

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, April 15, 2025, 7:30 PM
Virtual Meeting

Adjourn to Executive Session

Adjourn to Executive Session under the following exemptions, not to return to Open Session.

Item 1: To discuss strategy with respect to 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 and Town, and the Chair does so declare, to discuss the Town Library pursuant to M.G.L. Chapter 30A, Sections 21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007)

Roll Call Vote to Adjourn to Executive Session 7:33 PM Unanimous Yes

Trustees Participating

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

Other Participating

Liz Anderson (Library Director)
Jennifer Carlson (Library Assistant Director)
Jenn Watterlond (Technical Services Librarian)
Margo Powicki (Sherborn History Center & Museum)
Sandra Burke (Friends)
Deb Siefing (Finance Director)

Approving March 18, 2025 meeting minutes. Mary McKenna, Frank second. Unanimous approval.

Chair's Report (Brian Connolly)

Saturday, March 22 Advisory meeting: a revised budget was presented. Around 11-12 people supported the library during the public comment section. Thanks Sandra and the Friends. Advisory 7-2 in support, the SB 5-0 in support. Great turnout.

Annual Town Meeting (ATM) is April 29, 2025. Spoke to Dan Sichel - Advisory sends out a summary of their opinions for each warrant item. During ATM a hold can be placed on the library budget line items, we don't know if we'll get one, but anyone could put a hold on it. If there is a hold, someone could

propose an alternative budget via an amendment at the ATM. If that happens we can all speak in support of the original budget. Dan will speak at ATM that there were 2-3 difficult items to work through, but that the current proposed budget is supported by Advisory.

Seth asked what would happen if the budget was not passed? Discussion around the technicalities of procedures at town meetings.

Thais inquired about talking points for the points we want to communicate. Brian has some talking points. Liz can share the presentation. An FAQ that was sent around. Tom has an elevator pitch that can be shared also.

Sandra reported that she will be reaching out to people to get some folks at the ATM to speak if required.

Tom asked regarding the rules for visuals at ATM. A formal presentation is allowed. This would have to be available or delivered to the Town Administrator beforehand. It would be good to have the slides, particularly with the photos.

Frank mentioned that there is also a value calculator that can be used.

Deb mentioned that it is expected to be a long meeting and they would like to keep it to a single night. Time will be restricted.

Deb reported that the minority reports are going out in the mail to all town residents. Approximately - "The minority vote is based on an understanding that there are unresolved issues with the Library management". This is also similar to what they submitted for the Board of Health and Recreation.

Question: If Dan Sichel steps down from Advisory, would Mike step up to chair? That is typical.

Dan asked if we would be impacted by any federal/state funding. There has been a federal cut on the Institute of Museum and Library Services (IMLS). The Mass Board of Library Commissioners (MBLC) lost ~3 million. Subsequently some programs have been cut for various things including, Perkins, Prisons, Training, etc. This doesn't directly impact the local libraries but indirectly it does.

May 13th is the town election. Alexandra Frank will be on the ballot, she did get her papers in. She put up yard signs and sent out a postcard in the past.

Sherborn Historical Society had a fundraiser tonight. Doug Brown got an anonymous \$400k toward the construction, contingent on the town passing the \$600k. This puts the stakes of the passing of the 600 at ATM at higher. Doug also mentioned that it was not someone that they had solicited.

Friends of the Sherborn Library (Sandra Burke)

The Welcome Committee event was tonight alongside the historical society. Smaller turnout but nice.

Trivia event raised around \$6k. Went great.

Art show, the Art of the Automobile and reception to take place April 2.

The efforts around the budget issues have made it easier to fundraise.

Newsletter sent out.

LBC/House (Chris Kenney)

Liz/Sean busy with the ongoing punch list.

Door vendor fixed door issues, and assessed the panels for the teen room.

HVAC subcontractor made adjustments particularly to Nora's tree house.

Sean scheduled a control subcontractor related to some of the heater radiator and the heat pump. Also will validate that the heat comes on if we lose power.

People counters at the entries, vendor demos occurred. One was unimpressive, another looked good but potentially more than we need. Proposing that we use an IR beam counter with a removable SD card. If necessary we can upgrade, another option that has a cloud offering but requires a subscription.

Request from staff to look for book display easels. The teen librarian asked for 92 for the teen area, and the children area for 109. Total is ~\$600. The last time these were purchased the funds came from the punch list. There are some funds left for Teen finishing, we could split out 50% of the funds from that remaining punch list amount.

Liz asked if the punch list required a vote. Deb responded that it isn't necessary for the punch list. Frank suggested we vote on it just so it's recorded if required.

Landscaping. Liz met to get a proposal for the spring/summer for cleanup and weeding. May reach out to others.

Hartney Greymont quoted \$4,582 for the annual tree maintenance program. This cost is split across this and next fiscal year. Proposed additional tree work worth considering. Air spading at the red oak along Sanger St., additional \$5,800.

\$37743 spent out of \$100,000 punch list balance. Question whether it accrues interest. If any interest was accrued the interest would go to the town fund.

Plexiglass was installed for the teen room. There was a gap that needed to be filled to further soundproof the room. This was approx. \$14,000. May need weather stripping or other small adjustments on doors to further the soundproofing.

April 29 scheduled a meeting between controls and HVAC contractors to get the system fully dialed in.

Electrician came and installed lighting on the roof. The pathway behind Nora's tree house is now illuminated, may need some adjustments.

Greenwood industries came to look at broken roof tiles. There is a leak when extreme rains occur. Metal flashing at elevator shaft needed as well.

Another HVAC contractor came to replace the filters on the Heat Pump.

Goal for heating/cooling is to get these new systems really optimized to reduce the overhead cost going forward.

Move to vote to purchase book display easel at \$632.81 + shipping, 50% funded from endowment and 50% from the punch list funds. Motion to purchase book easels ~316 from the teen finishing touches endowment and ~316 front the punch list. Brian Second. Unanimous yes.

Thank you to Sam Nelson. He has been working on a plan for planting near the new stairs that go towards Town Hall using ARPA funds.

The House Committee continues to meet on Fridays to work through building and exterior issues.

Technology (Frank Orlando, Seth Molloy)

People counters: SenSource seemed like a great counter option. Axis didn't seem to understand our use case well. Klaus (Town's IT) heard that we would need to hire someone to use ethernet for people counters, thought we should get quote to also install cabling for card readers. Possibly \$30-50k project to get the card readers, maybe we should have that done at the same time. Given the cost we will hold off on adding card readers at this time We'll observe how things work for other town buildings.

Considering funding the IR people counters with state aid, part of the reporting to the state is reporting the count of people in the library. The circulation numbers are not really a good representation of how many people use the space. Consider also putting counters at the kids' room to understand how many of the people coming into the library are using the children area.

Question on whether the counter could tell the direction of the count. Yes, they can. Liz added that the counter breaks the numbers down hourly. Seth noted that you can also move the counter around if we need to.

Liz mentioned that in Holliston they had some issues with kids pulling them off the walls, etc. The more expensive units count from the ceiling. We'll need to test them. Seth asked if we could get the make of the counters used in Holliston, Jen will ask.

A/V equipment. Had a meeting with Seth, Jeremy Vignaux, Brendan Waldron, Frank. We identified the issues that were ongoing. Brendan added the minicomputer to the Trustees room, mounted the HDMI switch under the table. Thanks to Jeremy Vignaux who also joined to help troubleshoot.

Also noted that we are getting a new phone system within the next year.

Finance (Frank Orlando, Tom VanLangen)

Sherborn Library Trustees – April 2025

Financial update



Endowment activity

Main Acct

Change in the value of your account

	March 2025 (\$)	Year to date (\$)
Opening account value	\$3,101,406.95	\$3,027,279.38
Deposits, including investments transferred in	0.00	250.00
Withdrawals and fees, including investments transferred out	0.00	-5,295.84
Dividend and interest income	9,758.53	17,183.50
Change in value of accrued interest	-2,598.21	-1,627.29
Change in market value	-126,874.39	-56,096.87
Closing account value	\$2,981,692.88	\$2,981,692.88

Sub Acct

Change in the value of your account

	March 2025 (\$)	Year to date (\$)
Opening account value	\$179,081.03	\$178,016.10
Withdrawals and fees, including investments transferred out	-4,447.49	-4,447.49
Dividend and interest income	552.56	1,617.49
Closing account value	\$175,186.10	\$175,186.10

Filtered by - Date: 01/01/2025-03/31/2025, Activity Type: WITHDRAWAL, Money Market: Exclude

Account	Date	Activity	Description	Symbol	Cusip	Type	Amount	Friendly A
JJ 38922	03/20/2025	WITHDRAWAL	CHECK # 0002607711 TO Landscape Forms Inc.			Cash	(\$2,010.00)	Sherborn S
JJ 38922	03/20/2025	WITHDRAWAL	CHECK # 0002607714 TO Demco Inc.			Cash	(\$2,437.49)	Sherborn S

Town Held Funds	
beginning mkt val	117187.21
Ending Mkt value	117,269.76
mkt gain	\$ 82.55

Main account at UBS, stocks performing poorly.

Sub Account increased by about \$500.

Two disbursements, for trash receptacle on the patio and new carts for librarians.

	Account Number	Account Name	FY22 Actual	FY23 Actual	FY24 Actual	3 Year Avg	FY25 Budget	FY26 Bud Request	2026% over 2025
610	010-610-5110-00000	LIB Library Director	102,514	109,820	104,500	105,611	108,576	111,290	2.50%
610	010-610-5111-00000	LIB Childrens Librarian	10,982	34,468	36,847	27,433	65,208	66,837	2.50%
610	010-610-5112-00000	LIB Tech Svcs Librarian	36,227	37,675	39,221	37,708	40,755	41,773	2.50%
610	010-610-5113-00000	LIB Senior Assistants	33,484	41,068	50,152	41,568	48,978	50,205	2.51%
610	010-610-5113-00000	LIB Children's Assistant						22,712	100.00%
610	010-610-5114-00000	LIB Assistants	5,447	5,560	4,962	5,323	6,888	7,060	2.50%
610	010-610-5115-00000	LIB Circulation Supervisor	0	0	27,064	9,021	22,966	23,543	2.51%
610	010-610-5116-00000	LIB Teen Services Librarian	57,963	60,281	57,444	58,563	65,208	66,837	2.50%
610	010-610-5118-00000	LIB Assistant Director	58,522	43,018	63,943	55,161	71,326	73,101	2.49%
610	010-610-5119-00000	LIB Student Helpers	14,501	20,294	21,811	18,869	15,116	15,496	2.51%
610	010-610-5190-00000	LIB Longevity	0	0	0	0	1,036	0	-100.00%
		Total Salaries	319,640	352,185	405,944	359,256	446,057	478,854	7.35%
610	010-610-5240-00000	LIB BLDG Landscape & Maintenance	38,969	53,938	19,256	37,388	29,425	10,304	-64.98%
610	010-610-5306-00000	LIB BLDG Computer Tech Support	4,798	560	1,292	2,217	250	250	0.00%
610	010-610-5340-00000	LIB Telephone	7,809	6,879	6,043	6,910	6,000	6,000	0.00%
610	010-610-5342-00000	LIB Computer Online Services	51,935	40,565	40,611	44,370	40,000	42,000	5.00%
610	010-610-5343-00000	LIB BLDG Website hosting	600	600	600	600	600	600	0.00%
610	010-610-5344-00000	LIB BLDG Website Maintenance	3,600	3,600	3,600	3,600	3,600	3,600	0.00%
610	010-610-5385-00000	LIB Minuteman Network	23,278	28,886	22,957	25,040	26,968	27,976	3.74%
610	010-610-5420-00000	LIB Office Supplies	3,982	4,535	6,222	4,913	4,600	5,000	8.70%
610	010-610-5421-00000	LIB BLDG Supplies & Materials	7,661	3,679	10,950	7,430	3,347	7,500	124.08%
610	010-610-5422-00000	LIB BLDG Water	236	520	700	485	620	700	12.90%
610	010-610-5585-00000	LIB Films Books Etc.	44,562	53,178	55,762	51,167	59,569	61,483	3.21%
610	010-610-5710-00000	LIB Travel/Lodging/Meals	0	0	443	148	300	300	0.00%
610	010-610-5730-00000	LIB Meetings/Seminars	350	0	815	388	433	1,927	345.03%
610	010-610-5742-00000	LIB Insurance Bonds	0	0	274	91	572	274	-52.10%
		Total Expenses	187,781	196,940	169,525	184,748	176,284	167,914	-4.75%
		Total Department Expenses	440,883	549,125	575,469	544,005	622,341	646,768	3.93%
		History of Transfers to Offset Library Expenses							
		Endowment Contribution	62,092	0	0		76,662	83,519	
		Landscaping Contribution						5,000	
		Total Department Expenses Net of Funding	378,791	549,125	575,469	501,129	545,679	558,249	2.30%
		*Estimated FY26 Endowment and State Aid.							
		Donations for Additional Staff Development						4,454	

Budget recommended by Advisory committee.

Request for approvals (from Last month)

- Approval to transfer \$83,519 for the FY26 budget cycle
- Approval to use \$5,000 for landscaping (to be paid directly to landscapers)
- State Aid Award Contribution
- State Aid – Use for Substitute Library Assistants
- Weeks/Dowse Children's Fund

Discussion around whether the \$5,000 needed to be on the warrant.

Currently state aid balances \$38,606 in the town account for state aid. The total contribution was \$11,000 for the year. This year we decided to use this money for landscaping. Discuss using the state aid for substitute librarians. Liz proposes we vote for \$5k for this year.

Frank Motions we authorize state aid funds for this fiscal year for substitute library assistance, second by Brian. Unanimous yes.

Weeks/Dowse - Income from this fund is to enrich children patrons as determined by staff and Trustees. There is about \$33k that could be used. Last year there wasn't a lot of money for the summer reading kickoff event. It's proposed we spend \$1200 for summer reading, and perhaps should be recurring.

Tom expressed concern about a recurring \$1200, that is about 3.6% of the fund, there is not much left over unless you start draining the principal. This account is invested in cash equivalents so the growth is modest.

Frank suggested that we do this on a yearly basis, each year, rather than a recurring spend.

The Children's librarian requested \$1200 for the summer reading kickoff program.

Liz, Frank and Tom decided to talk about this before the next meeting and come up with a proposal.

Frank shared a value calculator that is used on the Maine libraries and Wellesley as well. This suggests a 1.7m value that is provided to the town.

USE	Library Services	Value of Services
17817	Adult Books Borrowed	\$ 391,974
3445	Young Adult Borrowed	\$ 41,340
38776	Children Books Borrowed	\$ 310,208
2419	Audiobooks Borrowed	\$ 65,313
13754	Interlibrary Loan Requests	\$ 343,850
18428	eBooks/Audiobooks Downloaded	\$ 184,280
2158	Magazines Borrowed	\$ 10,790
6211	Movies Borrowed	\$ 111,798
1385	Museum Passes & Library of Things Borrowed	\$ 27,700
860	Meeting Room Use per Hour	\$ 21,500
5333	Adult & All Ages Programs and Classes	\$ 79,995
5016	Children's & YA Programs Attended	\$ 60,192
1000	Computer Use per hour (i.e. Internet, MS Word, etc.)	\$ 10,000
7839	Reference Questions Asked	\$ 117,585
		\$ 1,776,525

History Center (Brian Connolly)

Town Warrant will have the initial project cost down from 1.6m->1.2m, the town budgeted 100k last year to work with an architect. They need to fund about 1m. \$600k will be on the warrant and they have a \$400k pledge. This will need a 2/3 majority vote. This is expected to be a close vote. If this does pass, we'll need to start working with the Historical Society to move the project forward, in terms of getting the lower-level ready for construction. This would likely be only a 6-7 month project.

Deb noted that this also needs to pass a ballot vote as well as ATM. The minority report regarding the History Museum was multiple pages. May 13 is the town election.

Director, Assistant Director and Technical Services Librarian Report (Liz Anderson, Jen Carlson, Jenn Watterlond)

Working with a consultant on salaries, ranges, and categories. A new MA law requires that the positions have ranges. This will continue to be worked on.

A new mobile app. The same company that did our catalog did an app for us as well, much better than the old one. This is available in the app store.

Americans with Disabilities Action (ADA) compliance. The town is looking at compliance, and had a walkthrough of the library. Jen attended an ADA training. Focused on concepts around not being able to identify if someone has a disability. Techniques to use to address various issues. The next session will be about Digital ADA.

Jenn Watterlond, took over from Cindy, Technical Services, joined about six months ago. Liz gave Jenn praises for the work that has been done so far in terms of organization and having made this transition so smooth.

Jenn gave a description of her daily responsibilities: Catalog new items both physically and digitally in the database. Also mending books whether physically or cataloging was not correct. Reconcile all the invoices and inventory. Been working on various projects with the various departments, such as re-organizing the collections.

The children's section had added a "decodables" section, focused on helping early readers. Building a new anime collection, as well as a video game collection. Cleaning up collections, making sure things are in the correct orders, series are ordered, etc. Supervisor of technical services assistant as well. The current employee wasn't a good fit, resigned, and started the interview process again. Jenn will be taking maternity leave at the end of summer.

Children's room and programs continue to have huge audiences: Commonwealth ballet, over a 100 in attendance. Stacey Peasley had nearly 100 people.

Jen Powers continues to visit Pine Hill, discussing the summer reading program. Reached out to Pine Hill Community School Association (CSA) to get some programs added to their newsletter.

April vacation coming up - Moana, rock-a-beats, space week, and others.

Frank suggested that Jen go for the Friday all-school meeting to talk about the summer reading program. She is already on the calendar to attend.

Mural - Sunday/Monday artist has been coming in. New animals appear weekly.

6 library staff signed up for a Massachusetts Library Association conference in May. Will send a poll for a Trustees date.

Motion to adjourn meeting at 9:18pm: Mary, Frank second. Unanimous vote Yes.