

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, Feb 25, 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 7:37 PM

Unanimous Yes

Trustees Participating

Brian Connolly (Chair)

Mary McKenna

Frank Orlando

Tom VanLangen

Seth Molloy

Sue Lepard

Other Participating

Jennifer Carlson (Library Assistant Director)

Sandra Burke (Friends)

Margo Powicki (Sherborn History Center & Museum)

Sean Killeen (DPW)

Deb Siefring (Finance Director)

Adam Page (LBC)

Mark Brown (LBC)

Approving January 21, 2025 minutes. Mary motioned, Seth second, unanimously approved.

Chair's Report (Brian Connolly)

Working on FY 26 budget. Met with Advisory Board chair and vice chair. March 12 will be going back to Advisory with a revised budget with the full board. March 22 is the public session.

March 6 Town Caucus next week. Tom, Seth, Brian are up for re-election. Election is the 13th. Discussion around how the budget is discussed at Town Meeting, a budget is presented, and counter budgets are presented.

The meeting with the Advisory board on March 6 is limited to discussion of the Advisory board, no public input.

Doug Brown is the new head of the Historical Society. He will join our March 18th meeting to give us an overview and also how they are working with the town in terms of budget.

Brian noted an aside that we'll be looking to re-assign secretary after the elections.

Friends of the Sherborn Library (Sandra Burke)

Winterfest celebration happened just before Valentine's Day. Dancing was the theme with kids' zumba.

Annual Trivia is coming up.

Arts & Crafts Fair planning is fully underway.

Working on a Newsletter about the FOTSL to give more information about what they do, this will be an e-newsletter.

Book sale is also this weekend.

Brian: One of the topics that came up regarding the budget is that the library does a lot of programming. Is this programming taking up too much staff time? A lot of the programming is driven and funded by the FOTSL, they should be aware. There is some opinion that programming is driving a lot of the need for more budget.

LBC/House

No action. Meeting bi-monthly.

Punch List:

- A&A Window proposal for teen room, plastic window
 - Door closers priced separately
- HVAC optimization
 - Sean reached out to Snowden
- Patching of holes, etc
- Sean installed temporary gutter over the entry door
 - Looking at doing something permanent
- Liz is looking at people counters and wires for card readers
 - Getting a demo schedule for the next couple weeks
- Electric items
 - Enhanced lighting, samples of roof light received, waiting for appropriate time to test
 - Lighting at elevator installed
 - Added elevator and other lighting to backup generator
- LEED
 - Medallion is installed

- Energy usage is tracked by town finance director (retained for 5 years)
- Landscaping
 - Reached out to landscaper for weeding in the spring
 - Reached out to Hartney regarding tree maintenance work

Liz has a spreadsheet containing all the expenses toward the punch list and landscaping.

Finance (Tom Van Langen)

Endowment activity

Change in the value of your account

	January 2025 (\$)	Year to date (\$)
Opening account value	\$3,027,279.38	\$3,027,279.38
Deposits, including investments transferred in	250.00	250.00
Withdrawals and fees, including investments transferred out	-5,295.84	-5,295.84
Dividend and interest income	2,609.95	2,609.95
Change in value of accrued interest	1,315.09	1,315.09
Change in market value	78,605.38	78,605.38
Closing account value	\$3,104,763.96	\$3,104,763.96

Change in the value of your account

	January 2025 (\$)	Year to date (\$)
Opening account value	\$178,016.10	\$178,016.10
Dividend and interest income	561.78	561.78
Closing account value	\$178,577.88	\$178,577.88

Town Held Funds	
beginning mkt val \$	115,337.81
Ending Mkt value \$	116,031.34
mkt gain	\$693.53

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

Account Number	Date	Activity Description	Type	Amount	Friendly Account Name
JJ 38921	01/31/2025	DEPOSIT CHECK	Cash	\$250.00	Sherborn Main

Financial update

- Endowment contribution to town to be voted on for FY26

FY	Dowse Memorial Fund	Saltontall Operating Fund	Total Operating Fund	Distribution	Change YoY
2014	\$ 4,240	\$ 20,095	\$ 24,335		
2015	\$ 4,240	\$ 20,376	\$ 24,616		1.2%
2016	\$ 4,240	\$ 20,680	\$ 24,920		1.2%
2017	\$ 4,240	\$ 20,990	\$ 25,230		1.2%
2018	\$ 4,240	\$ 41,856	\$ 46,096		82.7%
2019	\$ 4,240	\$ 42,693	\$ 46,933		1.8%
2020	\$ 4,071	\$ 56,946	\$ 61,017		30.0%
2021	\$ 2,813	\$ 58,695	\$ 61,508		0.8%
2022	\$ 1,209	\$ 60,883	\$ 62,092		0.9%
2023	\$ 3,064	\$ 65,950	\$ 69,014		11.1%
2024	\$ 1,973	\$ 69,041	\$ 71,015		2.9%
2025	\$ 2,309	\$ 74,353	\$ 76,662		8.0%
2026	\$ 2,367	\$ 81,152	\$ 83,519		8.9%
2027					
2028					

Should we vote on the amount sent to the town budget now or wait? Brian mentioned that we can wait until next month to do this.

Budget:

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	41,773	2.50%
010-610-5113-000000	LIB Senior Assistants	33,484	41,068	50,152	41,568	48,978	50,205	2.51%
010-610-5113-000000	LIB Children's Assistant						22,712	
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	23,543	2.45%
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	15,496	2.51%
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	478,854	7.35%
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	61,615	3.43%
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	179,742	1.96%
	State Aid toward Film, Books, etc.	4,445				9,090	11,000	
	Total Department Expenses	440,883	549,125	575,469	544,005	622,341	647,596	4.06%
	History of Transfers to Offset Library Expenses							
	Endowment Contribution	62,092	69,014	71015	67,374	76,662	83,519	*
	Total Department Expenses Net of Funding	374,346	480,111	504,454	452,971	536,589	553,077	3.07%
	*Estimated FY26 Endowment and State Aid. Donations for Additional Staff Development						4,454	

We started with a budget with a 11% increase which was an outlier within the town. Liz identified the Children's assistant as the most important. Advisory members this was discussed with expressed their support for this new budget or a 3% increase after endowment contribution.

Questions about the Monday closures. Advisory mentioned that they would expect the Monday hours to come back, this would need to be discussed further. It's not clear to us whether or not the Monday closure would be kept given this revised budget.

Endowment management policy is to use 4.5% to the town.

Seth: mentioned that the programming is well attended, the town is demonstrating it wants this. We had discussed getting more support at these meetings. Sandra mentioned that this is a driver for the newsletter, and also trying to get more people aware.

Tom pointed out that it's important to point out the tradeoffs regarding a Children's librarian, closing on Mondays in order to support the library to function well.

Sue also pointed out that the reducing hours on Monday was to reduce the impact to the community.

Question around whether or not the public can speak at the Advisory public meeting.

Noted by Mary that staff development is kept in the budget from the Friends this year, but in the future we will need to fund that.

History Center (Brian Connolly)

Doug is coming next month to our meeting.

Going through the capital budget, 1.3m quoted from the design firm. Doug and History Center will be looking for 600k and then get the additional funding through grants. There may be some opportunities to "value engineer" (delaying or removing certain features), but there are not a lot of opportunities because the space is small.

Question on whether the distinction between the History Center and the Library is clear, as they are completely separate entities.

Director and Assistant Director Report (Jen Carlson)

Monday closures have been very effective in allowing the staff to get their work done. There have been some questions, but not many. Mostly people that use the Children's room.

Anxious generation program, about 75 attendees. This is recorded and posted on the website.

February vacation, the Library was unusually busy and lots of fun programs offered.

Motion to adjourn Sue, Frank seconded. Unanimous vote Yes.