

MEETING LIBRARY BOARD OF TRUSTEES MINUTES

Tuesday, August 19th, 2025, 7:30 PM

Virtual Meeting

Executive Session Meeting Minutes

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 7:38 pm.

- Unanimous Yes

Trustees Participating

- Brian Connolly (Chair)
- Thais Bessa
- Erin Carroll
- Chris Kenney
- Mary McKenna
- Susan Lepard
- Tom VanLangen

Other Participating

- Liz Anderson (Library Director)
- Jennifer Carlson (Library Assistant Director)
- Jeff Waldron (Select Board)
- Sean Killeen
- George Fiske
- Margo Powicki
- Yugon Kim (TSKP x ikd)
- Martha Mahard
- Sue Weatherill
- Suzie Tyler

History Center Update from Architect (Brian Connolly and Yugon Kim)

Design development 100% complete; cost estimator affirms budget alignment.

The timeline is:

- Early September: Committee reviews scope for 100% Construction Documents (CD)
- 2nd week October: CD completion target
- Nov/Dec: Bidding & award
- 16-week build until mid-Apr 2026
- 4–6 weeks FF&E & exhibit install
- Soft opening June 2026

Animation previewed: gallery, archive, curator's office, compact storage.



Subcommittee to finalize phasing & minimize library disruption.

Memorandum of Understanding: Draft MOU among Library, Town, and Historical Society submitted to Town Counsel. Counsel's comments expected in September; trustees to review thereafter.

Vote to Approve June Meeting minutes

- Erin, Susan seconded. Unanimous vote to approve the minutes.

Chairs' Report (Brian Connolly)

Proposed trustee board self-evaluation by year-end to inform the next long-range plan.

Suggested benchmarking other libraries' governance via the Minuteman Directors network.

Friends of the Sherborn Library (Liz Anderson, based on written update from Sandra Burke)

Summer concert series drew record attendance; good weather.

Fall planning underway; new board seated in September.

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

Chris: All punchlist items have been completed, which is remarkable. Including gutters, roof repair, etc. All that budget has been spent as intended.

Landscaping: weeding and cleaning up garden beds done.

The House Committee can now shift to supporting the action plan.

Finance Subcommittee (Tom VanLangen)

Endowment activity

Main Acct

Sub Acct

Change in the value of your account

	July 2025 (\$)	Year to date (\$)
Opening account value	\$3,112,733.66	\$3,027,279.38
Deposits, including investments transferred in	0.00	250.00
Withdrawals and fees, including investments transferred out	-6,012.06	-93,663.01
Dividend and interest income	2,922.42	36,805.40
Change in value of accrued interest	1,975.81	1,712.31
Change in market value	33,153.58	172,389.33
Closing account value	\$3,144,773.41	\$3,144,773.41

Change in the value of your account

	July 2025 (\$)	Year to date (\$)
Opening account value	\$175,387.10	\$178,016.10
Withdrawals and fees, including investments transferred out	0.00	-5,866.54
Dividend and interest income	552.72	3,790.26
Closing account value	\$175,939.82	\$175,939.82

Filtered by - Date: 07/01/2025-07/31/2025, Activity Type: WITHDRAWAL, Money Market: Exclude

Account Date	Activity	Description	Type	Amount	Friendly A
JJ 30821	07/16/2025	WITHDRAWAL CHECK # 0002654857 TO Piotr Szymanski	Cash	(\$2520.00)	Sherborn &

Town Held Funds

beginning mkt val	\$118,280.70
withdrawals	(\$257.48)
mkt gain	\$115.26
Ending Mkt value	\$118,138.48

FY 25 Town Budget Update									
	A	B	C	D	E	F	G	H	I
1	SHERBORN LIBRARY FY2025 BUDGET STATUS REPORT								
2	WARRANTS				DATE: 8/18/2025				
3					DATE: 8/18/2025				
4									
5									
6	SALARIES (0054)				TOTAL		BALANCE		
7					PAID		TO DATE		
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Liz: Spent 99% of the FY25 budget. Notes: there was an overlap with new Tech Services Librarian and retiring Librarian (more spent in this area to provide ample training).

Updates & Upcoming

- Submitted Annual Report Information Survey (ARIS) to the State; increase in non-resident usage should mean an uptick in State Aid funds
- Richard Saltonstall Charitable Foundation Annual Report Due in Early September
- Financial Report for the State is due in early October

Frank, Liz, and Tom are currently working on the report to the Richard Saltonstall Charitable Foundation.

Tom: Looking at how we are using the endowments, once we go through endowment updates, we will dive into how we can use them differently.

Brian: Has Dudley Willis completely stepped down? Liz: Not yet, he is planning to roll out, but still involved for the next 1.5 to 2 years. Brian: This is good because he is a big supporter of the Library, and we will work on the relationship in this transition.

Personnel Subcommittee (Erin Carroll, Mary McKenna)

Starting the process for Annual Review of the Library Director, Erin sent an email with the document for Trustees and the overall timeline. Trustees to send evaluations to Erin, who will compile them with average scores and anonymized comments/ feedback into a document that will go into her file as a Town employee.

Personnel changes (Liz): From last meeting, we proposed a few changes:

- Lowering Teen Librarian's hours from 40 to 35.
- Increasing Technical Services Librarian hours from 25 to 27.
- Increase rate for Children's Assistant Librarian.
- Increase the salary for Children's Librarian given new supervisory responsibilities.

Liz met with Jeremy and Diane on these proposed changes, and they were in approval. Changes started at the beginning of July (new FY).

Hired Maureen Haswell as the new Children's Assistant Library.

Posted the Circulation Supervisor position, received 12 applications so far, and will start interviews next week.

Director's Report (Liz Anderson and Jen Carlson)

Hours in September: installed the people counter in May and have now 4 months of data. Much better information on how people use the space, especially because a lot of people come into the building but do not necessarily check out items. Summer busy times: Wednesdays and

Saturdays mornings (closed Weds mornings). Quiet on Monday, Friday, and Saturday. The busiest time is consistently from 3pm.

Prior to February, open for 52 hours; February to June 42 hours; summer 43 hours. Proposing to stick with a 48 hours/ week schedule, so it is less disruptive to staff and patrons. Proposed hours from September:

- 12-6 on Mondays
- 10-6 on Tuesdays
- 10-8 on Wednesdays and Thursdays
- 10-5 on Fridays and Saturdays

Mary: will this still enable the librarians to go to schools, for instance? Liz: Yes, we are hoping that with the new staff and schedule, it will allow the Children's Librarian and Assistant Librarian to have more time outside of the building. Started a schedule of desk time, so staff know where each other are and their desk time/off desk time.

Mary: Will programs be limited to having more time given back to staff? Liz: Had first meeting about fall programming, not planning any major reduction, as we will have more people to cover desk time and run programs. However, we have been in "go mode" for a long time and need to take a moment to pause and reflect, be more intentional about what we do. This is one of the goals in our Action Plan (who are we serving well and not, what we can do better, etc.)

Brian: Opening 6 instead of 5 days a week will be well received by patrons, as we received feedback about the Monday closure.

Sue: As the school year begins and we get more traffic at the Library, will there be time for staff to take care of the increased traffic, with being open 6 days a week? We need to monitor that to avoid getting into a situation that overloads the staff. Liz: We have been using State aid for substitute librarians, especially for Saturdays, because it is the busiest day with the shortest staffing. Perhaps get a bigger pool of substitute librarians to cover these busy times. Liz is tracking the use of substitute librarians to see if State aid is enough. Sue: suggest the Trustees check on this with Liz monthly. Liz: The energy and morale of staff right now is really good. So it is important not to overdo it. The construction of the History Center will put pressure to slow down as well, force us to say no. Tom: We have data working in our favor to make decisions about when/what programs have more foot traffic. People might prefer fewer, high-quality events and programs.

Shared Action Plan with Trustees, Brian made some additions since it was last circulated.

Better understand/best practices to see how other Trustees groups operate, maybe through the Minuteman Directors' Network. Last year 95 goals, this year 75, so we are down 20, which is great.

Brian: Good to have fewer goals.

Tom: Feelings about AI at the Library, has it come up at all? Liz: Discussed during the last Conference the staff attended, but more focused on school libraries, AI-generated books being published, etc. Younger staff are more knowledgeable and educate other staff. Trustees could support. Tom: add as a goal. Thais: saving staff time for creative endeavors.

FY25 Report:

OverDrive (eBook) Checkouts

Usage has skyrocketed in the last seven years. Sherborn residents eBook checkouts have increased by more than 400%.



Looking at the data to ensure Sherborn residents do not have a long waiting time for ebooks and exploring different ways to purchase ebooks (cost per circulation vs. buying the item).

Nonresident Circulation / Circulation by Town

Nonresident Circulation Transactions

The MLN is pleased to offer additional loans to users before their library's circulation system or other certified Massachusetts municipalities. A big jump this year will increase from looking for 50,000.



Circulation by Town

Sherborn	60,083
Holliston	5,163
Natick	4,021
Non-MLN resident	1,933
Ashland	1,513
Frammingham	1,142
Dover	1,035
Millis	931
Wellesley	861
Medfield	707

Meeting Room Bookings

FY25 Meeting Room Bookings		FY24 Meeting Room Bookings	
Study Room Bookings	961	Study Room Bookings	735
COA	43	COA	40
FOTSL	31	FOTSL	24
DS School Groups	60	DS School Groups	29
Sherborn Police/Fire	12	Sherborn Police/Fire	9
Sherborn Historical Society	4	Sherborn Historical Society	3
Other Groups	14	Other Groups	8
Garden Clubs	8	Garden Clubs	5
Girl Scouts	13	Girl Scouts	5
Town Depts	19	Town Depts	4
TOTAL	1165	TOTAL	860

Programming Attendance

With the reopening of the Library in March 2023, the number of program attendees has increased dramatically. In FY 25, attendance at programs hit a record high of 12,288 attendees.



This bump is closely linked to the staff's ability to go off-site to promote the Library and programs (e.g., Pine Hill Elementary School and DSMS), which allows the Library to reach people who are not being reached. Tom: How do we count, for instance, if attending the All-School Meeting at Pine Hill, do we count 300 people? Liz: Yes, with consistency year to year.

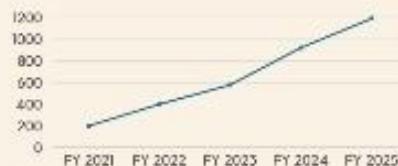
Library Traffic

The last six years have been a rollercoaster of reading in the Community Center, the pandemic and moving back to the renovated library. FY 2024 provided a better marker moving forward of the Library traffic pattern. This number represents an estimate based on four week samplings throughout the year. With people counters installed in May 2023, next year's number will be actual vs. an estimate.



Volunteer Hours

We continue to rely heavily on volunteers for many aspects of Library operations. This year, we utilized many teen volunteers in need of meeting their community service requirement, and we also saw an uptick in our adult volunteer hours.



Website Usage

Website hits held steady year-to-year from March 2018, when our new website was launched, but this past two years have seen a big bump, with around 76,000 pageviews this year.



Other Business

Next meeting: Tuesday, September 16, 2025, hybrid.

Motion to adjourn the meeting

- Susan, Thais seconded. Unanimous vote to adjourn.

Adjourned 9:05 pm.