

**Sherborn Library Board of Trustees**

**Tuesday, December 20, 2022**

**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)

Adjourn to Executive Session 7:31PM

Erin Carroll (Aye), Brian Connolly (Chair) (Aye), Christopher Kenney (Aye), Sue Lepard (Aye), Mary McKenna (Aye), Seth Molloy (Aye), Frank Orlando (Aye), Tom VanLangen (Aye)

Adjourn Executive Session and return to Public Session 7:55PM

Erin Carroll (Aye), Brian Connolly (Chair) (Aye), Christopher Kenney (Aye), Sue Lepard (Aye), Mary McKenna (Aye), Seth Molloy (Aye), Frank Orlando (Aye), Tom VanLangen (Aye)

**Trustees Participating**

Erin Carroll

Brian Connolly (Chair)

Christopher Kenney

Sue Lepard

Mary McKenna

Seth Molloy

Frank Orlando

Tom VanLangen

**Other Participating**

Liz Anderson (Interim Library Director)

Heidi Doyle (Town Treasurer)

Deb Siefring (Finance Director)

Irene Saranteas-Bassalee (Friends of Sherborn Library)

Margo Powicki (Landscaping Committee)

Mary Moore (Landscaping Committee)

**Chair Report** (Brian Connolly, Chair)

Motion to Accept the Nov 15, 2022 Public Meeting Minutes

Sue Lepard Motioned, Chris Kenney Seconded, Unanimous Approval.

Motion to Accept LBC Joint Meeting Minutes Dec 5, 2022

Sue Lepard Motioned, Chris Kenney Seconded, Unanimous Approval.

Sally Willis (daughter of Richard and Mary Saltonstall) passed away December 12, 2022. The family has been the primary benefactors of Sherborn Library for two generations; they continue to fund endowments and many projects in the Library. Requested memorial gifts be made to Sherborn Library or Charles River School.

FY'24 Budget: March 25 Advisory, April 25 Town Meeting.

Posted an update on Library progress today on the Town and Library websites; no opening date was provided, as it's not nailed down at this time. (Frank Orlando: Need to add an updated construction project link on the Library website.)

COA commissioned a report presented in November. One topic was about finding more space, potentially building a senior center, interview subjects wanted more information on costs of building the library addition.

Hosting Appreciation Lunch for Library Staff on Dec 21, 2022. Thanks to Sue Lepard and Erin Carroll working with Liz Anderson.

Thanks to Trustees and Town employees from Brian for work on the Library and Library Project in 2022.

**Friends of the Library Report** (Irene Saranteas Bassalee, Friends President )

\$2000 raised at Friendsgiving event

Friends Appeal, noted Sherborn's Director Fund, still working through details (Library v Friends accounts)

Receiving donations in memory of Sally Willis

Winterfest on March 4; Arts & Craft Fair May 13; Planning Summer Concert

Comments about Reopening: Suggesting lots of smaller events; more communication about delays, project duration

**House Subcommittee & Library Building Committee** (Chris Kenney)

Joint LBC & Trustees 12/5/22 Mtg Update - See also Meeting Minutes on Joint Trustees/LBC Mtg Dec 5, 2022

a. Invoices and Requisitions

- a. BAA Invoice 20-784-2022-09 dated 11/11/22 for services provided through September (CA, GC errors, town counsel support, & consultants) in the amount of \$17,403.75
- b. BAA Invoice 20-784-2022-10 dated 11/11/22 for services provided through October (CA, GC errors, town counsel support, & consultants) in the amount of \$19,770.00
- c. Tucker Library Interiors Invoice 9304 dated 11/18/22 for labor to load product on 11/15 and unload product on 11/16 due to contractor delays in the amount of \$830
- d. Creative Office Resources Quote dated 11/8/22 for FF&E labor to install COR product in the amount of \$3,946.67
- e. United Rental Invoice dated 11/10/22 for the boom lift rental for skylight testing in the amount of \$8,200.88
- f. WB Mason FF&E assembly quote dated 11/1/22 in the amount of \$6,500
  - i. All invoices reviewed and approved or conditionally approved pending further backup

b. OPM Reported Progress Review/ Schedule (CHA)

a. Schedule/Progress

- i. Ductwork replacement update
- ii. Carpet fulfillment update
- iii. TCO progress
- iv. Move-in date & coordination

b. Opening

- i. Discussion involving move-in date, what tasks remain. Not everything will be completely finished.
  1. Temporary Certificate of Occupancy pending
  2. Vendors aware work to be completed in Spring
- ii. Move into a less than perfect building.
  1. Don't want to wait four months for the weather to cooperate before we fix everything.
  2. No one is signing off on incomplete work.
    - a. Will be scheduled for later in the spring.

c. CHA Project Budget

- a. No budget update provided

Next LBC Meeting on January 9, 2023

- Temporary Certificate of Occupancy received December 15, 2022; can start to move back in.
- Jeremy Marsette new Town Administrator has joined in all the meetings including Mediation.
- Books and furniture being moved in starting Dec 22; Cleaners finishing up today.

**Finance Subcommittee** (Frank Orlando, Liz Anderson)

Liz Anderson presented FY24 Budget

Worked to keep at Level Funding per Town request

Highlights:

COLA increase 4.1% for staff

Utilities moved over to Town budget

New VOIP Telephone system - \$450 per month more > means reduced fees now from MLN

Computer Online Services and Film, Books, etc. – 16% of library operating budget required by state

Brian Connolly: Unknowns about costs running new facility

Liz Anderson will meet with Deb Siefring, Dianne Moores, Sean Killeen re cleaning of new building

Exterior Landscaping Maintenance also needs to be resolved

Frank Orlando: 70% Personnel, 16% required by state, 14% for Miscellany (MLN, Office Supplies, etc.)

External Landscaping has to be picked up somewhere; Trustees are funding improvements in landscaping

Mary Moore: What work is best suited for DPW, what is Trustees; Put Landscaping Comm work in here

Hadley Berkowitz put together a plan, Mary Moore will send to Frank Orlando and Liz Anderson

Two families want to do memorial benches, excess funds go to Landscaping Endowment

Plans call for four benches, four planters – haven't publicized yet

Town is also doing a bench fund for the campus

Chris Kenney: New garden beds, etc., who handles what areas? Not as simple as Interior/Exterior

Endowment Funds Update (Fluctuations provided upside of ~\$300K)

Motion to Accept FY'24 Budget

Erin Carroll Motioned, Mary McKenna Seconded, Unanimous Approval.

Final payment from MBLC, they want an update, Liz sent them the TCO, final check is \$363K

Requirements: Construction complete, Construction contracts delayed by litigation - needed by end of year

State Aid to Public Libraries Payment 1 received (~\$4,000) Payment 2 in Spring. Will go toward Library Project.

### **IT Subcommittee**

IT and AV deliveries received. Telco installs and AV to finish in next two weeks. Telco pending librarians moving in to new library.

### **Community Relations** (Sue Lepard)

Max Klaisner and Sue Lepard met with Liz Anderson and reviewed materials.

Continue to proceed with 6 week lead time (Go/No Go) so no costs incurred if dates change.

Meeting with Liz Anderson and Irene Saranteas Bassalee to coordinate right after new year for next steps.

We're prepared to press go when we get a green light. Website material drafted, passed to Brian Connolly.

Good feedback from Friends, more and smaller events to reintroduce the Library.

### **Personnel Committee** (Erin Carroll)

4 candidates interviewed last week; moving two candidates forward.

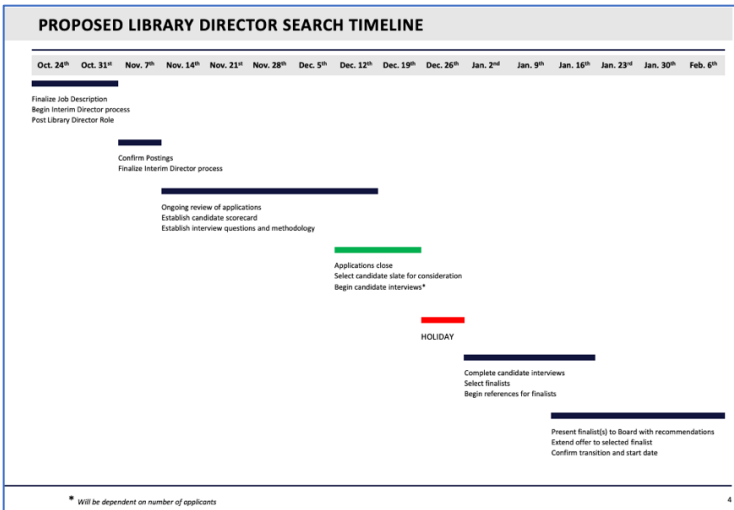
Plan: Next interviews January 3&4; Final Interview at Trustee meeting January 17. ~ Feb 6, 2023 Start Date


? One of the finalists is out of state. Do we pay for travel? No Policy. If it fits into the budget.

? Does anyone else in Town have to approve the hire? No, Trustees hire the Director.

Compensation range explained – similar towns in MA, current Director salary, etc.

Erin Carroll presented the following slides (Timeline, 1<sup>st</sup> and 2<sup>nd</sup> Round Topics/Scorecard)





### 1<sup>ST</sup> ROUND INTERVIEW TOPICS/SCORECARD

- 1<sup>st</sup> Round Interviews
  - Four (4) Candidates
  - 60 Min interviews (via Zoom)
  - December 12<sup>th</sup> & 13<sup>th</sup>
- SCORECARD
  - Minimum Qualifying Credentials
    - Master of Science, Library & Info Science
    - Prof Cert from Comm of MA Board of Library Comm.
    - Five to Seven (5 - 7) years of Library Admin exp
  - Knowledge of Library Science
    - Programs, Circulation
    - Library Networks
  - Budgeting/Finance
  - Leadership/Management Within the Staff
    - Creating service-oriented/high-morale staff
    - Dealing with people problems/problem people
    - Dealing with union issues
  - Service & Community
    - Fitting library's roles to Sherborn
    - Customer/patron orientation
    - Services for various populations
    - Ideas for introducing a new community facility
    - Working with town leadership, Board of Trustees
  - Technology
  - Vision & Planning
  - Organization & Communication Skills
  - Programming / Grants
  - Facilities Management

### 2<sup>ND</sup> ROUND INTERVIEW TOPICS/SCORECARD

- 2<sup>nd</sup> Round Interviews
  - Two (2) Candidates Selected
  - 75-90 Min interviews (via Zoom)
  - January 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>
  - Search Committee meeting week of 12/26 to confirm questions and scorecard
- Week of January 9<sup>th</sup>
  - Select finalist candidate, invite to Trustee meeting
  - Schedule interview with additional constituents (TBD)
  - Reference checks
- Week of January 16<sup>th</sup>
  - Final Interview held at January Trustees Meeting – January 17, 2022, as required by Open Meeting Law

**Library Interim Director Report** Liz Anderson (Interim Library Director)

New Children's Librarian Jessica George started and doing a great job.

Chris Lamb stepped into Liz's role as Public Services Librarian.

Jeremy Marsette (new Town Administrator) started Department Heads meeting again.

Code Red communications, other good ideas, very helpful.

Thanks to the Trustees for the Staff Appreciation Luncheon tomorrow, much appreciated. Great team at the Library, feel very lucky. Update the public on Library Project with a great attitude.

Someone mentioned noting litigation in the press release made it clear why the communication has had to be limited.

Frank Orlando: Post on the Library Website about the new Children's Librarian.

Mary McKenna Motioned to Adjourn; Sue Lepard Seconded, Unanimous Approval.  
Vote to Adjourn 8:56 PM

Next Trustees' Meeting: January 17, 2023 @ 7:30PM