing very well, has experience with our current Sierra system. Summer reading is in full throttle right now.

Jen: Summer concert series starting at the end of the month, last Wednesday of the month. Staff development day went well. Fire and Police came and answered questions, very helpful. Training for using the fire extinguishers and AEDs, very beneficial. Visited Concord Library, got new ideas, great Children's Room. Recruiting new Library Student Aides: 14 applicants, some not old enough. 12 interviewed, making a decision later this week, and starting training later this summer. Impressive group of students. Summer reading kicks off tomorrow. 221 people registered so far (50 adults and the rest 12<sup>th</sup> grade and under). Encourage all to come and register. Great prizes for children, teens, and adults. Tomorrow is the launch with Jungle Jim and TC Scoops ice cream for registered 12<sup>th</sup> grade and under.

Motion to adjourn the meeting, Seth, Frank seconded. Unanimous vote: Yes.