

## MEETING LIBRARY BOARD OF TRUSTEES MINUTES

Tuesday, March 17<sup>th</sup>, 2026, 7:30 PM

### Virtual Meeting

#### **Trustees Participating**

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

#### **Other Participating**

- Liz Anderson (Library Director)
- Sandra Burke (Friends of the Library)
- Jeff Waldron (Select Board)
- Margo Powicki (Sherborn Historical Society)

#### **Motion to approve February Minutes**

Frank, Mary second. Unanimous vote to approve.

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

##### ***Town Caucus Update***

The Town Caucus was held on March 5<sup>th</sup>. Three candidates were nominated for Library Trustee: Frank Orlando (seeking re-election), Courtney Williams, and Suzanne Girgenti. The nomination paper deadline is approximately one week from the meeting date, with no contested election anticipated. The Chair noted that both new candidates are strong. Suzanne Girgenti has an MBA and a Master's in Social Work, has been civically active through efforts to revive the Dover-Sherborn League of Women Voters, and has lived in Sherborn since the late 1980s. Courtney Williams is the past Friends of the Library Treasurer with a strong business and financial background.

##### ***Onboarding New Trustees***

- The Director thanked Sue, Seth, and others for assembling onboarding materials now housed in a shared Google Drive folder, including MBLC materials, recent accounting reports, the library annual report write-up, and the Sherborn Trustee Bylaws.

- Sue noted that the goal is a concise, welcoming “quick start” for new Trustees, not an overwhelming administrative document. A positive onboarding experience will help attract future candidates through word of mouth.
- Trustees discussed holding a social gathering or informal meet-and-greet before the May meeting to welcome incoming Trustees. The Chair suggested that the April and May meetings be hybrid, with a preference for in-person attendance, noting that April will be Erin Carroll’s and Thais Bessa’s final meetings. Sue will prepare a draft onboarding packet for review before the April meeting.
- Tom flagged that school vacation week falls the week of April 20<sup>th</sup>, which may affect in-person attendance; the April meeting date poll sent by the Director was showing the 21st as the leading option. (Note: April 28<sup>th</sup> conflicts with Town Meeting.) Trustees agreed to finalize the date over email.

### ***Committee Assignments***

- The Chair noted that committee assignments will be revisited at the May meeting once new Trustees are on board, and that departing Trustees’ vacancies will need to be filled. Key gaps include Personnel (Erin Carroll’s seat, with Sue Lepard expressing interest) and House Subcommittee (Thais Bessa’s seat, with recruitment needed to join Chris Kenney). The Art Gallery Committee, recently formed, also needs a Trustee representative (Thais Bessa’s seat). Community Relations will also need to be backfilled. With Thais finishing her term, a new Secretary will also need to be selected to fill the role.
- The Chair also raised the topic of minutes style going forward, noting that the Board historically kept very detailed minutes due to litigation related to the library construction, but that level of detail is no longer necessary. The Chair encouraged a more summarized approach consistent with other town committees. Trustees noted that AI tools and the Zoom transcript can support more efficient minutes preparation. Formal committee assignments and Secretary designation will be confirmed at the May meeting.

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

- The annual book sale raised \$2,719.60, slightly more than last year. Alex is working on cataloging and pricing antique and rare books from the basement collection, with plans to sell them separately.
- The Arts and Crafts Fair jury review went well; 81 vendors are signed on (up from 74 last year), plus 10-plus community booths. The Spring Welcome Committee mailer will go out soon to residents who have moved to town in the past six months.
- The Friends delivered the Winterfest donation baskets to UMass Memorial Hospital.

- Upcoming dates: April 11 is Trivia Night; May 9 is the Arts and Crafts Fair; May 30 is a new art show in collaboration with Mass Audubon.

### **House Subcommittee** (Liz Anderson, Thais Bessa)

#### ***Mural Update***

- The children's wing mural remains in progress. The artist, Rob, worked on-site for the first time in a while the weekend prior to the meeting. He has another job scheduled for early April and has committed to working Saturdays through Sundays and Mondays until then. The Subcommittee estimates approximately 8–9 weekends remain before his next commitment in June. He has agreed to store his materials in his car rather than the basement, given the upcoming History Center construction.
- The revised letter of agreement reducing the contract to \$15,000 (from the original \$20,000 for a larger scope) has not yet been signed; Alexis Madison continues to push for a final commitment. Approximately \$5,800 remains outstanding on the contract. The Subcommittee noted that the History Center construction timeline and the loss of basement storage space were used as motivating factors. If the mural is not complete by June, scaffolding on the patio will need to be removed to accommodate outdoor programming.

#### ***Teen Art Gallery Update***

- The gallery rails and lighting for the Teen Art Gallery were installed the weekend prior to the meeting. The new lighting significantly brightened the previously dark second-floor hallway. The Subcommittee also reported that a signage consultant from the Mass Library System will visit in April to assist with a signage audit and review of best practices before new materials are printed.

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

- Frank presented the February endowment report. Total endowment assets stand at approximately \$3.4 million. February was a difficult month for financial markets; the main UBS account is down slightly for the month but remains up for the year. The finishing touches subaccount, invested entirely in fixed income, is ahead of plan, partially due to a contribution. The Town-held Bartholomew account also performed reasonably well. Recent transactions included a contribution for the memorial bench and related payment, as well as art display expenses.

## Endowment update

Main Acct
Sub Acct

### Change in the value of your account

	February 2026 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$3,403,254.93</b>	<b>\$3,340,597.27</b>
Withdrawals and fees, including investments transferred out	0.00	-5,822.48
Dividend and interest income	8,679.81	10,216.90
Change in value of accrued interest	-2,754.71	-167.00
Change in market value	-21,279.33	43,076.09
<b>Closing account value</b>	<b>\$3,387,900.70</b>	<b>\$3,387,900.70</b>

### Change in the value of your account

	February 2026 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$178,671.58</b>	<b>\$179,429.63</b>
Deposits, including investments transferred in	7,500.00	7,500.00
Withdrawals and fees, including investments transferred out	-4,648.73	-5,880.04
Dividend and interest income	423.57	896.83
<b>Closing account value</b>	<b>\$181,946.42</b>	<b>\$181,946.42</b>

### Town held funds

beginning mkt value	\$127,014.03
withdrawals	\$0.00
mkt gain	\$1,469.86
Ending Mkt value	128,483.89

Filtered by - Date: 01/01/2026-02/01/2026, Activity Type: WITHDRAWAL, Money Market: Exclude

Account N	Date	Activity	Description	Type	Amount	Friendly Account Name
JJ 38622	02/27/2026	DEPOSIT	LOCAL CHECK		\$7,500.00	Sherborn Sub

- The Chair noted that the Advisory Committee public hearing is Saturday, March 21st at 8:30 AM, offered both in person and on Zoom. He reported that the budget situation is not expected to be contentious this year and that the collaborative relationship with Advisory liaisons Steve and Paul has been notably positive compared to prior year.

## Budget Dates and Schedule

- 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 - done
  - Advisory Committee Public Hearing: Saturday, March 21
  - Annual Town Meeting: April 28 ( 2 ½ override may be needed)

- Liz presented the revised FY27 budget. The Advisory asked the Library to reduce its budget by \$10,000. The Library responded with a \$6,000 reduction, achieved primarily by posting the open Building Attendant position at 10 hours per week rather than 16 (saving approximately \$5,000 in salaries). The book endowment contribution line was increased by \$1,000 to \$5,400. The resulting bottom line of \$661,677 aligns with the original COLA-based guidance. Advisory acknowledged the reduction positively. The Director noted that other departments are absorbing significantly larger cuts.
- The FY26 Q3 operating budget is tracking at approximately 66% spent against a 70% benchmark, with variance primarily attributable to staff leave (children's librarian family leave, Tech Services librarian maternity leave) and the delayed start of the new

children's library assistant position. Building supplies and office supplies are slightly off-target but offsetting. The Director noted that with wiggle room in the current budget, she is considering whether to increase the Tech Services librarian from 27 to 28–30 hours for the remainder of the year, pending approval from the Town Administrator.

**Motion to approve the FY27 budget and FY27 endowment fund subsidy of \$97,367 to the Town, contingent on Town approval of the Library's budget.**

- Frank, Mary second. Unanimous vote to approve.

SHERBORN LIBRARY FY2026 BUDGET STATUS REPORT						DATE: 3/10/2026
WARRANTS:						66%
	FY 25	W01-19	TOTAL	%	BALANCE	
	BUDGET	EXPENSES	PAID	EXPENDED	TO DATE	
<b>SALARIES (035A)</b>						
Library Director	\$ 111,290.00	\$ 76,325.60	\$ 76,325.60	68.58	\$ 34,964.40	
Assistant Director	\$ 73,101.00	\$ 50,140.05	\$ 50,140.05	68.59	\$ 22,960.95	
Childrens Librarian	\$ 69,468.00	\$ 45,551.06	\$ 45,551.06	65.57	\$ 23,916.94	
Teen Services Librarian	\$ 58,482.00	\$ 40,398.49	\$ 40,398.49	69.08	\$ 18,083.51	
Circulation Supervisor	\$ 22,966.00	\$ 14,320.53	\$ 14,320.53	62.36	\$ 8,645.47	
Tech Services Librarian	\$ 45,115.00	\$ 22,701.33	\$ 22,701.33	50.32	\$ 22,413.67	
Senior Library Assistants (3)	\$ 50,205.00	\$ 34,269.24	\$ 34,269.24	68.26	\$ 15,935.76	
Library Assistant (1)	\$ 7,060.00	\$ 4,472.58	\$ 4,472.58	63.35	\$ 2,587.42	
Student Library Aides (4)	\$ 15,496.00	\$ 11,623.04	\$ 11,623.04	75.01	\$ 3,872.96	
Children's Library Asst	\$ 25,668.00	\$ 14,989.45	\$ 14,989.45	58.40	\$ 10,678.55	
Longevity						
<b>35A SUB-TOTAL:</b>	<b>478,851.00</b>	<b>\$ 314,789.37</b>	<b>\$ 314,789.37</b>	<b>65.74</b>	<b>164,061.63</b>	
<b>EXPENSES (035B)</b>						
<b>BOOKS, NON-PRINT</b>	<b>\$ 61,483.00</b>	<b>\$ 41,113.02</b>	<b>41113.02</b>	<b>66.87</b>	<b>\$ 20,369.98</b>	
COMPUTER/ONLINE SRVCS.	\$ 42,000.00	\$ 22,895.49	22895.49	54.51	\$ 19,104.51	
OFFICE SUPPLIES	\$ 5,000.00	\$ 5,249.45	5249.45	104.99	\$ (249.45)	
TELEPHONE	\$ 6,000.00	\$ 3,281.68	3281.68	54.69	\$ 2,718.32	
STAFF DEVELOPMENT	\$ 1,927.00	\$ 45.00	45	2.34	\$ 1,882.00	
TRUSTEE BOND FEE	\$ 274.00	\$ -	0	0.00	\$ 274.00	
MILEAGE REIMB.	\$ 300.00	\$ -	0	0.00	\$ 300.00	
MINUTEMAN	\$ 27,976.00	\$ 25,451.00	25451	90.97	\$ 2,525.00	
COMPUTER TECH. SUPPORT	\$ 250.00	\$ -	0	0.00	\$ 250.00	
WEBSITE MAINT.	\$ 3,600.00	\$ 2,700.00	2700	75.00	\$ 900.00	
WEBSITE HOSTING	\$ 600.00	\$ 450.00	450	75.00	\$ 150.00	
BUILDING MAINT & LANDSCAPE	\$ 10,304.00	\$ 8,022.20	8022.2	77.86	\$ 2,281.80	
BUILDING SUPPLIES & MATERIALS	\$ 7,500.00	\$ 2,617.63	2617.63	34.90	\$ 4,882.37	
BOTTLED WATER	\$ 700.00	\$ 550.25	550.25	78.61	\$ 149.75	
<b>35B SUB-TOTAL:</b>	<b>167,914.00</b>	<b>\$ 112,375.72</b>	<b>112375.72</b>	<b>66.92</b>	<b>55,538.28</b>	
<b>35A+35B TOTAL:</b>			<b>427,165.09</b>	<b>66%</b>	<b>219,599.91</b>	

Account Name	FY23	FY24	FY25	FY26	FY27	FY27	%2027
	Actual	Actual	Actual	App	Budget	Bud Request	over 2026
LIB Library Director	101,820	104,500	101,466	107,335	111,290	114,307	3.25%
LIB Childrens Librarian	34,468	36,847	64,849	43,388	66,837	71,725	7.31%
LIB Tech Svcs Librarian	37,675	39,221	45,684	40,860	41,773	31,757	23.96% \$5176 Increase above COLA
LIB Senior Assistants	41,068	50,152	44,501	45,240	50,205	51,836	3.25%
LIB Assistants	5,590	4,962	7,813	6,112	7,090	7,250	3.25%
LIB Circulation Supervisor	0	27,064	20,613	15,892	23,543	23,043	-2.12%
LIB Teen Services Librarian	60,381	37,444	63,208	60,978	60,381	60,381	-9.66%
LIB Assistant Director	43,018	63,943	71,326	53,426	70,101	75,477	3.25%
LIB Student Helpers	20,294	21,811	17,134	19,213	17,495	17,040	9.96% \$1040 Increase above COLA
LIB Children's Assistant	0	0	0	22,712	22,712	27,168	19.62%
LIB Longevity	0	0	0	0	0	0	0.00%
<b>Total Salaries</b>	<b>352,185</b>	<b>497,938</b>	<b>496,551</b>	<b>401,394</b>	<b>476,854</b>	<b>500,820</b>	<b>4.55% Increase of \$6,217 over COLA</b>
LIB BLDG Landscape & Maintenance	5,438	5,116	22,586	31,927	10,304	10,304	0.00%
LIB BLDG Computer Tech Support	250	1,292	0	617	250	250	0.00%
LIB Telephone	6,000	6,043	5,090	6,004	6,000	6,000	0.00%
LIB Computer Online Svcs	40,565	40,611	39,125	40,167	42,000	41,788	-0.52% Reduced Books & Comp Online by \$4,425 Endowment Contribution
LIB BLDG Website Hosting	600	600	600	600	600	600	0.00%
LIB BLDG Website Maint	3,600	3,600	3,600	3,600	3,600	3,600	0.00%
LIB Bldg Maintenance	20,886	22,957	24,443	25,429	27,976	27,047	-3.32% Small Library Grant applied \$1,100
LIB Office Supplies	4,535	6,222	6,099	5,615	5,000	5,000	0.00%
LIB BLDG Supplies & Materials	3,679	10,950	5,114	6,581	7,500	7,500	0.00%
LIB BLDG Water	520	700	893	794	700	700	0.00%
LIB Films Books Etc.	53,178	55,762	60,586	56,505	61,483	61,657	0.25% 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>369,525</b>	<b>369,315</b>	<b>178,593</b>	<b>167,914</b>	<b>166,966</b>	<b>-0.55% Decreased by \$6815</b>
<b>Total Department Expenses</b>	<b>549,125</b>	<b>877,463</b>	<b>877,463</b>	<b>611,111</b>	<b>611,111</b>	<b>611,111</b>	<b>3.22%</b>

	From Dowse Memorial Fund	From Saltonstall Operating Fund	From State Aid to Libraries	Landscape Contribution	Book & Grant Contribution	Total
FY16	4,240	20,680	4,445			29,365
FY17	4,240	20,950	4,445			29,675
FY18	4,240	41,856	4,445			50,541
FY19	4,246	42,693	4,445			51,384
FY20	4,071	56,946	4,445			65,462
FY21	2,813	58,695	4,445			65,953
FY22	1,209	60,883	4,445			66,537
FY23	3,064	65,950	0		(1)	69,014 Monies transferred to Construction Account
FY24	1,974	69,041	0		(1)	71,015 Monies transferred to Construction Account
FY25	2,309	74,353	9,090			85,752 Offset by Transfers to Library Expense
FY26	2,367	81,152		5,000		88,519 Offset by Transfers to Library Expense
FY27	2,478	89,464			5,425	97,367 Offset by Transfers to Library Expense

- Frank offered to conduct an optional financial orientation session for the full Board and staff, covering fund breakdown, major restrictions, Town contribution calculations, and options for investment management going forward. This is particularly timely given the two incoming Trustees, both of whom appear to have financial backgrounds. Timing and format (within a board meeting or separately) to be determined once new members join. The Chair noted that UBS has been informally notified that the Board is reviewing its investment management fee structure, and no response has been received yet.

## Offer to Board and Staff

- Reflecting after the last Board meeting
- And with two new board members
- I would like to review the Financials with the with the Board and with staff
- Potential review items:
  - Fund Breakdown with Accounts
  - Major fund restrictions
  - Town contribution calculations
  - Options for investments going forward

**Policy Subcommittee** (Mary McKenna, Sue Lepard)

- The Patron Behavior Policy remains under review by Town Counsel, as agreed at the February meeting.

### ***Art Gallery Policy (including Teen Art Gallery)***

- The Subcommittee presented a revised draft of the Art Gallery Policy incorporating feedback from the February discussion. Trustees noted the draft did a good job of capturing prior conversation and taking a more concise approach. The revised policy integrates the Teen Art Gallery within the broader Art Gallery Policy framework.

### **Motion to approve the revised Art Gallery Policy (including Teen Art Gallery).**

- Frank, Seth seconded. Unanimous vote to approve.

### **Personnel Subcommittee** (Mary McKenna)

- Job Description and Comp Study Update: The meeting with Erin to discuss the comp study could not be scheduled in time for this meeting and will be postponed to the April meeting. The town-hired consultant has returned the Library's job descriptions in a new town-wide format, and Liz is reviewing them for accuracy.

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

- Seth attended the project meeting earlier in the day. The building permit is in process and expected within approximately two weeks. The contractor is bidding out the shelving separately. Margo Powicki (Historical Society) confirmed that the Society has substantially secured funding for the shelving (estimated at approximately \$89,000 for revolving shelves) and strongly prefers that it be installed concurrently with construction to avoid moving materials twice. The shelving contract will go out to bid.
- The Historical Society is planning a ceremonial groundbreaking, tentatively within three weeks, likely during the day. Trustees are welcome to attend. No date is confirmed yet. The Director noted that the History Center is also a consideration in the mural timeline, as the basement is no longer available for the artist's storage.

### **Library Director's Report** (Liz Anderson)

- Liz presented a proposal for summer 2026 hours, informed by traffic data from summer 2025. Usage data showed significantly lower attendance on Fridays and Saturdays relative to Monday through Thursday. The proposal keeps Monday through Thursday hours unchanged from the current schedule (Monday 12–6, Tuesday 10–6, Wednesday 10–8, Thursday 10–8) and reduces Friday and Saturday hours, resulting in a total of 43 weekly open hours—one more than last summer. The Director noted that Town Hall closed Fridays last summer, and she is exploring whether a comparable staffing

arrangement could be made for library staff. Trustees supported the proposed schedule; no vote was required.

## Jul 2025

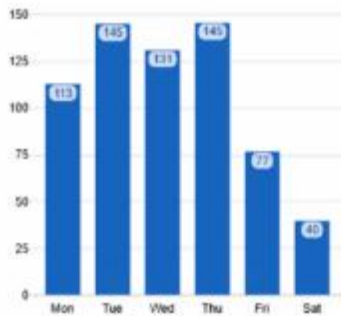
### Summer Hours

Monday / 10am-6pm  
 Tuesday / 10am-6pm  
 Wednesday / 12pm-6pm  
 Thursday / 10am-6pm  
 Friday / 10am-5pm  
 Saturday / 10am-2pm  
 Sunday / Closed

Daily Visitors



Average Visitors by Weekday



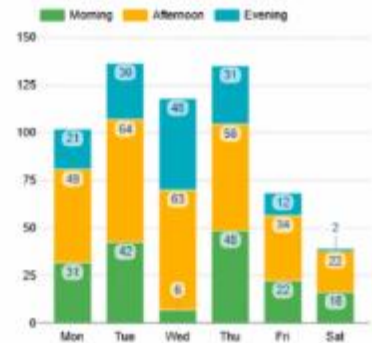
**Please note:**

The graph above averages the total visitors from every Monday, every Tuesday, etc. in the data and displays this number.

However, the graph on the right first breaks down each day into Morning, Afternoon, and Evening before averaging each of these sections and graphing them one atop another.

Thus, the totals in the graph on the left vs the graph on the right are not the same, due to when in the process each chunk of data is averaged.

Breakdown by Time of Day



### Current Regular Hours:

Mon	Tues	Wed	Thurs	Fri	Sat
12-6	10-6	10-8	10-8	10-5	10-5

### Summer Hours:

#### Last Year:

Mon	Tues	Wed	Thurs	Fri	Sat
10-6	10-6	12-8	10-6	10-5	10-2

#### Proposed for this July/Aug:

Mon	Tues	Wed	Thurs	Fri	Sat
12-6	10-6	10-8	10-8	10-4	10-2

- Staff Development Day is Monday, March 23<sup>rd</sup>. The library will be closed to the public. The program includes a generative AI session led by a Massachusetts Library System

consultant, LibraryIQ analytics training, and staff appreciation activities. Trustees are welcome to join the AI session.

- The Director noted that summer reading planning is now underway in earnest. As in prior years, the Library may return to the Board to request support from the Weezie Fund for summer reading kickoff and wrap-up events.
- Ethics training reminder: Trustees are required to complete the online ethics training. Those who completed it last year need only confirm. There is a new Town Clerk (John), and the Director will follow up to ensure notices are sent.
- The Select Board recently adopted a policy requiring a formal request form for access to Town Counsel legal services, and the Library will use this process going forward for policy-related reviews.
- Upcoming programs and highlights: sourdough starter workshop on Wednesday, March 25<sup>th</sup> at 6 PM (75 registrants, in-person); Irish Step Dancing performance this Saturday; April vacation week programming planned for every day; West African drumming (djembe) presentation on April 28<sup>th</sup>; two programs with the Sherborn Historical Society (Black Patriots of the Revolution on April 9<sup>th</sup>; King Philip's War on May 13<sup>th</sup>); Mass Library Association conference coming up in May. The Library's Knit and Crochet Club fiber arts display continues through March, and electronic waste recycling bins are available through March 28<sup>th</sup>.

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

- Frank, Thais seconded. Unanimous vote to adjourn.

Adjourned 8:42 pm.