

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, March 19, 2024, 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 7:35 PM

Brian Connolly (Yes), Thais Bessa (Yes), Erin Carroll (Yes), Sue Lepard (Yes) Mary McKenna (Yes), Seth Molloy (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:45 PM

Trustees Participating

Brian Connolly (Chair)

Thais Bessa

Erin Carroll

Sue Lepard

Mary McKenna

Seth Molloy

Frank Orlando

Tom VanLangen

Other Participating

Liz Anderson (Library Director)

Jen Carlson (Assistant Library Director)

Deb Siefring (Finance Director)

Sean Killeen (DPW)

Margo Powicki (Historical Center)

Chair's Report (Brian Connolly)

Chair motioned to approve minutes from February 13, 2024 Board of Trustees meeting.

Mary McKenna motioned. Frank Orlando Seconded. Approved Unanimously.

Town Caucus was held on March 7th. Chris Kenney, Mary McKenna, and Sue Lepard are running for re-election. All were nominated by the Town Caucus. One other person, Alexandra Frank, was nominated but Chris, Mary and Sue received the Town Caucus recommendation. Town Clerk Jackie Morris reports that one person has taken out nomination papers to get on the ballot. Town election is scheduled for Tuesday, May 14.

The Town had the Public Advisory Budget hearing on Saturday, March 16, 2024. There were no questions on the Library Operating Budget.

Two things: The Library will benefit from Capital Expense for security cameras approved for the Town Campus at a cost of \$50,000. It will benefit all the buildings on the Campus, including the Library.

There was also quite a bit of discussion about a \$100,000 Capital item for the design plan of the Sherborn Historical Center build out that is on the 2024 Town Warrant.

On February 16, 2024, the Library settlement was posted on the Library website and Town news. Brian received one inquiry from a resident. He was happy with the update but disappointed with the cost overruns.

Thank you to Liz on behalf of the Historical Center. During the past month Two lectures have been held in the Community Room at the Library as part of the Sherborn 350th. The lectures were fantastic with standing room only. Feedback has been very positive, with people praising the quality of the lectures, the facility, Liz for running the meeting. It's a testimony to the vision people had for building the Library the way it is. Thank you also to Margo Powicki and the Historical Center. Liz said thank you to the Historical Center and Museum. Kevin Delaney was the mastermind behind the programs and the programs came from his research. 150 people attended both programs. Liz said it has been great for the Library in collaboration with the Historical Center and the Sherborn 350th Committee.

Friends of the Sherborn Library (Brian Connolly)

Upcoming events:

—3-day Book Sale, beginning this Friday, 3/22, in the Community Room. Friday's hours are 5-8 p.m. and there will be a \$10 entrance fee for early access. Sale will then run 10-5 p.m. on Saturday, and 10-3 p.m. on Sunday.

—Trivia Night on 4/6, 7-10 pm, at the Community Center. Tickets are \$75/person or \$750/table. We are offering \$60 discounted tickets to seniors via the COA and free tickets to Library Staff. To date, we have 5 tables sold and are hoping to fill the room (11-12 tables). Food will be from Blue Ribbon BBQ and Comella's, and will include vegetarian options. Please join the fun if you can and please help us spread the word.

—Art show on 4/27, with details to come.

—Arts & Crafts Fair on 5/11: We are in good shape as far as vendors, community booths, entertainment, food trucks, etc. Special thanks to our Arts & Crafts co-chairs, Christine Walsh and Brooke Yarborough, who have been running the Fair for 3 years, and keeping us very organized.

Grants awarded to FOTSL:

—Sherborn Cultural Council awarded us a \$300 grant this past winter, and those funds were used to pay for the Winterfest entertainment (the Snow sisters). (I'm not sure if I previously mentioned this to the Trustees.)

--Sherborn Business Association just recently awarded us a \$500 grant that we are going to use toward Fair entertainment - a magician show, with possible Sherborn history/facts weaved in, in recognition of Sherborn's 350th anniversary.

House/Library Building Committee (Brian Connolly, Liz Anderson)

The LBC will continue to meet for the foreseeable future even though the project is winding down. A few members will help out with trailing activity.

Liz emailed CHA, as there are a few outstanding invoices. Construction is complete at this point. Liz reached out regarding LEEDS certification. Marcus said he submitted his final few points to get to the 40 point threshold. There are still a few points in discussion.

Liz reports that the couches were received a week ago. Couches are back in front of the fireplace. Costs were covered by the insurance company.

Liz expects to receive a quote shortly for door replacement for the Rare Book Cabinet.

Sean and Liz met with Marcus about the documents and have received them on a thumb drive.

Sean and Liz working on the punch list. Many issues checked off the list.

Elevator company came in to allow the Library to restrict access to the second floor after hours so there can be after hours programs offered. A wi-fi lock box will be installed on the lower level entrance that allow codes to be changed regularly for security purposes.

This summer Sanger Street will be closed due to ongoing rotary work. This will limit access to the Library. Sean and Liz will develop a plan to redirect people for entry to the Library.

For stairs, Sean expects that a notice to proceed will be put in place shortly. It is the same contractor who is working on the roundabout and doing other things on campus will be working on the stairs. Details have been flushed out. Granite and railings will take a bit of time but construction on the roundabout begins in April.

Due to rotary construction, there may be a need to move summer concerts and movie nights to the back lawn. Liz thanked Sean and DPW for organizing these issues with the Library.

For Landscaping, the Library has received an assessment from David Hawkins, a consulting arborist. Chris and Liz have reached out to the Landscaping Committee and Sean to review the assessment. 13 trees have been identified for work needed. Chris and Liz want to prioritize this work with Sean and the Committee and get the spring health maintenance scheduled. She has been creating a priorities document. Liz met with Frank this past week to review the Landscaping Committee budget to help them determine the next phases of the Landscaping Plan and to coordinate landscaping with the tree work.

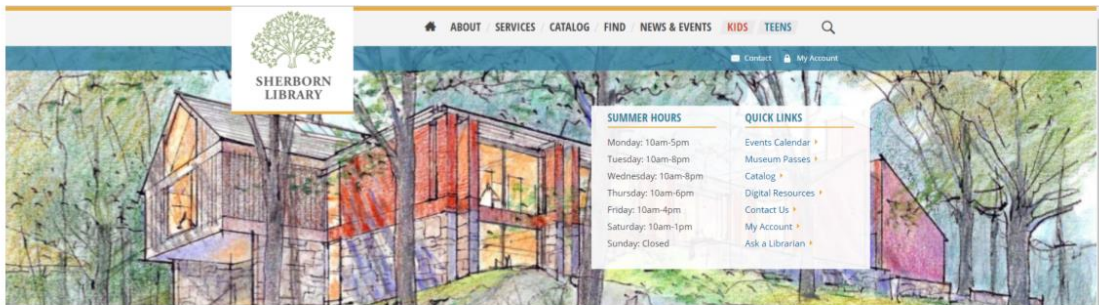
Sean is working on getting new signage for the Town Hall and incorporating the municipal campus. There is a draft that would include the Library and Council on Aging and Police Station in order to reduce confusion in terms of parking and entry to the buildings.

Brian presented a Project Budget Summary for the Library Construction Project that was presented to the LBC earlier in the month. These numbers are reflected through the end of January 2024.

DRAFT

Sherborn Library Project: Budget and Funding Update

March 2024



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Project Budget: March 1, 2024

DRAFT

	Trustee Approved Budget December 2015	Proposed 7/1/19 Forecast	Proposed 3/4/21 Forecast	Proposed 3/27/23 Forecast	Forecast based on 1/31/24 Actual Spend	% Variance From Dec 2015
General Construction	\$ 6,984,639	\$ 8,503,421	\$ 8,084,119	\$ 9,355,402	\$ 8,545,361	22.3%
Infrastructure/Maintenance	\$ 85,000	\$ 56,363	\$ 85,565	\$ 57,816	\$ 57,816	-32.0%
Local Regulatory		\$ -	\$ -	\$ -	\$ -	
Info Systems/Telecommunications	\$ 50,000	\$ 108,451	\$ 108,451	\$ 182,375	\$ 90,362	80.7%
Furnishings/Fixtures/Equipment	\$ 305,900	\$ 334,430	\$ 420,430	\$ 221,735	\$ 207,676	-32.1%
Design Consultants	\$ 802,220	\$ 1,208,782	\$ 2,221,857	\$ 2,958,695	\$ 3,174,826	295.8%
Mgmt, Support Svcs and Legal	\$ 285,000	\$ 854,087	\$ 994,058	\$ 1,842,061	\$ 1,937,191	579.7%
Other Fees & Expenses	\$ 10,000	\$ 40,498	\$ 108,147	\$ 216,750	\$ 132,750	1227.5%
Contingency/Forecast Spend			\$ 700,000		\$ 300,000	
Eversource and MBLS LEEDS Grant					\$ (109,172)	
Project Recovery	\$ 170,455			\$ -	\$ (660,000)	
TOTAL	\$ 8,693,214	\$ 11,106,032	\$ 12,722,627	\$ 14,834,834	\$ 13,676,809	57.3%

Process

- Project budget reviewed bi-weekly with Town Finance Director, Town Treasurer and Library Treasurer.
- Expenses paid to date by town reconciled with project budget, including thru January 2024 Town spend
- Reflects Certificate of Occupancy on January 16, 2024 and Close out date of May 31, 2024.

Comments

- Architectural, legal fees and project management costs for 8 years of oversight and corrections drive 79% of variances.
- Ductwork removal/replacement costs of \$1,156,521 not included in original plan and represent 23% of variances.
- Legal fees paid by project thru litigation settlement in February 2024.
- Does not include any recovery of any design fees due to errors & omissions.

Project Funding: March 1, 2024

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Library Construction Project Overview 1/31/24			
	Receipts	Expenditures	Remaining Balance
Private Donations	\$ 2,845,833		
Incremental Gift	\$ 918,809		
Incremental Gift	\$ 284,335		
Incremental Gift	\$ 318,014		
	\$ 4,366,991	\$ 4,366,991	-
SAN	\$ 3,633,501	\$ 3,633,501	-
Grant Interest	\$ 7,830	\$ 7,830	-
Total MBLC Grant	\$ 3,641,331	\$ 3,641,331	-
Borrowed/Bond Proceeds	\$ 1,000,000	\$ 1,000,000	-
Free Cash	\$ 190,750	\$ 190,750	-
Borrowed/August 2019	\$ 2,046,752	\$ 2,046,752	-
Bond Premium Revenue	\$ 88,494	\$ 88,494	-
Borrowed April 2021	\$ 1,600,000	\$ 1,600,000	-
FY23 BAN	\$ 1,900,000	\$ 1,211,663	688,337
	\$ -	\$ -	-
	\$ 6,825,996	\$ 6,137,659	688,337
Sub Total	\$ 14,834,318	\$ 14,145,981	688,337
Forecast			
Litigation Recovery		\$ (660,000)	
MBLS Grant Receipts		\$ (72,672)	
Eversource Grant Receipts		\$ (36,500)	
Project Costs/Contingency		\$ 300,000	
Total	\$ 14,834,318	\$ 13,676,809	1,157,509

Comments:

	Original Funding Plan (December 2015)		Final Funding (March 2024)	
	\$	%	\$	%
Private Funds	\$ 2,955,005	34%	\$ 4,366,991	32%
State Grants	\$ 3,641,331	42%	\$ 3,750,503	27%
Town Funds	\$ 2,096,878	24%	\$ 5,559,315	41%
Total	\$ 8,693,214	100%	\$ 13,676,809	100%

- Private Incremental Gifts were made from Library Private Endowment
 - 94% of Library's remaining endowment are restricted for specific purposes.
- In addition, Library Trustees have made annual donations from Library's Private Endowment to Town Operating Budget of \$468,545 from FY 2016 through FY 2024. (not included in construction project funding).

Contributions to Town and Construction Project from Library Endowment

	Amount	Note
Capital Contribution		
2015-2016	\$2,845,833	Directly to Library Construction Project
December 2016	918,809	Private funds raised for project
April 2019	284,345	Trustee voted contribution from endowment
June 2022	318,014	Trustees voted contribution from endowment
TOTAL	\$4,366,991	
Operating Expense Contribution		
FY 2016	24,920	Included as Revenue in Town Budget - - no direct benefit to Library budget
FY 2017	25,230	
FY 2018	46,096	
FY 2019	46,933	
FY 2020	61,017	
FY 2021	61,508	
FY 2022	62,092	
FY 2023	69,014	
Forecast FY 2024	71,735	
SUB TOTAL	\$468,545	
	\$4,884,487	

This summary is better than the proposed forecast in 2023, as that did not take into account project recoveries which have since been realized. It's worth noting that the ductwork removal and replacement was not included in the original plan and represents almost a quarter of the variance. Once the ductwork was damaged during construction, it had to be removed and replaced. Also included are legal fees paid through litigation settlement through February. It does not reflect any projected recovery of design fees due to errors and omissions. Project management accounts for most of the overage.

Frank Orlando asked about the \$8.5 million for general construction and suggested that that line item be broken down to show the cost of the ductwork and the recovery of funds so it will show the actual construction costs, given that the ductwork wasn't originally projected for the project.

Brian said that under Project Funding, the chart illustrates how much of the project was funded by Private Funds, State Grants, and Town Funds.

Frank had a conversation with a resident at a meeting who was under the impression that the Town would have a warrant for additional borrowing to fund the Library. When he learned that the borrowing amount was actually going to be reduced, Frank said the resident was pleased to hear that. Frank suggested finding a way to illustrate this in this document. Frank also suggested that under Town Funds, it could be helpful to explain how some of those funds came out of the Operating Budget, while others came out of long-term borrowing.

Brian said it's important to emphasize that the project has received the unrestricted endowment funds. There are some large endowment funds that are pointed at operating expenses for landscaping and those funds would not have been appropriate to put into the construction.

Frank said that all landscaping for the Library comes out of the Endowment and the grant funds, such as The Weezie Foundation. That is not reflected in these project summary numbers.

Brian reviewed this with the LBC as well as Eric Johnson and Jeff Waldron from the Select Board. It is up to the Select Board to determine if and how they want to discuss the Project Summary with Town residents. The Trustees will defer to the Select Board to determine how they want to address this, whether it be in an annual process or just make it available for residents' questions.

Finance (Frank Orlando, Liz Anderson)



Endowment activity

Change in the value of your account

	February 2024 (\$)	Year to date (\$)
Opening account value	\$2,687,161.85	\$2,660,378.28
Withdrawals and fees, including investments transferred out	0.00	-4,758.57
Dividend and interest income	4,527.69	8,064.81
Change in value of accrued interest	-295.73	585.03
Change in market value	86,608.53	113,732.79
Closing account value	\$2,778,002.34	\$2,778,002.34

Change in the value of your account

	February 2024 (\$)	Year to date (\$)
Opening account value	\$180,577.89	\$181,632.46
Deposits, including investments transferred in	0.00	500.00
Withdrawals and fees, including investments transferred out	0.00	-2,242.52
Dividend and interest income	642.38	1,330.33
Closing account value	\$181,220.27	\$181,220.27

- The town held funds were \$111,638

LEEDS Grants – It's complicated

- Leeds
 - Liz and Tom have been working with the Architect
 - NV5 is finalizing the info we need to submit
- Eversource – full rebate received

MBLS Green	Projected	\$ 72,672.00
Eversource	Received	\$ 38,733.00

Town meetings to review construction expenses

- It was agreed to discontinue these since we
 - Have received the settlement
 - Have set aside monies for the punch list

Approval for Donation for FY24 and FY25

Sherborn Library Endowment				
Total Annual Operating Fund Distribution				
Last Updated: 11/20/2023				
FY	Dowse	Saltonstall	Total	Change
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%

FY 25 Budget reminder

- Budget
- Advisory Planning meeting March 16, 2024
- Town Meeting: April 23, 2024



Frank corrected his reporting from the February Trustees Meeting on the FY 2024 donation from the Trustees to the Town, due to a limit on the Dowse donation. It cannot go below the amount of principal in the fund. The actual amount to be transferred to the Town is \$71,015.

Currently due to the increases in the past year, it will return to the normal percentage rate.

Frank called for a motion to approve this amount for the transfer of \$70,015 from the Library to the Town. Mary McKenna Motioned. Brian Seconded. Unanimous approval.

Deb Siefring said that in the annual 2023 Town Meeting, the funds transferred from the Library went back into the Construction Budget, as that vote was for FY 2024.

Frank called for a modified motion, to transfer funds to the Construction Budget. Unanimous approval.

Brian asked Frank and Deb how the Library should handle the transfer of funds for FY 2025. Deb said that in the Town Meeting, there will be a vote and the report will include the moving of \$76,662 to the Town's Operating Expenses. Deb said it will be voted on at the 2024 Town Meeting.

Brian Motioned to approve \$76,662 to be included in the FY 2025 Town Budget that gets voted at the April 2024 Town Meeting. Frank Seconded. Unanimous approval.

Frank also noted that over the last 10 years, this donation from the Library to the Town has tripled. This is thanks to Dudley Willis and the Saltonstall Fund’s addition of \$400,000, a significant increase. Frank expressed his thanks to Dudley.

Liz presented an update for Q3 on the Library budget.

	A	B	C	D	E	F	G	I	J	K
1	SHERBORN LIBRARY FY2024 BUDGET STATUS REPORT							DATE:	3/11/2024	
2	WARRANTS:			salaries:		01-18		60%		
3				expenses:		01-18				
4										
5			FY 23	W01-27	TOTAL	%	BALANCE			
6	SALARIES (O35A)		BUDGET	EXPENSES	PAID	EXPENDED	TO DATE			
7	Library Director		104,500.00	68,326.91	68,326.91	65.38	36,173.09			
8	Assistant Director		62,754.00	40,182.56	40,182.56	64.03	22,571.44			
9	Childrens Librarian		62,754.00	22,365.53	22,365.53	35.64	40,388.47			
10	Teen Librarian		62,754.00	35,721.54	35,721.54	56.92	27,032.46			
11	Circulation Supervisor		-	14,927.35	14,927.35		(14,927.35)			
12	Tech. Services		39,221.00	25,644.50	25,644.50	65.38	13,576.50			
13	Sr. Asst's.		62,840.00	32,456.06	32,456.06	51.65	30,383.94			
14	Jr. Asst's. (2)		18,938.00	2,913.60	2,913.60	15.38	16,024.40			
15	Student Aides (4)		14,548.00	16,636.48	16,636.48	114.36	(2,088.48)			
16	35A SUB-TOTAL:		428,309.00	259,174.53	259,174.53	60.51	169,134.47			
17										
18	EXPENSES (035B)		\$ 96,787.00		56,337.52	58.21	40,449.48			
19	BOOKS, NON-PRINT		67,163.00	33,063.54	33,063.54	49.23	34,099.46			
20	COMPUTER/ONLINE SRVCS.		29,624.00	23,273.98	23,273.98	78.56	6,350.02			
21	OFFICE SUPPLIES		4,600.00	3,721.88	3,721.88	80.91	878.12			
22	TELEPHONE & DATA		7,610.00	3,674.27	3,674.27	48.28	3,935.73			
23	STAFF DEVELOPMENT		433.00	-	-	0.00	433.00			
24	TRUSTEE BOND FEE		572.00	-	-	0.00	572.00			
25	MILEAGE REIMB.		300.00	418.37	418.37	139.46	(118.37)			
26	MINUTEMAN		26,214.00	22,957.11	22,957.11	87.58	3,256.89			
27	COMPUTER TECH. SUPPORT		500.00	-	-	0.00	500.00			
28	WEBSITE MAINT.		3,600.00	2,700.00	2,700.00	75.00	900.00			
29	WEBSITE HOSTING		600.00	450.00	450.00	75.00	150.00			
30	BUILDING MAINT.		31,425.00	7,869.55	7,869.55	25.04	23,555.45			
31	MAINT. SUPPLIES		3,347.00	4,278.90	4,278.90	127.84	(931.90)			
32	BOTTLED WATER		620.00	293.96	293.96	47.41	326.04			
33	35B SUB-TOTAL:		176,608.00	102,701.56	102,701.56	58.15	73,906.44			
34	35A+35B TOTAL:		604,917.00		361,876.09	60%	243,040.91			
35										

Liz said the Library is about two-thirds of the way through the FY and the target is to be at 65% spent.

The Library is currently at a total of 60% spent.

This underspending is due to the Children’s Librarian role not yet being filled. Some expenses also come later in the year. The primary concern Liz has is the computer online and books combined required to get state aid. Liz reports this is currently on track.

Technology (Frank Orlando, Liz Anderson)

A big thank you to Klaus who installed a mini computer and put the Teen Room TV online and now a wireless keyboard and mouse can be used.

The new projection screen for the Trustees Room is in and expected to be installed shortly.

Planning and Policy Committee (Mary McKenna, Tom Van Langen)

Mary and Tom received feedback from the Trustees and Friends on the draft of the Programming Policy. They have drafted a revised copy of the policy for Trustees' approval.

The policy reflects that any fundraising that takes place in the Library must be community focused. Sherborn 350th Anniversary and the Sherborn Gardening Club are examples of community-focused groups.

Frank asked if a non-profit group in the community of a political or controversial nature would have access to the Library. Mary responded that these groups have the right to rent a room at the Library but their event will not be publicized and they would not be allowed to sell anything in the Library.

Commercial organizations as well as non-profit organizations have the right to reserve a room in the Library, but will not be allowed to sell merchandise of any kind.

A request was received from State Senator Rebecca Rausch's office to use the Community Room for office hours. Liz said it appeared the request was to provide community access for Sherborn residents. Sue asked if the policy addresses its right to cancel a room reservation if an organization's event or room rental jeopardizes patrons' use of the Library and its services. Frank added safety as a concern as well. Mary said this would be included in the Request for Reconsideration form draft that was distributed to the Trustees. Tom said that the Programming Policy is more about the programs the Library is holding and this issue may be covered in the Meeting Room Policy which allows that Board of Trustees reserves the right to refuse the use of meeting space when they deem the action to be in the best interest of the Library or the Town. Thais said that perhaps some language can be added to the Policy that Library reserves the right to cancel a program or a room rental if the initial application was misleading or omitting information or if it is jeopardizing the safety or functions of the Library or inciting hate or crime or division within the community.

Mary and Tom will update the policy based on this additional feedback. Brian will then submit it to Town Counsel Chris Petrini to ensure that the policy is consistent with the Town.

Mary and Tom have presented the draft of the Request for Reconsideration form.

A request was made for a motion to approve the draft of the Request for Reconsideration form. Brian Motioned to approve the Request for Reconsideration form. Thais Seconded. Unanimous approval.

Brian reported that there were 37 attempts to ban books in Massachusetts in 2023. Nationwide, there were 4,240, up 65%. Sue reported the Collier County Library system in Florida, there are 400 banned

books. Tom asked how any Requests for Reconsideration on material would be handled by the Trustees. Sue asked if the Trustees feel there are any additional policies that should be considered—in addition to the Request for Reconsideration form—to address this issue. Liz agreed that the Trustees should consider this. Brian agreed that this should be considered. Liz said she attended a recent webinar about Programs and Displays policies. It was recommended that libraries review those policies. ALA has several recommendations for policies. The ALA is keeping track of formal book challenges. For 2024, the ALA is asking libraries to keep track of informal book challenges. At her next Minuteman Directors' meeting, she will survey what policies other libraries are considering or enacting. Sue asked Liz if there was any consideration of a state law to ban book banning. Liz reports this is being examined and discussed in Massachusetts. MBLC is working with legislators to get a strong motion passed for the state. Brian asked if Liz or the staff have received requests from patrons regarding books offered in the Library. Liz said a book questioned was checked out by a patron but never returned. Jen has never had that experience of patrons questioning books.

Tom asked about how the Trustees will operate—in terms of a vote—in the event of receiving a Request for Reconsideration form. Brian said the Trustees may want to consider that and create a policy to address it.

Historical Center (Brian Connolly)

At the Advisory Meeting on March 16, there is a capital expenditure item of \$100,000 on the Town Warrant, along with 9 other items that total \$2 million. It is being sponsored by the Select Board to complete a full design of the Sherborn Historical Center that will be in the basement of the Library. It will take the design by David Fixler and build it out further. There was a lot of discussion about this on the Advisory Board. The Select Board voted 5-0 to support this. The Advisory Board voted 7-2 to support it. There was discussion about the expense on design. Sean Killeen did a good job explaining that more work was needed in terms of HVAC and other systems that were not incorporated in the design. The next step is for it to be approved at the April 2024 Town Meeting. It is on the Town Warrant under Capital Expenditures. If the project is funded at Town Meeting, a team will assemble to determine the next phase of the design.

Frank asked if anyone has considered the Historical Center access to the Library during non-operating hours. Brian said this came up at the Advisory meeting and he said a lot of work was done on this in 2020. Brian said Chris Kenney has been instrumental in this process. Margo Powicki said she has been doing programs for the Historical Center since 1971 and programs have never gone beyond the appointed hours of the Library and it is highly unlikely they will in the future. Margo expects the collaboration between the Library and the Historical Society will continue as it has for many decades.

Director's Report (Liz Anderson, Jen Carlson)

Liz reports she met with Frank to discuss the finishing campaign funds. There has been a little bit of spending for Teen Room updates but the meeting was to determine the original intent of gifts received and making a plan for spending those funds moving forward

March 20 marks the one-year anniversary of the Library's reopening in 2023. The Library staff is having a staff breakfast to celebrate this milestone.

The Library is looking ahead for growth opportunities to grow and create more interactive play. The plan is to visit other libraries in the area to get ideas, particularly for the Teen and Youth areas, as well as possible Maker Space.

February and the beginning of March have been amazing for programming. Currently trying to work out details for hybrid programs. Great attendance at all programs, very encouraging.

In May, Liz and Jen hope to schedule a Staff Development Day when the Library is fully staffed.

Mural update: Rob Evans hopes to start in April. The Library has seen one draft and hopes to see more drafts by the end of March.

Jen reports the Library received a \$500 grant from the Sherborn Business Association. Teen Librarian Quincy will use it for study supplies and snacks and other items for the Teen Study Hall during finals period.

Children's Librarian job was reposted for a second round. Four people were interviewed. It was narrowed down to 2 candidates. The Library hopes to extend an offer letter shortly and hopes to have it signed later in the week.

The Council on Aging Resource Fair was a great success. The Eye Mobile was there. 75 people attended and there was great feedback received. There were 27 different vendors with local resources for seniors.

Vote to Adjourn: 9:11 pm

Mary McKenna Motioned. Frank Orlando Seconded. Unanimous approval.

Next meeting of the Library Trustees will take place Tuesday, April 16 at 7:30 pm.