

MEETING LIBRARY BOARD OF TRUSTEES MINUTES  
**Tuesday, March 18 2025, 7:30 PM**  
**Hybrid 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 7:32 PM

Unanimous Yes

**Trustees Participating**

Brian Connolly (Chair)

Mary McKenna

Frank Orlando

Tom VanLangen

Seth Molloy

Sue Lepard

Erin Carroll

**Other Participating**

Liz Anderson (Library Director)

Jennifer Carlson (Library Assistant Director)

Sandra Burke (Friends)

Martha Mahard (Historical Society)

Megan Hermida Lu (Historical Society/Friends)

Maureen Haswell (Library Circulation Supervisor)

Edit to minutes : Removed Frank from the attendees.

Approving May minutes. Mary McKenna, Tom second. Unanimous approval.

**Chair's Report** (Brian Connolly)

Town Caucus. Tom, Seth, Brian won Caucus nominees. Tom/Seth/Brian got around 68 votes, Alexandra Frank got 21. She also ran last year.

Town election is May 13, 2025. This Saturday is the Advisory Board (AB) public meeting. Liz and Brian met with Dan Sichel to adjust budgets, and have met with Advisory members a few other times.

Liz and Brian also attended a hybrid Advisory Meeting on March 12, 2025 to address a second draft of the Library's FY 26 operating budget where we adjusted from ~11% to 4%. The budget was presented and many other topics were discussed.

At the Advisory board meeting this Saturday there is an opportunity for public comment. Hopefully we'll have support from the public and Friends, etc. If the vote is not unanimous there will be an opportunity for a dissenting opinion to appear in the town meeting documents. The meeting should follow the order of the articles. It will be in Town Hall upstairs in the Select Board room, it will be a hybrid meeting as well. Question on whether we need to post a meeting, we should ask. Likely not because similarly we don't have to call a meeting for Annual Town Meeting (ATM). The Select Board also will learn about the budget issues in this meeting and will call a vote before ATM.

Dan (AB) asked whether or not any federal cuts will affect the Library. There was an email that came from MBLC mentioning that the Institute of Museum and Library Services (IMLS) will be affected, particularly staff. The state aid budgeting will remain flat, it's not certain whether or not going forward if this will at some point impact state aid. The Minuteman network will be affected by not getting certain funding for access to databases, etc.

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

Brian thanked Sandra for attending the Advisory meeting.

Starting to enter the busy season.

Completed the annual book sale, fundraised \$2,500. Also collected email addresses at this event.

Newsletter was sent out with a request for support for budget issues. As we go forward they will be trying to have shorter newsletters that are more focused.

Upcoming events:

Spring Art Show: April 2, Art of the Automobile

Trivia Night: April 5, in 1858 Townhouse

Welcome Event with drinks: April 15

Arts and Crafts Fair: May 10

#### **History Center** (Martha Mahard & Megan Hermida Lu)

Brian: Doug was not able to make it. Martha and Megan have joined us to speak regarding the project.

Currently the goal is to communicate with Advisory and the Town that we have heard Advisory and others, and have tried to do what we can to scale back where possible.

The architect was asked to do "value engineering" aka cost cutting, 138-200k cuts were identified, almost all from the "soft" costs, like not doing the wood-slatted ceiling for example.

Furnishing can be phased in, so we expect that some furnishings would be cut initially.

They have started a fundraising campaign, 250k by the 250th. Trying to raise 250k in 90 days. The end date is on Bunker Hill Day, Sherborn had around 47 residents that fought in the Battle of Bunker Hill. A cocktail party is planned along with other events.

The amount to be voted on by the Town has been brought down to 600k. This means the Committee will be responsible for fundraising 400k.

Funding from grant sources is problematic currently. There is some state money available. Most grants will be more likely to fund the soft costs rather than the capital.

Also have contacted individual donors as well.

25k was raised from the board in honor of George Fiske retiring from the Board.

Q: Brian: We get 3-4k people coming through the library every month, will we be setting up something to display in the library to show the public what it will look like?

A: Yes we would like to do this, we haven't gotten that far yet.

Brian: There is some hangover due to the cost overruns from the Library project which has spilled over a bit to the History Center conversations.

Martha thanked Frank for attending the open meeting with the architect.

Frank mentioned he offered a few suggestions like offering naming opportunities for donations.

Frank also mentioned that he thought we would be locking the door to the fire suppression room. Martha commented that Sean is in discussion with them on this topic.

Frank asked how to get workers into the area, and they thought the service entry would be used, so the Library wouldn't be too affected.

Megan mentioned that they were being cautious with their optimizing.

**LBC/House** (Liz Anderson)

Plumber installed a sink in the staff room. Bathrooms behind the circulation desk were serviced. Having tech issues with equipment in Trustees and Community Room.

Looking at getting door counters on the doors. Closing the door at the children's entrance to reduce weather issues impacting the facility as well as reduce the number of counters required. Getting a second quote for these.

Mentioned that we are looking into getting wiring done for card readers at the same time as the people counter wirings are getting installed as well. Galaxy came and will be providing a quote for this work.

Tom asked whether this is a standard practice to have door counters. Liz replied that it is very common, and it's not a reaction to the budget issues.

Seth asked if there are alternative methods for counting. Liz said she would look into it.

Working with Thais on a safety manual, goal to have a draft by May.

Frank: May want to consider adding a counter just on the main door. Discussion around how valid this is and other options including portable counters.

Planning to propose we schedule a deep clean yearly after the A&C Fair.

Q: Tom: would that come from the endowment. Liz: That's what we will propose.

Q: Brian: Is Sean still working as coordinator for the punch list? Liz: yes he is.

Liz has a spreadsheet of the punch list along with costs. Started with 100k+ 11k(furniture). Currently around 90k with some larger items coming up. Good progress is getting made on this. Sean has been very helpful with scheduling and overseeing some of the work.

### **Technology** (Frank Orlando, Seth Molloy)

Need to figure out how to improve the Community Room and Trustees A/V issues.

Liz mentioned she had planned to request for a lav microphone. This has been requested many times, particularly for activities. Holding off on this to address issues with A/V first before adding more mic.

### **Finance** (Frank Orlando, Tom VanLangen)

# Sherborn Library Trustees – March 2025

## Financial update

### Endowment activity

#### Change in the value of your account

	February 2025 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$3,104,763.96</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	-5,295.84
Dividend and interest income	4,815.02	7,424.97
Change in value of accrued interest	-344.17	970.92
Change in market value	-7,827.86	70,777.52
<b>Closing account value</b>	<b>\$3,101,406.95</b>	<b>\$3,101,406.95</b>

#### Change in the value of your account

	February 2025 (\$)	Year to date (\$)
<b>Opening account value</b>	<b>\$178,577.88</b>	<b>\$178,016.10</b>
Dividend and interest income	503.15	1,064.93
<b>Closing account value</b>	<b>\$179,081.03</b>	<b>\$179,081.03</b>

Town Held Funds	
beginning mkt val \$	116,031.34
Ending Mkt value	117187.21
mkt gain \$	1,155.87

Down about 4% on the main account. This is mostly in fixed income accounts.

Town account is, we believe, planning to move the town account in a prudent investor account. Frank shared this may not be the right move given the current economy.

# Financial update

- Endowment contribution to town to be voted on for FY26

FY	Dowse Memorial Fund	Saltonstall 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				

We need to vote on the distribution. This number is by a 5 year look back average of the accounts and take 4.5% of that.

Q: Brian: When do to transfer to the town.

A: Frank, before the end of the fiscal year.

Frank: Motion we approve \$83,519 from the endowment for 2026. Brian second. Unanimous Yes.

	Account Number	Account Name	FY22 Actual	FY23 Actual	FY24 Actual	3 Year Avg	FY25 Budget	FY26 Bud Request	2026% over 2025
10	010-610-5110-00000	LIB Library Director	102,514	109,820	104,500	105,611	108,576	111,290	2.50%
10	010-610-5111-00000	LIB Childrens Librarian	10,982	34,468	36,847	27,433	65,208	66,837	2.50%
10	010-610-5112-00000	LIB Tech Svcs Librarian	36,227	37,675	39,221	37,708	40,755	41,773	2.50%
10	010-610-5113-00000	LIB Senior Assistants	33,484	41,068	50,152	41,568	48,978	50,205	2.51%
10	010-610-5113-00000	LIB Children's Assistant						22,712	100.00%
10	010-610-5114-00000	LIB Assistants	5,447	5,560	4,962	5,323	6,888	7,060	2.50%
10	010-610-5115-00000	LIB Circulation Supervisor	0	0	27,064	9,021	22,966	23,543	2.51%
10	010-610-5116-00000	LIB Teen Services Librarian	57,963	60,281	57,444	58,563	65,208	66,837	2.50%
10	010-610-5118-00000	LIB Assistant Director	58,522	43,018	63,943	55,161	71,326	73,101	2.49%
10	010-610-5119-00000	LIB Student Helpers	14,501	20,294	21,811	18,869	15,116	15,496	2.51%
10	010-610-5190-00000	LIB Longevity	0	0	0	0	1,036	0	-100.00%
		<b>Total Salaries</b>	<b>319,640</b>	<b>352,185</b>	<b>405,944</b>	<b>359,256</b>	<b>446,057</b>	<b>478,854</b>	<b>7.35%</b>
10	010-610-5240-00000	LIB BLDG Landscape & Maintenance	38,969	53,938	19,256	37,388	29,425	10,304	-64.98%
10	010-610-5306-00000	LIB BLDG Computer Tech Support	4,798	560	1,292	2,217	250	250	0.00%
10	010-610-5340-00000	LIB Telephone	7,809	6,879	6,043	6,910	6,000	6,000	0.00%
10	010-610-5342-00000	LIB Computer Online Services	51,935	40,565	40,611	44,370	40,000	42,000	5.00%
10	010-610-5343-00000	LIB BLDG Website hosting	600	600	600	600	600	600	0.00%
10	010-610-5344-00000	LIB BLDG Website Maintenance	3,600	3,600	3,600	3,600	3,600	3,600	0.00%
10	010-610-5385-00000	LIB Minuteman Network	23,278	28,886	22,957	25,040	26,968	27,976	3.74%
10	010-610-5420-00000	LIB Office Supplies	3,982	4,535	6,222	4,913	4,600	5,000	8.70%
10	010-610-5421-00000	LIB BLDG Supplies & Materials	7,661	3,679	10,950	7,430	3,347	7,500	124.08%
10	010-610-5422-00000	LIB BLDG Water	236	520	700	485	620	700	12.90%
10	010-610-5585-00000	LIB Films Books Etc.	44,562	53,178	55,762	51,167	59,569	61,483	3.21%
10	010-610-5710-00000	LIB Travel/Lodging/Meals	0	0	443	148	300	300	0.00%
10	010-610-5730-00000	LIB Meetings/Seminars	350	0	815	388	433	1,927	345.03%
10	010-610-5742-00000	LIB Insurance Bonds	0	0	274	91	572	274	-52.10%
		<b>Total Expenses</b>	<b>187,781</b>	<b>196,940</b>	<b>169,525</b>	<b>184,748</b>	<b>176,284</b>	<b>167,914</b>	<b>-4.75%</b>
		<b>Total Department Expenses</b>	<b>440,883</b>	<b>549,125</b>	<b>575,469</b>	<b>544,005</b>	<b>622,341</b>	<b>646,768</b>	<b>3.93%</b>
		<b>History of Transfers to Offset Library Expenses</b>							
		Endowment Contribution	62,092	0	0		76,662	83,519	
		Landscaping Contribution						5,000	
		<b>Total Department Expenses Net of Funding</b>	<b>378,791</b>	<b>549,125</b>	<b>575,469</b>	<b>501,129</b>	<b>545,679</b>	<b>558,249</b>	<b>2.30%</b>
		<b>*Estimated FY26 Endowment and State Aid.</b>							
		<b>Donations for Additional Staff Development</b>						4,454	

Liz-

Met multiple times with Dan, Jeremy, Deb and Advisory to understand the town's situation. Prioritized keeping the Children's Library Assistant for 19 hours.

The state aid contribution was counted twice accidentally, fixing this brought us to a YoY increase of 5%. Adjusting landscaping down to 10k, and covering that with the state aid will bring us down to 3.9%.

Brian -

The town had been accounting for the state aid incorrectly. We were not using it while we were not in the renovated library. This aid must be used for library uses under the direction of the Director/Trustees. In previous years the town has put it as an offset to the library budget which really shouldn't have been done.

Town average is around 3.9%, we are under this limit.

MBLC states that the state aid is something that the library and the library alone should control and appropriate. The money is deposited into a town held account and should never be used by transferring into the general town account, or to offset.

Concern expressed over using the state aid to offset sets a bad precedence that could result in a reduction of budget.

Liz mentioned that the state aid at other libraries is used for staff development, towns without Friends funding use it for programming, other capital expenses.

Q: Seth, clarification that we are offsetting this year by reducing landscaping by 10k.

A: Brian: Yes

Discussion around whether landscaping is the correct place to make the reduction.

Q: Frank: Normally we spend much more, like 29k on landscaping. The budgeted landscaping money should be easily spent on landscaping.

Frank mentioned that there were no questions about the staff training. Brian talked to Dan and another member and they supported it, so decided that we didn't need to discuss it. Note that we made it clear that the FoTSL have not committed to continuing to donate for staff development.

Note that we should add the contributions that Trustees have made for construction in the past.

At the Advisory meeting Jeremy (TA) presented that the state aid has been used as an offset. There is confusion around what this has meant and we believe the accounting has been off in past years.

We will circle back with MBLC to understand and get more clarity on this.

11k + 9k from last year, plus 5 thousands would bring state aid to around 25k.

Mary: Can we use the state aid for subs? Yes. Liz/Brian: Sudbury had used it to make an agreement to phase in the cost of new staff over a number of years so there is not a large jump.

## Request for approvals

- Approval to transfer \$83,519 for the FY26 budget cycle
- Approval to use \$5,000 for landscaping
- State Aid Award Contribution

Motion: Frank We approve this budget to be submitted to the Advisory and the town. Brian Second. Unanimous Yes.

Motion: Brian - We allocate \$11,696 in state aid to be used for the landscaping budget in the FY2026. Mary Second. Unanimous Yes. Note: emphasize that this is a one time offset contribution not to be expected each year.



5			FY 25	W01-18	TOTAL	%	BALANCE
6	<b>SALARIES (035A)</b>		<b>BUDGET</b>	<b>EXPENSES</b>	<b>PAID</b>	<b>EXPENDED</b>	<b>TO DATE</b>
7	Library Director		\$ 108,576.00	70,720.00	70,720.00	65.13	37,856.00
8	Assistant Director		71,326.00	46,457.60	46,457.60	65.13	24,868.40
9	Childrens Librarian		65,208.00	42,472.63	42,472.63	65.13	22,735.37
10	Teen Services Librarian		65,208.00	42,472.63	42,472.63	65.13	22,735.37
11	Circulation Supervisor		22,966.00	11,399.66	11,399.66	49.64	11,566.34
12	Tech Services Librarian		40,755.00	31,476.04	31,476.04	77.23	9,278.96
13	Senior Library Assistants (3)		48,978.00	28,806.81	28,806.81	58.82	20,171.19
14	Library Assistant (1)		6,888.00	5,720.99	5,720.99	83.06	1,167.01
15	Student Library Aides (4)		15,116.00	12,115.72	12,115.72	80.15	3,000.28
16	Longevity		1,036.00	259.00	259.00	25.00	777.00
17	<b>35A SUB-TOTAL:</b>		<b>446,057.00</b>	<b>291,901.08</b>	<b>291,901.08</b>	<b>65.44</b>	<b>154,155.92</b>
18							
19	<b>EXPENSES (035B)</b>		\$ 99,569.00		63,980.99	64.26	35,588.01
20	BOOKS, NON-PRINT		59,569.00	\$35,642.96	35,642.96	59.83	23,926.04
21	COMPUTER/ONLINE SRVCS.		40,000.00	28,338.03	28,338.03	70.85	11,661.97
22	OFFICE SUPPLIES		4,600.00	4,617.22	4,617.22	100.37	(17.22)
23	TELEPHONE		6,000.00	2,967.84	2,967.84	49.46	3,032.16
24	STAFF DEVELOPMENT		433.00	-	-	0.00	433.00
25	TRUSTEE BOND FEE		572.00	-	-	0.00	572.00
26	MILEAGE REIMB.		300.00	-	-	0.00	300.00
27	MINUTEMAN		26,968.00	24,443.00	24,443.00	90.64	2,525.00
28	COMPUTER TECH. SUPPORT		250.00	-	-	0.00	250.00
29	WEBSITE MAINT.		3,600.00	2,700.00	2,700.00	75.00	900.00
30	WEBSITE HOSTING		600.00	450.00	450.00	75.00	150.00
31	BUILDING MAINT. EQUIP		29,425.00	13,119.75	13,119.75	44.59	16,305.25
32	BUILDING SUPPLIES & MATERIALS		3,347.00	4,621.89	4,621.89	138.09	(1,274.89)
33	BOTTLED WATER		620.00	420.67	420.67	67.85	199.33
34	<b>35B SUB-TOTAL:</b>		<b>176,284.00</b>	<b>117,321.36</b>	<b>117,321.36</b>	<b>66.55</b>	<b>58,962.64</b>
35	<b>35A+35B TOTAL:</b>		<b>622,341.00</b>		<b>409,222.44</b>	<b>66%</b>	<b>213,118.56</b>

We are at 65.44% spent down for personnel. On expenses 66.55% spent. This is right on target without any flexibility. The biggest flexibility we have with timing and use of endowment funds is landscaping.

Q: Frank: Shouldn't we be at 75% if we're ¾ down. Liz: This is only warrant 18, so it's not a full account.

Q: Mary: Have we gotten subs onboarded for Saturday yet. Liz: They've just finished their training and will be starting this week. Both work at other libraries.

Liz -

Regarding the dvisory meeting Saturday. Should we get together again before that? Talked to Sue Kelliher regarding the hold on the COA, she was able to use a powerpoint presentation during Advisory hearing.

Frank. Productivity, self-checkout. This was included.

Suggestions that we focus on budget and not specifics of running the library.

Conversation around closing Mondays in exchange for getting this budget. It's clear that isn't the case. We need to understand the impact of the closing on Mondays with the new assistant, and make a decision.

Library is the only place that is open evenings and weekends.

When random operational topics are brought up, we need to really bring them back to the budget discussion.

Liz commented that the Advisory meeting felt like it was not a good representation of how the town feels about the library, and we need to get more voices to express their support of the library.

Varied continued discussion about ideas on how to present the budget to the Advisory committee.

Note that closing on Mondays was not directly tied to the budgetary discussion. The closing was in the context that we are not planning to expand staff significantly and needed to adjust the hours due to staff being significantly overworked compared to other libraries. Approval of this proposed budget does not guarantee that the library will reopen on Mondays. The plan going forward is to reassess how the staff is functioning with the closing and addition of a Children's Library Assistant at 19 hours.

Discussion that the Summer is different and usage hours are different. Liz will propose that we will be closed on a different day as Mondays are much more active in the summer based on last year's data.

**Director, Assistant Director and Circulation Supervisor Report** (Liz Anderson, Jen Carlson and Maureen Haswell)

Fire department came to the library for training purposes utilizing the unfinished basement.

Town working with a consultant to compare Sherborn town departments to other similar towns in terms of salary and compensation comps.

Mid-June, early June for another staff development day, on a Monday likely.

MLA on the Cape, NELA in Newport, RI, local conferences we would like to get staff to.

Annual action plan: 41 Complete, 18 In Progress, 95 Total. A little behind where we would like to be, items will carry over. Staff turnover impacted ability to make progress as well.

Jen -

Hired two subs that have been training and will be starting this week.

Reducing some of the weekly programs

- Drop in and Play
- Simple Saturday Fun

Teen Group - new 3D printer mobile cart. 3D demo has been very popular.

- TinkerCAD program once a month, you get to send the CAD model to the library to be printed at the end
- Escape room with Big Ryan, 11 tweens came for that. Competition was high, and kids really enjoyed it
- Quincy going to the school for graphic novel book club

Childrens:

- Baby sign language
- Commonwealth Ballet, Beauty and the Beast will be coming

- Walpole CFCE (Center for families and community engagement). Sensory workshop. We qualify as one of their towns because we fall into a certain category. They are grant-funded and provide us with supplies, resources, and program funding
- Jen's going to school to start the school reading program. Concern over funding given the federal cuts

#### Other programs

- Discussion about Greenland travel program cosponsored by CoA
- Trio from Wellesley Symphony Orchestra, Multigenerational
- Indian cooking program

Maureen started as student aid, Technology Library Assistant, and now Circulation Supervisor. Liz highlighted how much she is appreciated at the library.

Maureen - 6 years at the library

Grew up in Sherborn and is still here working at the circulation desk. Interning for school in the children's room (stipend from school). Junior at Framingham State. Helping coordinating adult volunteers as well as the teens.

Maureen started the Tech drop ins where the public can come in for various Technology training.

Many staff are new. Discussion around doing some social event or a photo for staff to identify Trustees and Friends. Mentioned that it would be good for the FOTSL.

Motion to adjourn Mary, Erin. Unanimous vote Yes.