

# MEETING LIBRARY BOARD OF TRUSTEES MINUTES

Tuesday, January 20, 2026, 7:30 PM

## Virtual Meeting

### 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 Enter Executive Session at 7:33 pm.

Roll Call Vote to Adjourn to Executive Session and return to Public Session at 7:39 pm.

- Unanimous Yes

### Trustees Participating

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

### Other Participating

- Liz Anderson (Library Director)
- Jen Carlson (Assistant Director)
- Quincy Knapp (Teen Librarian)
- Sandra Burke (Friends of the Sherborn Library)
- Margo Powicki (Sherborn Historical Society)
- Jeff Waldron (Select Board)

### **Motion to approve December Minutes**

- Seth, Mary second. Unanimous vote to approve.

### Trustee Chair's report (Brian Connolly)

- The Town Caucus will be held on March 5 at the Community Center. Three Trustee terms are expiring. Frank Orlando will seek re-election for another three-year term; Erin Carroll will not seek re-election. The Chair thanked Erin for her

service and contributions to the Board; formal recognition will take place at her final meeting in April.

- Trustees were encouraged to identify and recruit potential Trustee candidates in advance of the Caucus. Erin is happy to talk to folks if they have questions. Sandra Burke indicated she would raise the opportunity at a future Friends of the Library meeting. The Director noted the value of having Trustees with children currently in the school system, while encouraging consideration of all qualified candidates.
- Board self-evaluation: Liz distributed a document developed using models from the American Library Association, Stanford Law School, and Dalhousie University. Several criteria to evaluate 1-5, on Board functioning, relationships with the Library Director, performance of individual Board members, and feedback on the Chair. There is room for comments. Trustees to fill in over the next couple of weeks, so we can report back and discuss in the February meeting. It will be a helpful practice that we have not done yet.

#### **Friends of the Sherborn Library Report** (Sandra Burke)

- The Friends hosted a winter art reception, *At Home in Sherborn*, featuring Layane Smith, in collaboration with the Welcome Committee. The event had strong attendance, good conversations with the artist, and more emails added to the Friends mailing list.
- The Winterfest children's event is scheduled for February 7<sup>th</sup> and will feature a puppet show. Participants will make cards for patients experiencing long-term hospital stays at UMass Memorial Medical Center, and are invited to bring a donation for care packages. Funded by a \$575 grant from the Sherborn Arts Council.
- The annual book sale will take place February 26-28 (Thursday-Saturday). This is a great fundraiser event, appreciated by the community. This is the first of two book sales, and the next will be aligned with the summer reading program.
- Planning is underway for the Arts and Crafts Fair, with the Friends Board and subcommittees actively engaged in preparation.
- As of January 8<sup>th</sup>, the Friends' annual appeal has raised \$14,020, approximately \$5,000 behind the same point last year. Not overly concerned, as the letter went out later than last year, and the backlog is mostly due to a single funder that has not yet donated, but is expected to do so.

#### **House Subcommittee** (Chris Kenney, Thais Bessa)

- Safety and Security Manual: Meeting postponed. Liz met with the Fire Department, with minimal revisions suggested. The manual will next be reviewed by the Police Department. A few edits will be needed once the History Center is up and running, especially the building maps.

- We are reaching out to the artist working on the mural in the Children’s wing to get the work wrapped up before the History Center construction starts.
- The Sherborn Library Teen Librarian, Quincy Knapp, presented a proposal for a Teen Art Gallery in the second-floor teen area, featuring rotating displays of artwork by local teens (see slides below).

## Teen Art Gallery Proposal

Sherborn Library  
Presentation for Library Trustees  
January 2026



### Project Overview

Create a rotating Teen Art Gallery in the Sherborn Library

- Feature artwork by local middle and high school-aged youth
- Utilize currently empty walls near the Teen Room to enhance teen engagement and improve the look and feel of the space

## Why a Teen Art Gallery?

Strengthen outreach and engagement with local teens and the community

Provide a supportive, visible platform for teen creativity and expression

Help teens build confidence and real-world skills

Enhance a dim, utilitarian hallway space with visual interest



- Open to art from DSMS/DSHS students, Sherborn teens who are homeschooled or attend private schools, and teens from surrounding communities
- Partnership with local community: DSMS/DSHS, local private schools, and homeschool groups
- Integration with Library teen programming and collaboration with the Art Gallery Committee

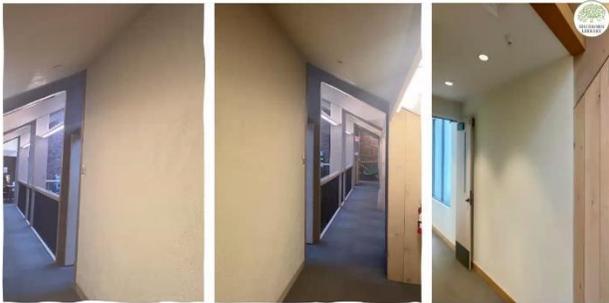


- Seasonal or school-calendar-based rotation (3 - 4 times a year)
- Submission pathways
  1. Open Submission
  2. Targeted Exhibitions Through Community Partners
  3. Sherborn Library Programming
- Target launch: May 2026 (Arts & Crafts Fair or Spring Show)

## Gallery Design & Infrastructure



- Three gallery rails (reused from Community Room project)
- Flexible wire and hook system for varied artwork sizes
- Dedicated lighting to highlight displays
- Framed artwork with artist and piece details



## Proposed Location

- High-visibility area with strong foot traffic
- Three walls adjacent to the Teen Room
  - Two outer Teen Room walls
  - One wall kitty-corner to the Teen Room

## Budget

Item	Cost
Materials (rails, wires, push-button hooks, hangers, endcaps)	\$0.0 (already owned)
Lighting	\$2,041.49
Labor for installation costs	\$2,100.00
Frames and signage	\$725.00
<b>TOTAL</b>	<b>\$4,866.49</b>

## Proposed Timeline

- Trustee approval
- Coordination with Art Gallery Committee and Policy drafting
- Installation of rails and lighting
- Target launch: May 2026 (aligned with Arts & Crafts Fair or Spring Show)
  - Potential debut with a DSHS senior art project, focused on community and local landscapes



## Trustee Action Requested

- Approval of the Teen Art Gallery project
  - Approval of the proposed budget (\$4,866.49)
  - Authorization to proceed with installation and planning
- Approval of the Teen Art Gallery Policy (future)
  - Seth raised thoughts about potential vandalism to art work, as the area does not have cameras. The Trustees discussed that this is possible, but quite unlikely, as teens would have to come to the library to see the artwork and plan an attack. Never experienced anything like this in the Teen Room. Even though the area seems isolated, there is oversight and staff nearby. We will add a clause to the Policy and ask whether students want to have their names displayed or not.
  - Frank asked who we are identifying as the person doing the labor. Liz reached out to the same person who installed the Community Room gallery, as he is familiar with the system, and he gave the quote. There is someone else to install the rails.
  - Seth raised that the cost for the electrical work seems high. Quincy clarified that it is due to the need for transformers and power boxes.
  - Frank shared that the potential participants are clear, but unsure about participants outside of the Town. Quincy and Thais clarified that we want to include DS students who live in Dover or Boston, as well as teens attending library programming who live in other towns.
  - Brian asked whether funding would come from the finishing touches sub-account. Liz answered that this is the plan because there are funds earmarked for youth. We still have a few projects on our list for this year, such as acoustics and furniture for Nora's Tree House, but we believe we have enough to do all planned projects, including the gallery.
  - Thais clarified that the bones of the Policy are in place and it can be finished quickly, if the proposal is approved.
  - Frank asked if the gallery would only display two-dimensional art and whether the Art department at the Middle and High Schools had been contacted. Quincy clarified that only 2-D art for now, and that the schools have not been contacted yet, but she is planning to do so if the proposal is approved.
  - Sandra noted that the Friends High School liaison, Maria, can be a good contact to support the project.

### **Motion to approve the \$4,866.49 budget from the Finishing Touches sub-account.**

- Brian, Mary second. Unanimous vote to approve.
- Quincy presented a proposal to enhance the teen room with dynamic shelving and display supplies to improve access to graphic novels and manga (slides below).

Teen Room  
Finishing Proposal:  
Dynamic Shelving

Sherborn Library  
Presentation for Library Trustees  
January 2026



Dynamic, Face-Out Shelving  
with Visual Interest



Manga Shelving:  
Face-out, Space Efficient



Teen Room Supplies:

- 36 book easels, small ([Demco](#) \$100.44)
- 24 book easels, big ([Demco](#) \$95.76)
- 12 small bookends, tan, cork bottom, ([DEMCO](#), 12 x \$8.99 = \$107.88)
- 12 large bookends, tan, cork bottom, ([DEMCO](#), 12 x \$5.49 = \$65.88)
- 36 Plastic bins for Manga, (3 sets, 12 in a set, [Amazon](#), 3 x \$28.48 = \$85.44)
- Tripod sign holder (1 unit, [Amazon](#), \$23.74)

**Total Request: \$479.14**

**Motion to approve the \$479.14 budget request from the Finishing Touches sub-account.**

➤ Thais, Seth second. Unanimous vote to approve.

**Finance Subcommittee** (Frank Orlando and Tom VanLangen)

- Frank presented the December endowment update (UBS statements): the main account showed a positive year-end return and was up \$300K+ after approximately \$100K in withdrawals (primarily transferred to the Town); the Finishing Touches subaccount increased slightly; the Town-held Bartholomew account increased by approximately \$1,000.

# Endowment activity

Main Acct      Sub Acct

## Change in the value of your account

	December 2025 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$3,329,573.69</b>	<b>\$3,027,279.38</b>
Deposits, including investments transferred in	0.00	250.00
Withdrawals and fees, including investments transferred out	0.00	-101,471.19
Dividend and interest income	8,517.52	68,286.06
Change in value of accrued interest	1,310.84	2,157.59
Change in market value	1,195.22	344,095.43
<b>Closing account value</b>	<b>\$3,340,597.27</b>	<b>\$3,340,597.27</b>

## Town held funds

beginning mkt value	\$124,056.69
withdrawals	\$0.00
mkt gain	\$926.91
Ending Mkt value	\$124,983.60

	December 2025 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$179,248.04</b>	<b>\$178,016.10</b>
Deposits, including investments transferred in	600.00	1,820.00
Withdrawals and fees, including investments transferred out	-906.43	-6,772.97
Dividend and interest income	488.02	6,366.50
<b>Closing account value</b>	<b>\$179,429.63</b>	<b>\$179,429.63</b>

- Frank shared recent subaccount activity, noting deposits from donations and expenditures for previously approved frames and signage.

## Q4 2025 Transactions

Filtered by: Date: 10/01/2025-12/31/2025, Activity Type: DEPOSITWITHDRAWAL, Money Market: Exclude

Account #/Date	Activity	Description	Type	Amount	Friendly Account Name	Trust
J138922	12/11/2025 DEPOSIT	LOCAL CHECK	Cash	\$500.00	Sherborn Sub	Rauch
J138922	12/11/2025 DEPOSIT	NON-LOCAL CHECK	Cash	\$100.00	Sherborn Sub	Rauch
J138922	12/08/2025 WITHDRAWAL	CHECK#0002705778 TO Amazon Capital Servi	Cash	(\$261.21)	Sherborn Sub	Rauch
J138922	12/08/2025 WITHDRAWAL	CHECK#0002705734 TO ULINE	Cash	(\$445.22)	Sherborn Sub	Youth Areas

- Liz provided a brief update on the January 14<sup>th</sup> Advisory budget presentation, reporting a smooth meeting with questions focused on the Tech Services personnel request, endowment contributions, and whether landscaping would continue to be supported as it was last year.
- Trustees reported that projected endowment support for FY is \$91,942, and that additional eligible book endowment funds and a \$2,390 Small Libraries grant further offset Town costs (approaching ~\$100K total offset). Some book endowment funds are being applied using a consistent withdrawal approach that is used with other endowment accounts to support allowable materials-related lines (films/books and computer/online services) to meet the state-required materials spending threshold. Liz noted that most endowment funds are restricted (approximately 88-90%) and governed by gift agreements and spending policy, limiting flexibility to increase draw.

## Updates & Upcoming

- FY 27 Library Operating Budget Schedule:
  - Early November: COLA recommendation / budget draft from Deb - Done
  - December 11, 1:30-2:30pm: Budget Meeting with Jeremy, Deb and Diane (Town Hall) - Done
  - December 31, FY 27 Budget Drafts Due to the Town/Advisory – Done
  - Jan 14, Review with Advisory 7 PM
  - Advisory Committee Public Hearing: Saturday, March 21
  - Annual Town Meeting: April 28 ( 2 ½ override may be needed)

Account Name	FY23	FY24	FY25	5 Year	FY26	FY27	2027%	
	Actual	Actual	Actual	Avg	Budget	Bud Request	over 2026	
LIB Library Director	109,820	104,500	108,466	107,595	111,290	114,907	3.25%	
LIB Childrens Librarian	34,468	36,847	64,849	45,388	66,837	71,725	7.31%	
LIB Tech Svcs Librarian	37,675	39,221	45,684	40,860	41,773	51,757	23.90%	\$5176 Increase above COLA
LIB Senior Assistants	41,068	50,152	44,501	45,240	50,205	51,838	3.25%	
LIB Assistants	5,360	4,962	7,813	6,112	7,060	7,290	3.25%	
LIB Circulation Supervisor	0	27,064	20,613	15,892	23,543	23,043	-2.12%	
LIB Teen Services Librarian	60,281	57,444	65,208	60,978	66,837	60,383	-9.66%	
LIB Assistant Director	43,018	63,943	71,326	59,429	73,101	75,477	3.25%	
LIB Student Helpers	20,294	21,811	17,334	19,813	15,496	17,040	9.96%	\$1040 Increase above COLA
LIB Children's Assistant	0	0	0	0	22,712	27,168	19.62%	
LIB Longevity	0	0	259	86	0	0	0.00%	
<b>Total Salaries</b>	<b>352,185</b>	<b>405,944</b>	<b>446,053</b>	<b>401,394</b>	<b>478,854</b>	<b>500,628</b>	<b>4.55%</b>	<b>Increase of \$6,217 over COLA</b>
LIB BLDG Landscape & Maintenance	53,938	19,256	22,586	31,927	10,304	10,304	0.00%	
LIB BLDG Computer Tech Support	560	1,292	0	617	250	250	0.00%	
LIB Telephone	6,879	6,043	5,090	6,004	6,000	6,000	0.00%	
LIB Computer Online Services	40,565	40,611	39,325	40,167	42,000	41,788	-0.51%	Reduced Books & Comp Online by \$4,425 Endowment Contribution
LIB BLDG Website Hosting	600	600	600	600	600	600	0.00%	
LIB BLDG Website Maintenance	3,600	3,600	3,600	3,600	3,600	3,600	0.00%	
LIB Minuteman Network	28,886	22,957	24,443	23,429	27,976	27,047	-3.32%	Small Library Grant applied \$2,990
LIB Office Supplies	4,535	6,222	6,099	5,619	5,000	5,000	0.00%	
LIB BLDG Supplies & Materials	3,679	10,990	5,114	6,581	7,500	7,500	0.00%	
LIB BLDG Water	520	700	893	704	700	700	0.00%	
LIB Films Books Etc.	53,178	55,762	60,586	56,509	61,483	61,697	0.35%	With Books, needs to be 16% of overall budget, state requirement for
LIB Travel/Lodging/Meals	0	443	456	300	300	300	0.00%	
LIB Meetings/Seminars	0	815	250	355	1,927	1,927	0.00%	
LIB Insurance Bonds	0	274	274	183	274	274	0.00%	
<b>Total Expenses</b>	<b>196,940</b>	<b>169,525</b>	<b>169,315</b>	<b>178,593</b>	<b>167,914</b>	<b>166,986</b>	<b>-0.55%</b>	<b>Decreased by \$6815</b>
<b>Total Department Expenses</b>	<b>549,125</b>	<b>575,469</b>	<b>615,367</b>	<b>579,987</b>	<b>646,768</b>	<b>667,614</b>	<b>3.22%</b>	
<b>Endowment Contribution</b>	<b>69,014</b>	<b>71,015</b>	<b>85,752</b>		<b>88,519</b>	<b>91,942</b>	<b>3.87%</b>	
<b>Net Requested Budget</b>	<b>480,111</b>	<b>504,454</b>	<b>529,615</b>		<b>558,249</b>	<b>575,672</b>	<b>3.12%</b>	

- Brian asked to add the Town Caucus (March 5<sup>th</sup>) to the list of key dates.
- Trustees noted a challenging overall Town budget environment, with current projections indicating an ~\$650K gap relative to the Proposition 2.5 limit and significant upward pressure from the regional school assessment and health insurance costs. Additional budget scrutiny is expected through February and March.
- Seth raised a recurring theme that people do not understand how the Library is funded and the benefits of having the Library. The Board discussed the need to prepare clearer, repeatable messaging (bullet points, short video) on library costs, funding sources, and value to the Town. This will help address recurring confusion (e.g., “why not spend down the endowment”), noting prior experience that discussion of Friends funding can complicate budget negotiations. The Board agreed to review/update a “value of library services” calculation (estimated user value per household, see slide below) and potentially post it for public education.

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	\$ 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
		<b>\$ 1,776,525</b>

### **History Center Update** (Brian Connolly and Seth Molloy)

- Brian reported that bids for the History Center project were received on January 8<sup>th</sup>, with 13 general contractor bids submitted. The lowest bid was approximately \$790,000, below the original \$1 million estimate; DCAMM ratings for bidders were strong, with the leading bidder rated 93/100. The Town Administrator and DPW Director are currently qualifying the bids. The Town Administrator is authorized to award the contract in early February, with no Select Board vote required. Funding is in place, including a \$600,000 private donation, half of which has already been received, with the remainder expected in the coming weeks.
- The Architect (Yugon Kim from TSKP x ikd) will continue to be engaged through construction under a new agreement, and the project will be managed by the DPW Director, Sean Killeen.
- Timeline: Town Administrator will award the contract in early February. Construction is anticipated to begin in the coming months and continue through the spring. Coordination with library staff will be required to manage operational impacts.
- Trustees discussed the 25-year lease agreement between the Town and the Historical Society; agreed-upon edits (including policy alignment, annual review, and after-hours provisions) will be incorporated. Completion of the lease is required prior to occupancy, and work on revisions will continue. This has been discussed before, so we don't anticipate any conflict or pushback.
- Liz reported that library operations and upcoming events (including the book sale and Arts & Crafts Fair) are being coordinated to minimize disruption; staff will continue communicating with affected groups as the construction schedule becomes clearer.
- Historical Society is holding its annual meeting on February 8<sup>th</sup>.

### **Library Director's and Assistant Director's Report** (Liz Anderson, Jen Carlson)

- Liz reported strong progress on the Annual Action Plan: 35 items complete, 33 in progress, and 13 remaining, with most outstanding items related to staff

development, long-range planning, and Nora's Treehouse projects. In response to Brian's question, the Director confirmed that long-range planning will be initiated in advance of FY27, noting that the prior plan was developed before occupying the renovated building and that an updated plan is an MBLC requirement.

- Staff development activities are planned primarily for the spring; early work has begun on long-range planning, which will be required by the MBLC prior to FY27
- Website: initial discussions on potential website redesign, noting concerns about the current vendor's maintenance model and long-term sustainability. Staff will gather comparative information from peer libraries.
- Another staff development day is planned for March (likely March 23<sup>rd</sup>, a Monday, so the library would be closed). Secured a speaker about AI and considering a staff field trip.
- Planning is underway for summer reading and a review of summer hours, informed by people counter data, which indicated low Friday usage last summer.
- During severe weather on December 20-21, the library served as an emergency warming center, extending hours until 9 pm at the request of the Fire Department. Many people who came had never been to the library before. The Fire Department brought senior residents who had lost power, so it was a good space for community connection. Erin raised that this should go to the Advisory presentation to show how the library offers these essential services. Sandra added that the Friends will include it in the next newsletter. Frank noted that the Library is the only space in the Town that can handle these requests due to its size and generator. Liz said there was appreciation from the Fire Department, DPW, and the Select Board.
- Recent programming highlights included highly attended puppet programs and crafts during school vacation week.
- Library feedback forms were launched (paper and QR-based).
- The library continues successful program partnerships with the Council on Aging and other Minuteman libraries, including shared virtual author talks.
- The first parenting panel is scheduled for February 11 (hybrid), focusing on disordered eating, with plans to develop an ongoing series.
- Teen services updates include strong participation in teen study hall, continued success of the Graphic Novel Book Club, and the Teen Librarian's ongoing collaboration with local schools, including participation as a judge in the upcoming DSMS spelling bee.

### **Motion to adjourn the meeting**

- Seth, Mary seconded. Unanimous vote to adjourn.

Adjourned 9:14 pm.