

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, Jan 21, 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

Other Participating

Liz Anderson (Library Director)

Jennifer Carlson (Library Assistant Director)

Sandra Burke (Friends)

Irene Saranteas Bassalee (Friends)

Margo Powicki (Sherborn History Center & Museum)

Sean Killeen (DPW)

Quincy Knapp (Teen Librarian)

Approving December minutes. Mary motioned, Brian second, unanimously approved.

Chair's Report (Brian Connolly)

Last minute request to put in an application for a grant from Stork Impact Partners. Received a \$10,000 grant for completing some of the outdoor spaces and for environmental education. Family has strong connection with Sherborn.

Thursday's Select Board meeting will include the architect presentation for the History Museum. The presentation is very impressive and includes renderings/visuals of the planned space. Meeting should be hybrid, museum portion should be around 7pm.

Tomorrow there will be a meeting with the Advisory Board, then a public hearing on March 22 about FY 26 budgets.

Caucus is on March 6, Tom, Brian Seth term expires. All are planning to run for re-election.

Friends of the Sherborn Library (Sandra Burke)

Annual Appeal is out. As of two weeks ago received \$18,525 in donations so far, which is ahead of where we were last year.

Fall fundraiser, mini golf. Was largely successful. Received positive feedback.

Received SBA grant for a young entrepreneurs fair to take place during the Arts & Crafts Fair. Received more than requested, as the program is highly supported by the SBA. The Friends also received \$300 from the Sherborn Cultural Council for Winterfest.

Expressed support for the Library / Trustees through the upcoming budget process.

Question about makerspace application for SBA in 2018. The Friends just paid for makerspace items through a grant from Middlesex Bank. It would be good to update SBA on the makerspace to let them know what they helped with. Liz confirmed that we had received some grant funding from the SBA to cover some makerspace additions and will let them know. Also much progress has been made on the Library's mobile maker cart.

Brian mentioned that the Art Show on art work from prisoners was a very good event that the Friends put together.

LBC/House (Brian Connolly, Thais Bessa, Liz Anderson)

LBC meeting held on January 13. Momentum has been made on the punch list, a number of things were listed as in progress or complete, such as lighting, generator work, rare book cabinet doors, plumbing and other items. Work also being scheduled for the spring for additional lighting on the roof to address darkness along the rear entrance.

Quote for soundproofing the teen room for around \$25k, continuing to look for less expensive options.

Mural is still underway. The LBC was considering asking if the artist could finish before he starts a new job elsewhere.

Thais presented some potential expenses:

TOWN-HELD ENDOWMENT

Item	Cost
Holiday staff appreciation party (Dec 2024)	\$267.63
L.L.Bean vests for new staff	\$234.45
Total	\$502.08

PUNCHLIST FUNDS

Item	Cost
(2) Additional mobile display carts	\$697.50
Pamphlet holder	\$343.17
Book easels to display materials	\$84.45
Total (plus shipping)	\$1,125.09

FINISHING FUNDS (I.E., TEEN/FRIENDS RENOVATION)

Item	Cost
4) New book trucks	\$1,703.76
(2) replacement rugs for Nora's treehouse	\$370.14
Total (plus shipping)	\$2,073.90

Requesting the Trustees consider, and vote on, funding these items. Estimated cost (minus shipping): \$502.08 would come out of the town-held endowment account for staff development purchases; \$1125.09 would be used to replace some of the display items from W.B. Meyer's missing shipment and

would use funds from the punch list, which is where that settlement money was deposited; \$2073.90 would use finishing funds from the endowment for new books trucks and rugs for Nora’s treehouse.

Motion to approve all three of these expenses made by Frank, Mary seconded. Unanimous yes.

Planning & Policies (Mary McKenna, Sue Lepard)

Policies were already reviewed by Trustees, also brought town counsel for feedback. Feeling comfortable with submitting these for approval at this point.

Frank requested a summary of changes.

Meeting room policy: added outdoor spaces to this policy.

Artist information & exhibit agreement: minimal changes on this. Added legal language to where the artist would sign / on liability.

Art Gallery policy: Positive feedback. The Art Gallery Committee added more details in the selection criteria.

Motion to approve the three policies. Frank motion, Brian second. Unanimously approved.

Finance (Frank Orlando, Tom Van Langen)

Change in the value of your account			Change in the value of your account		
	December 2024 (\$)	Year to date (\$)		December 2024 (\$)	Year to date (\$)
Opening account value	\$3,085,237.75	\$2,660,378.28	Opening account value	\$177,407.07	\$181,632.46
Withdrawals and fees, including investments transferred out	0.00	-91,451.03	Deposits, including investments transferred in	10,000.00	10,500.00
Dividend and interest income	8,799.91	65,392.94	Withdrawals and fees, including investments transferred out	-9,974.27	-21,943.36
Change in value of accrued interest	1,212.50	117.34	Dividend and interest income	583.30	7,827.00
Change in market value	-67,970.78	392,841.85	Closing account value	\$178,016.10	\$178,016.10
Closing account value	\$3,027,279.38	\$3,027,279.38			

Filtered by - Date: 12/01/2024-01/03/2025, Activity Type: DEPOSIT WITHDRAWAL, Money Market: Exclude					
Account Nu	Date	Activity	Description	Amount	Friendly Account Na
JJ 38922	12/30/2024	WITHDRAWAL	CHECK # 0002582053 TO Robert R Evans	(\$5,417.00)	Sherborn Sub
JJ 38922	12/27/2024	DEPOSIT	donation	\$10,000.00	Sherborn Sub
JJ 38922	12/05/2024	WITHDRAWAL	CHECK # 0002567978 TO The Library Store	(\$2,547.80)	Sherborn Sub
JJ 38922	12/05/2024	WITHDRAWAL	CHECK # 0002567979 TO Uline	(\$1,734.07)	Sherborn Sub
JJ 38922	12/05/2024	WITHDRAWAL	CHECK # 0002567980 TO Demco Inc.	(\$275.40)	Sherborn Sub
				\$25.73	
		Town Held Funds			
		beginning mkt val \$	115,870.41		
		Ending Mkt value	\$115,337.81		
		mkt gain	(\$532.60)		

Brian mentioned that the library budget is increasing more than any other town department. A presentation was put together to focus on conceptually why this is the case before covering the line by line expenses.

Liz went through the presentation.


☰

FY26 Executive Summary

- First full year in renovated library incredibly successful, exhibited by large increases from FY23-FY24 in: traffic (195%), circulation (30%), programs (316%), meeting room bookings (648%), increase square feet of space (54%); all with same amount of staff
- However, there is not enough staffing resources to support community demand
 - High staff turnover: 100% churn & burnout

Immediate Change Required:
Close Library on Mondays, and Tuesday evening hours (10 hours), from Feb-June 2025

FY26 Library Budget Request	FY26 Impact if Advisory Guidance (COLA increase only)
<ul style="list-style-type: none">• Add 39 hours staffing per week (\$54k/year) spread over 3 roles• Increase staff development funding by \$1.5k	<ul style="list-style-type: none">• Close Library 10 hours: all day Monday and Tuesday evening (19% reduction)• Use Library State Aid funds awarded in '23-'24 for substitute Librarians every Saturday• Reduce Programs by ~18%• Cap on Meeting Room Bookings (reduce by ~20%)



SHERBORN LIBRARY


2

☰

The Budget Ask

Staffing

CURRENT	PROPOSED
<ul style="list-style-type: none">• 4 Librarians service the entire library: Children's, Teen/Children's, Adult/Reference, and Director• 6 part time assistants and 4 student helpers totaling 3 Full Time Equivalent 18 hours/week of volunteers (up 59%)• Open to public 52 hours/week: 6 days, 4 evenings• Running programming (587 programs in 2024) and operating meeting room bookings (860 in 2024)	<ol style="list-style-type: none">1. Adding a 19 hours/week MLS (no benefits) Children's Library Assistant. Increase of \$20,321 over last FY.2. Increase Technical Services Librarian from 25 to 32 hours/week (already has benefits). Increase of \$12,715 over last FY.3. Increase Circulation Supervisor from 19 to 32 hours/week (benefits required). Increase of \$21,350 over last FY.



SHERBORN LIBRARY

3

The demand from our community is clear...

Sherborn Circulation FY18 - FY24



Circulation FY15 - FY24

Extraordinary circumstances: From FY 17 to part way thru FY 23, the Library was under construction and relocated to the Community Center, approximately 1,000 s.f. of space. 80% of the collection was stored in an inaccessible location. This reduced the circulation figures for the local collection. This number represents physical and digital material checkouts.



Library Traffic



... and we want to keep up providing this level of service to the community, especially after several years of limited service

4

Start at 4k rather than 0 so the climb is more stark. Make more clear the portion of increase that sherborn is a large part of the circulation.

Staff turnover is up since returning to the renovated library

- The staff is highly engaged, but the demands for library services and the larger renovated library have resulted in turnover
- 14 Roles hired since reopening:
 - Director
 - (2) different Assistant Directors
 - (3) different Children's Librarians since December 2022
 - Teen Services Librarian
 - (2) different Technology Library Assistants
 - (2) different Library Building Attendants
 - Technical Services Librarian
 - Circulation Supervisor
 - Senior Library Assistant
- There is only one staff member with tenure before December 2022 and she works 7 hours a week
- Estimated staff time spent on hiring: 670 hours (16.5 weeks of staff time)



5

May want to highlight that we have a lot more than typical libraries (Punch list, historical society). Highlight the burden that recruitment and training is on staff.

FY 26 Staff Development Budget Increase

- Libraries are constantly testing/adopting new technologies and methods
- Library receives 1.3% of the Town's professional development budget (\$78k)
- Library's FY 2025 staff development budget is \$733, in Dues/Membership/Licensing
- Library is requesting a 3% of the Town's overall budget for professional development
- An investment in staff development makes better librarians and reduces the risk of staff attrition

Development budget would be sourced **evenly** from three areas:

- *Town: New \$1,494 Existing \$733 = \$2,227*
- *Library Endowment: \$2,227*
- *Friends of the Sherborn Library: \$2,227*



6

Feedback: Suggested that we remove the 78k (the town's entire budget) in order to avoid confusion. Avoid specifically mentioning COA. Consider changing the FOTSL amount as this amount is not committed to permanently. Noted that this is also included in the budget so the offset is noted. We do not fund programs with the operating budget but from the FOTSL. It would be useful to highlight the programming budget from the FOTSL.

Sherborn is understaffed and under budget relative to peer libraries Comparables in Support of Staffing Request

	Library Population	Total Annual Hours	Evening Hours as Percent of Total Hours	Weekend Hours as a Percent of Total Hours	# Meeting Room Bookings (non-staff)	Circulation per Capita (Rounded)	Staff Working More than 35 Hours per Week	Hours Worked per Week by All Staff	Total Operating Income
FY23									
Dover	5,892	2,621	24%	12%	398	20	7	368	\$907,233 ('23)
Medfield	12,915	2,637	17%	17%	342	16	6	385	\$891,734 ('23)
Swampscott	15,155	2,559	28%	7%	437	12	7	388	\$881,351 ('23)
Wayland	13,724	3,221	24%	13%	343	20	10	524	\$1,433,383 ('23)
Sherborn FY 24*	4,372	2,516	19%	13%	2 860	21	1 4	283	3 \$622,000 ('24)
Carlisle	5,181	2,649	29%	12%	173	23	4	317	685,182 ('23)
Weston	11,666	3,370	25%	17%	1,100	36	8	740	\$2,002,332 ('23)

- 1 Library Open Hours are in line with Dover, Medfield and Swampscott – but they have 2-3 more FTEs to run their libraries.
- 2 Only Weston with 3.5 times our budget has higher circ per capita or meeting room bookings.
- 3 Lowest operating budget of libraries with similar population and circulation per capita




*FY24 data required for Sherborn as still in Community Center for part of FY23.
MBLC has not published FY24 as of December 2024.
*Data from: <https://mblc.state.ma.us/programs-and-support/library-statistics/index.php>

7

Feedback: Remove Carlisle from the Green highlight.

If FY 26 budget requests are not met, the following cuts will be necessary:

- Reduce Library Hours by 10 hours per week (Close Library 10 hours: Mondays, Tuesday evening hours)  Reduction of operational hours means material expenditure will go up
- Reduction of non-Library Meeting Room Bookings (~15% to 20%)
- Steep reduction (~15% to 20%) in the number of Library-led programs (especially evening and weekend programs)



Is this 10 hours what the library is currently going to do? Or an additional? These are not additional but would make those cuts permanent.

Maybe we want to add some photos of the library being used to make the appeal stronger.

Suggested to get an idea of how much other libraries spend on staff development and use that to show where Sherborn was deficient. Liz mentioned that this is in fact was how the budget was determined. Recommended to highlight that this is how the budget was derived to give it more weight.

Account Number	Account Name	FY22 Actual	FY23 Actual	FY24 Actual	3 Year Avg	FY25 Budget	FY26 Bud Request	2026% over 2025
010-610-5110-0000	LIB Library Director	102,514	109,820	104,500	105,611	108,576	111,290	2.50%
010-610-5111-0000	LIB Childrens Librarian	10,982	34,468	36,847	27,433	65,208	66,837	2.50%
010-610-5112-0000	LIB Tech Svcs Librarian	36,227	37,675	39,221	37,708	40,755	53,470	31.20%
010-610-5113-0000	LIB Senior Assistants	33,484	41,068	50,152	41,568	48,978	50,198	2.49%
010-610-5113-0000	LIB Children's Assistant						20,321	
010-610-5114-0000	LIB Assistants	5,447	5,560	4,962	5,323	6,888	7,060	2.50%
010-610-5115-0000	LIB Circulation Supervisor	0	0	27,064	9,021	22,966	44,316	100.00%
010-610-5116-0000	LIB Teen Services Librarian	57,963	60,281	57,444	58,563	65,208	66,837	2.50%
010-610-5118-0000	LIB Assistant Director	58,522	43,018	63,943	55,161	71,326	73,101	2.49%
010-610-5119-0000	LIB Student Helpers	14,501	20,294	21,811	18,869	15,116	17,372	14.92%
010-610-5190-0000	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%
010-610-5240-0000	LIB BLDG Landscape & Maintenance	38,969	53,938	19,256	37,388	29,425	22,000	-25.23%
010-610-5306-0000	LIB BLDG Computer Tech Support	4,798	560	1,292	2,217	250	250	0.00%
010-610-5340-0000	LIB Telephone	7,809	6,879	6,043	6,910	6,000	6,000	0.00%
010-610-5342-0000	LIB Computer Online Services	51,935	40,565	40,611	44,370	40,000	42,000	5.00%
010-610-5343-0000	LIB BLDG Website hosting	600	600	600	600	600	600	0.00%
010-610-5344-0000	LIB BLDG Website Maintenance	3,600	3,600	3,600	3,600	3,600	3,600	0.00%
010-610-5385-0000	LIB Minuteman Network	23,278	28,886	22,957	25,040	26,968	27,976	3.74%
010-610-5420-0000	LIB Office Supplies	3,982	4,535	6,222	4,913	4,600	5,000	8.70%
010-610-5421-0000	LIB BLDG Supplies & Materials	7,661	3,679	10,950	7,430	3,347	7,500	124.08%
010-610-5422-0000	LIB BLDG Water	236	520	700	485	620	700	12.90%
010-610-5585-0000	LIB Films Books Etc.	44,562	53,178	55,762	51,167	59,569	61,576	3.37%
010-610-5710-0000	LIB Travel/Lodging/Meals	0	0	443	148	300	300	0.00%
010-610-5730-0000	LIB Meetings/Seminars	350	0	815	388	433	1,927	345.03%
010-610-5742-0000	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%
	State Aid toward Film, Books, etc.	4,445					11,000	
	Total Department Expenses	440,883	549,125	575,469	544,005	622,341	679,505	9.19%
	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	545,679	595,986	9.22%
	*Estimated FY26 Endowment and State Aid.							
	Donations for Additional Staff Development						4,454	

Noted that the Advisory committee does ask very detailed questions, it would be good to have the budget available. This budget has the state aid offset included.

Also noted that the endowment gives money to the town to offset the budget. It could also be stated that the town covers the staff and purchasing new books, everything else is covered. Noted to really point this out as most non-salary expenses are covered by the endowment.

Discussed that the endowment is often misunderstood in how it funds. It would be good if Brian/Frank will be there and field any endowment questions. The endowment is restricted on what it can fund, but it is providing \$83 to the town next year.

Discussion on reducing Library hours: Based on the data we have gathered from this past full year of being reopened, the Library is incredibly busy and we now need to match our services with our demand level, staffing level and current funding. After looking at the circulation numbers and Library use, it looks like Monday is the best day based on staff and that it's the lightest check-out day. Also due to staffing issues and have already reduced Tuesday evening hours. One member of staff was scheduled until 2, but generally stayed until 5. It is important to make this point.

FAQ was prepared for the staff. Liz will send this out. Communication about hours will be via social media and email list, as well as posting the information at the desks in the Library.

Brian made a motion to reduce Library hours effective Feb 1 2025 by closing the Library to the public on Monday and reducing public hours Tuesday from closing at 8pm to 6pm. Tom seconded. Unanimous Yes.

Discussion around whether we should add any language regarding the nature of the motion whether it is temporary or not. It was decided to note in the minutes that this decision is in place pending the budget decisions for 2026, where it will be revisited.

Sandra mentioned that there were a lot of rumors and difficulty communicating what was truly going on during construction and suggested it would be good to have an “elevator pitch” to share about the change in hours and upcoming budget discussions. Tom volunteered to put together some sentences to convey the overall reasons to share with Sandra/Friends.

History Center (Brian Connolly)

Last week the architect gave a report to the committee that is working on the project. He will be giving a presentation to the SB on Thursday. The architect also went through the cost estimates around 1.27 million. This would be part of the capital budget for the town, the SB is the sponsor for it. Some conversation around if the cost can be reduced. The architect mentioned that with a budget of this size there is not a lot of room.

This will need to go before Town Meeting to be approved. The history center is also looking at grants and other funding mechanisms to have ready before town meeting in April. Liz has also been part of these discussions, providing feedback on the Library’s storage needs, etc. Noted that having construction ongoing at the Library will affect the staff as well.

Director, Assistant Director & Teen Librarian Report (Liz Anderson, Jen Carlson, Quincy Knapp)

Received SBA grant for a mailing regarding the Anxious Generation Community Read event. Recommends reading this book to get insight into how social media is impacting children. Also received an SBA grant for a didgeridoo event. This was a well-received event in the past.

On Feb 5 there will be a talk regarding teen mental health in conjunction with the Anxious Generation event.

Jen (Assistant Director): At the end of January the Friends book sale will start. Book sale will be Feb 28 - March 2. The “wayfinder” will visit on March 1.

Sherborn Cultural Council Grant received for a winter concert and also for Jungle Jim performer this summer. Children's Museum of Easton will also be coming to do a fossil program. February vacation there are a lot of activities planned as well.

Quincy (Teen Services Librarian): Noted that having this role has been really helpful in servicing the teen population. A 3D printer was acquired last year with money from Middlesex Saving Bank. Have been running 3D demos where the public can sign up to get 3D printed items and be present for the printing.

In the spring we will start a program around 3D printing design. A group from Wellesley will be using TinkerCAD and working with folks. This program will be done over Zoom. Demos will be continued and we'll also have a "print your own" day.

Teen study hall is this week. Midterms are this week, lots of use in the teen room.

Have utilized volunteers to help with programming. This can also satisfy volunteering hours, and helps increase attendance.

Community outreach: Staff operated as spelling-bee judges at DS school. Graphic novel book club at the middle school. Preschool came for a visit.

Liz: New staff are interested in the Trustees and how the relationship works. Planning to continue to invite more staff to upcoming Trustees meetings, one of our goals for this fiscal year.

Motion to adjourn at 9:22pm, Mary, Sue seconded. Unanimous vote Yes.