

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, Dec 17, 2024, 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 7:32 PM

Unanimous Yes

Trustees Participating

Brian Connolly (Chair)

Mary McKenna

Frank Orlando

Tom VanLangen

Seth Molloy

Sue Lepard

Erin Carroll

Other Participating

Liz Anderson (Library Director)

Jennifer Carlson (Library Assistant Director)

Sandra Burke (Friends)

Martha Mahard (Sherborn Historical Museum)

Margo Powicki (Sherborn Historical Museum)

Return to Public Session 7:38PM.

Approving November minutes. Sue Lepard motioned, Mary McKenna seconded.

Chair's Report (Brian Connolly)

January 22nd is the Library's Advisory meeting. March 22nd is the public hearing meeting with Advisory. Advisory is asking for a Cost of Living (COLA) increase for 2.5% for employees. Budget process will really get going.

Advisory suggested that it would be unlikely to get new staff. We have two budgets, one with only COLA and one with new staff. It was left up to us to make the decision which one to take forward after meeting with the Town Administrator and Finance Director. We requested that the Town Admin take the one with more staff forward to include in the full budget roll-up for FY26.

The Select Board has high level goals for town. For 2025 there is still one specific to the library related to completion of the project and finalizing any legal issues.

MBLC presentation forwarded by Mary. The slides were reported to be timely, with the need for Trustees to be advocates for library funding/budget. The MBLC has 2026 funding in the governor's budget that is going up by 7%.

Encourage folks to contribute to the FOTSL. The annual appeal letter was excellent.

Friends of the Sherborn Library (Sandra)

Annual appeal went out. Money has already started to come in. Thanks to Liz for providing the infographic.

Holiday market was successful. Helps to build awareness of the Friends.

The Mini Golf event is happening Jan 11-12.

Art Show - Jan 16. Incarcerated individuals displaying their art work. Lecture rather than reception.

Brian pointed out that FOTSL provides a lot of the funding for staff development and other things. It's important to point out to the Advisory that we have an endowment donation, as well as the Friends contribution.

Sue suggested that it might be helpful for the town to hear from the FOTSL regarding the needs of the library and to support the library. Mid Jan - Mid Feb would be good timing for this communication. Sandra mentioned that she would be happy to support in this way. Sue volunteered to help write copy for Sandra to use.

Tom mentioned that Advisory gave a suggestion to be creative with the budget. Noted that we have been creative in the past, endowment, FOTSL, volunteer efforts. We can make an overall story of how much the library does to be creative in terms of finding funding sources beyond just the town.

LBC/House (Liz)

Chris was tied up at work tonight.

We received a quote for the generator work from MV Electric. They also shared some ideas for lights on the roof and outside the elevator.

Rick Aston should be coming this week to install the cabinet doors in the Trustees room.

Asked for a second quote from Rick to enclose the teen room. We do have a quote for this work to be done. Need to decide whether to move forward or not with them.

All cameras were installed in the library and on the library campus. Thanks to Klaus Ullman. The feed is recorded and then can be accessed later. The history is about 4-6 weeks.

An outdoor trash can came this week finally.

Planning to get started on cleaning out the basement in the new year. Have been going through the books in the basement thanks to the staff's hard work.

Yugon, the architect for the history center, did stop in and do some measurements.

Library Building Committee is planning to meet mid January (likely the 13th).

Rob Evans, the muralist, will continue working in the evenings. Planning to finish the mural by the end of April. Invoice was submitted, Liz will be requesting approval for that. Frank asked how much he was asking for, Liz reported it was \$5417 for this payment. We're paying him in three installments plus an original retainer, this is the second installment, "upon completion and approval of design."

Brian motion that we approve the payment, Mary seconded. Unanimous Approval.

Sandra requested that the design be sent to them to share with the friends.

It was noted that pine hill also has a similar mural, about 6x8 ft behind the librarian's desk.

LEED decal installed on front entrance and children's entrance. Noted that we should put information about this on the website, as well as more pictures of the library.

Brian asked about what happens to the books we get rid of. More Than Words, a non-profit organization, takes them.

Planning & Policies (Mary McKenna, Sue Lepard)

Not much to report. There is a painting donation that we do need to respond to. We have not done something about this before. Looking for advice on how to handle the request.

Liz asked what our internal policy is on how to respond to this. What subcommittee does it go to first? Do we limit these to only local people/works? Sue suggested that we could/should come up with a list of criteria. There was also some discussion of a portion of a wall in the library that we could dedicate to donations and circulate things through. There are a few spaces in the library with gallery hanging systems that could be used.

What would be the committee that decides this? It could be the Art Gallery subcommittee. We could restrict donations to only Art. Margo / Martha have a lot of experience on accepting donations for various organizations. She reported that we need to establish a specific policy. Margo volunteered to pull up some policies and send them to the Trustees. Liz will work with Mary.

Finance (Frank Orlando, Tom VanLangen)

Frank mentioned it would be useful to list what the FOTSL contributions are received and what they are used for, to demonstrate that it does reduce the amount the town pays.

Account Number	Account Name	FY22 Actual	FY23 Actual	FY24 Actual	3 Year Avg	FY25 Budget	FY26 Bud Request	2026% over 2025
010-610-5110-000000	LIB Library Director	102,514	109,820	104,500	105,611	108,576	111,290	2.50%
010-610-5111-000000	LIB Childrens Librarian	10,982	34,468	36,847	27,433	65,208	66,837	2.50%
010-610-5112-000000	LIB Tech Svcs Librarian	36,227	37,675	39,221	37,708	40,755	53,470	31.20%
010-610-5113-000000	LIB Senior Assistants	33,484	41,068	50,152	41,568	48,978	50,198	2.49%
010-610-5113-000000	LIB Children's Assistant						20,321	
010-610-5114-000000	LIB Assistants	5,447	5,560	4,962	5,323	6,888	7,060	2.50%
010-610-5115-000000	LIB Circulation Supervisor	0	0	27,064	9,021	22,966	44,316	100.00%
010-610-5116-000000	LIB Teen Services Librarian	57,963	60,281	57,444	58,563	65,208	66,837	2.50%
010-610-5118-000000	LIB Assistant Director	58,522	43,018	63,943	55,161	71,326	73,101	2.49%
010-610-5119-000000	LIB Student Helpers	14,501	20,294	21,811	18,869	15,116	17,372	14.92%
010-610-5190-000000	LIB Longevity	0	0	0	0	1,036	0	-100.00%
	Total Salaries	319,640	352,185	405,944	359,256	446,057	510,802	14.51%
010-610-5240-000000	LIB BLDG Landscape & Maintenance	38,969	53,938	19,256	37,388	29,425	22,000	-25.23%
010-610-5306-000000	LIB BLDG Computer Tech Support	4,798	560	1,292	2,217	250	250	0.00%
010-610-5340-000000	LIB Telephone	7,809	6,879	6,043	6,910	6,000	6,000	0.00%
010-610-5342-000000	LIB Computer Online Services	51,935	40,565	40,611	44,370	40,000	42,000	5.00%
010-610-5343-000000	LIB BLDG Website hosting	600	600	600	600	600	600	0.00%
010-610-5344-000000	LIB BLDG Website Maintenance	3,600	3,600	3,600	3,600	3,600	3,600	0.00%
010-610-5385-000000	LIB Minuteman Network	23,278	28,886	22,957	25,040	26,968	27,976	3.74%
010-610-5420-000000	LIB Office Supplies	3,982	4,535	6,222	4,913	4,600	5,000	8.70%
010-610-5421-000000	LIB BLDG Supplies & Materials	7,661	3,679	10,950	7,430	3,347	7,500	124.08%
010-610-5422-000000	LIB BLDG Water	236	520	700	485	620	700	12.90%
010-610-5585-000000	LIB Films Books Etc.	44,562	53,178	55,762	51,167	59,569	61,576	3.37%
010-610-5710-000000	LIB Travel/Lodging/Meals	0	0	443	148	300	300	0.00%
010-610-5730-000000	LIB Meetings/Seminars	350	0	815	388	433	1,927	345.03%
010-610-5742-000000	LIB Insurance Bonds	0	0	274	91	572	274	-52.10%
	Total Expenses	187,781	196,940	169,525	184,748	176,284	179,703	1.94%
	Total Department Expenses	440,883	549,125	575,469	544,005	622,341	690,505	10.95%

History of Transfers to Offset Library Expenses								
Endowment Contribution	62,092	69,014	71,015	67,374	76,662	83,519	*	
State Aid toward Film, Books, etc.	4,445					11,000	*	
Total Department Expenses Net of Funding	374,346	480,111	504,454	452,971	545,679	595,986		9.22%

The budget was presented to the Town Administrator, Jeremy Marsette, and the Finance Director, Deb Siefring and conveyed what we need to do.

It would be useful to prioritize the resource list so that if we can't get everything we have a prioritized list to choose from.

If we don't get any of these items, we need a report to show what hours will be reduced and how that will affect the library.

It was also pointed out that we can't have as much turnover as we have had this year.

Liz added that state aid was also discussed. It was re-iterated at the end of the meeting with Jeremy that a general feeling is if we are getting state aid, that our town budget should be reduced the same amount. It needs to be very clear that we are voting on the 690 budget, not the 595. State aid can't simply be used to offset the budget but has to be applied to library-related items. There are specific rules around how this aid must be used, unlike other state aid. State aid needs to go into a separate town owned account and used at the direction of the Trustees and library director.

Mary mentioned that this aid may be used for substitute librarians. Although we have approval to get substitutes, we have to continue to work within the current budget. Due to retirements this year the budget is very tight.

Presented here is to have the Tech Services Librarian's hours go from 25 to 32 (already benefited), moving the Circulation Supervisor from part-time (19 hours) to full-time and getting a children's assistant librarian (19 hours, no benefits).

If we do not get the staffing, we would need to reduce our hours, which would increase our material expenditure requirement with the state (15% to 16% of the overall operating budget).

Currently we're open 52 hours. Reduce by about 1/5 would be required if funding isn't available.

Below is a look at where we are this FY25 as we are halfway through the year, we are on track to exceed meeting room bookings from last year at this point.

Meeting Room Bookings

FY24 Total: 860

FY25 Total (Jul-Dec): 535

FY24 Meeting Room Use	
Study Room Bookings	735
Council on Aging	69*
Dover Sherborn School Groups	29
Friends of the Library	24*
Sherborn Police	9
Sherborn History Center & Museum	8*
Other Groups	6
Garden Clubs	5
Girl Scouts	5
Town Departments	4
<i>*Includes some joint Library programs</i>	

FY25 Meeting Room Bookings: July - December 2024	
Study Room Bookings	436
COA	21
FOTSL	10
DS School Groups	37
Sherborn Police	5
Sherborn Historical Society	5
Other Groups	5
Garden Clubs	4
Girl Scouts	5
Town Depts	7
TOTAL	535

Library Programming Statistics FY24 & FY25

FY 24 Program Age	Number of Programs	Number of Attendees
Birth-5 years	169	3069
Ages 6-11	96	1642
Teen	40	305
Adult	241	3269
All Ages	41	2064
Passive Programs	21	1757
TOTAL	608	12,106

FY25 Program Age	Number of Programs	Number of Attendees
Birth-5 years	87	1994
Ages 6-11	59	1249
Teen	31	176
Adult	121	1348
All Ages	19	848
Passive Programs	8	374
TOTAL	325	5,989

Current Schedule: Circulation by Hour

M 10-6 | T 10-8 | W 10-8 | R 10-8 | F 10-5 | S 10-5

Hour	Day of Week / Total						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8AM	-	2	1	-	-	-	-
9AM	-	28	53	35	23	26	2
10AM	-	458	428	508	496	637	846
11AM	-	825	807	957	756	1,172	1,949
12PM	8	643	722	1,009	890	1,120	1,529
1PM	1	453	593	801	591	714	1,267
2PM	-	493	663	660	634	813	862
3PM	-	664	840	909	808	919	920
4PM	-	992	1,130	1,492	1,350	1,561	972
5PM	-	928	989	1,041	883	22	19
6PM	-	85	316	463	409	-	-
7PM	-	-	272	282	272	-	-
8PM	-	1	9	7	3	-	-
9PM	-	-	-	1	-	-	-

The Circulation report is from Minuteman. Darker blue represents the busiest times. Saturday is the busiest check-out day, Monday is the slowest. Feedback from staff is that Saturdays' are very difficult to get through, staff can't take lunch, etc. We really don't want to reduce hours on Saturday, the busiest day. We need to look at ways to get another person in there to help. It's also important to keep in mind that people use the library but aren't checking out anything out.

Current Schedule: Traffic by Day of the Week Sampling of 4 weeks in FY24 and 1 week in FY25

Mon	Tues	Wed	Thurs	Fri	Sat
662	686	910	755	538	568

These numbers give another perspective of the amount of people coming through the door by day, five week sampling.

Bolton is a comparable library. 5k population, they're in a brand new library. They are closed on Mondays. See website for specific hours, these are similar to what Liz is thinking about what we would need to do.

Liz is suggesting that we close earlier on Tuesday night at 6pm rather than 8pm.

Are we going to make these cuts for the second half of the year? Not clear.

Frank also mentioned that we discussed volunteers. Would it be possible to quantify how much we are saving by using volunteers? Back of the envelope (18 hrs a week) would be around \$14k at \$15/hr. It would be useful to include this in the discussion to demonstrate how much the library is doing.

We could cut hours for the remainder of the year. Then folks in town would know what it means to have reduced hours and would either be ok with it or vote to fund more hours.

Liz expressed the desire to have Trustees support on making a decision around hours. Sue mentioned that the Trustees will really support Liz's decision on what she and her staff needs. The Trustees will support and help communicate why we are cutting hours at the library.

Brian mentioned that we increased hours by 26% to add the 10 additional hours to open the new library to the public.

The community doesn't have a COA center, or Rec center. This is the center for the community.

Mary suggested that we don't do things piecemeal, rather than just shaving an hour here or there. If we need to close Mondays, let's do it and be decisive about it.

Erin mentioned that it's also important that the staff see that we are supportive of what they need.

Liz reached out to Jen to comment as well as she hears more from the staff in some ways. Liz mentioned that it really bothers her to hear that staff don't have time to take lunch, with so few resources and so many people coming in the building. Jen mentioned that Saturdays are particularly difficult.

Tom asked if we staff up on Saturday and down elsewhere does that actually help? Liz mentioned it's also really hard to get people to work on Saturdays.

Would closing on Monday's get staff more willing to work on Saturdays? Liz doesn't really feel like this would be the case.

Could the state aid be used for subs on Saturday? We should be able to.

Could we get volunteers to help with Saturday, dealing with kids and relieving the staff? If we had qualified substitutes to add on Saturday, it would make a big difference. The only thing keeping us from doing this is the budget. The rate for these temporary workers would be 22.34/hr for 7 hours on Saturday.

Mary suggested that we should spend this money, and make this decision.

Would this be in addition to closing Mondays? Liz suggested the possibility of opening the library later on Monday instead.

Various Trustees expressed that these ideas should be brought to the staff to get an idea of what really will help them. And then bring that back to the Trustees. We'll vote on this next time.

Suggested to remove toys on Saturdays to reduce the burden. Liz mentioned they're closing Nora's treehouse to have less to clean up.

Liz circulated the Q2 financial update. We are through warrant 12, about 42% of the budget. We overspent a little. Some of this had to do with retirements and paying out vacations. Also included in this is for building/office supplies, we are overspent significantly on these items. There is some room left but things are close.

History Center (Brian Connolly)

The history center was discussed at 7pm with the Capital Budget Committee tonight. Yugon and his team are going to come back mid-January with a more concrete budget with different versions.

Have there been any updates to the design? Margo mentioned that the design is a work in progress. Yugon is coming up with a good, better, best option.

Frank expressed that some of the design elements in the past design were not possible to construct. Liz replied that Yugon is going through and they are refining and fixing many of these details.

Chris Kenney is also involved in this and giving good insights. Margo expressed that Chris's involvement is highly appreciated as well as Sean Killeen and Brian's.

Erin added that we also typically host a luncheon for the staff. That will be happening tomorrow. Last year the Trustees purchased vests for the staff. It was proposed that we purchase vests for the new staff so that they will have the same vests as the existing staff.

Suggested that we take the ~250 out of the Richardson's trust from the town's holding.

Director and Assistant Director Report (Liz Anderson, Jen Carlson)

Community-wide read with the various churches and school groups. An Anxious Generation is the book being covered that looks at how technology impacts us. The event will take place on January 23 at the 1858 Town House. The library applied for a Sherborn Business Association grant for this and a children's summer program,

Storytime went really well over the weekend. A local ballet company performed part of the Nutcracker, accompanied by a storytime. About 62 people came for that.

Quincy had her Graphic Novel Book Club at the middle school. About 13 people participated. She also had about 12 kids come for her monthly snack club.

Tuesday, January 21st is the next Trustees meeting. Advisory is on the 22nd. We should have the Advisory presentation already that we can review. This is expected to be the most difficult budget in recent memory, and will be scrutinized.

Motion to adjourn Frank, Erin seconded. Unanimous approval. Meeting adjourned at 9:11 PM.