

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, July 21, 2026, 7:30 PM
Virtual Meeting

Sherborn Library Trustees Participating

- Brian Connolly (Chair)
- Chris Kenney
- Sue Lepard
- Mary McKenna
- Seth Molloy
- Frank Orlando
- Tom VanLangen
- Courtney Williams

Other Participating

- Liz Anderson (Library Director)
- Margo Powicki (Sherborn Historical Society)

Motion to approve Sherborn Library Trustees' June Minutes

Unanimous vote to approve.

Trustee Chair's report (Brian)

- Discussion about reception in memory of Ed Perry
 - Longstanding volunteer in the town - helped to establish the library's website and involved in planning the library's renovation
 - Event very successful and his family was happy - able to place memorial bench
 - Thank you to Liz for her help planning
- Deb Siefring - town Finance Director - is retiring - consideration of sending a gift from the Trustees

Friends of the Sherborn Library (Liz on behalf of Sandra)

- Summer concerts - 3rd concert rescheduled to rain date
- Still working on recruiting a few members to fill vacancies
- Summer newsletter released
- Budget meeting will be held in September

LBC/House (Chris Kenney)

- Status of mural - muralist continuing to work - target was end of July, looking to get updated target completion date
 - Not impacting library usage but will strategize how to wrap up the project
- Acoustics update

- Liz met with acoustical design group to determine a plan and get a quote for acoustic wall coverings to help with noise - will be coming back to the Board with a request to approve proposal
- Wayfinding
 - Liz has taken advantage of having the architect for the History Center being in the building to get ideas for consistent wayfinding signage
 - Will be coming back to the Board with a request to approve proposal
- Landscaping
 - Endowment and state aid funds spent for pads, weeding, mulching and planting
 - Liz working with landscaper to discuss replacing dead plants, filling bare spots, etc.
 - Looking to implement potential improvements to back landscaping in the fall

Finance Subcommittee (Frank, Tom, Courtney)

- Shared June endowment results
 - June wasn't a great month, but still ahead YTD
 - Over delivered on commitment to town to spend on landscaping - \$8.3k vs \$5k
 - ~ \$91k for FY 2027 contribution to the town - largest increase in revenue in town budget
 - FY 2026 budget - \$15k underspent in personnel primarily due to employees on leave and delay in hiring for certain positions
 - Overall, \$11.9k returned to the town due to underspending on personnel
- Shared Endowment Overview document
- In preparation for budget season, research if other towns have endowments / foundations and how other towns / libraries utilize funds - do they pay the towns? Our library pays ~ 1/2 of the library's non-payroll expenses
- Now that construction project has been cleared, consideration of commencing fundraising outreach
 - Create development sub-committee?
 - Coordinate with FOTSL
 - Access through financial planners?

Personnel (Mary, Sue)

- In past years, Trustees provided with evaluation template to be completed by end of August - confirming with town how the evaluation will be delivered to Liz
 - Distribute the Director evaluation form to Trustees in the next couple of weeks and set a deadline for return by end of August.
- Presentation re: how to make the library more attractive to staff and improve retention - improve vacation time
 - Comparison to other local libraries
 - Consider years of experience - apply to existing staff as key employee retention bonus
 - Brian to approach Jeremy to inquire about the possibility of implementing a retention incentive (e.g., additional vacation) for key library staff, especially the assistant director.
- First 5-year strategic plan meeting is to be held 7/30

History Center (Brian, Seth, Chris)

- At point of project where they're planning move-in - targeting completion and inspection by end of July
 - Move-in at the beginning of August - potential reopening by mid-September
 - Long lead time item is the custom millwork
- Liz discussing signage - any restrictions on external signage in governing documents

Director, Assistant Director Report & Intro Kate Potter (Liz Anderson)

- Annual action plan in draft form - good working document
- Going forward, strategic plan document will inform annual action plans
- Summer Reading
 - 501 registrations in 2025 and 583 registrations in 2026 - up 16%
 - Huge increase in engagement - children up in excess of 100% and teens ~ 75%
- Busiest day in FY was June 23rd - library continues to be hub of the town - shout out to the staff who has been doing extremely well
- Hiring update
 - Building attendant has started and is doing amazing
 - Student page - former library aide's brother
- State aid reporting has started - due in early August
- AI meeting notetaking - town bought license using IT budget - look into it for next meeting
 - Town has no AI usage policy currently

Motion to adjourn the meeting

- Next meeting is August 18th - VIRTUAL
- Sue, Frank seconded. Unanimous vote to adjourn.

Adjourned 9:04 PM