MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, September 15, 2026, 7:30 PM
Hybrid Meeting

Sherborn Library Trustees Participating

- Susanne Girgenti
- Frank Orlando
- Courtney Williams
- Tom VanLangen
- Seth Molloy

Others Participating

- Liz Anderson (Library Director)
- Jen Carlson (Library Assistant Director)
- Margo Powicki (Sherborn Historical Society)
- Sam Nelson (Library Landscape Committee)

Trustees Voting of Minutes, Library Trustees, August 18, 2026

Motion to approve the minutes of the August 18, 2026 meeting was made and seconded. The motion carried unanimously.

Acting Trustee Chair's Report – Frank Orlando on behalf of Chair Brian Connolly

- A grant request for $125,000 was submitted to the Weezie Foundation for landscaping maintenance over the next ten years. A response is expected by year-end.
- The library is hosting town council members from Sherborn's namesake town of Sherbourne in Dorset, England on September 24th. Invitations have been distributed.

Friends of the Sherborn Library Report – Sandra Burke, Friends' President

- FOTSL is in its annual planning period.
    - Membership gaps from the beginning of September are being filled with strong new candidates.
    - The Friends held their first meeting of the year and are working with the Treasurer to finalize the calendar and budget for a vote at the next meeting.
- The Friends received a new **Creative Experiences Grant from the Mass Cultural Council in the amount of $5,000**. Allocation of those funds is currently under discussion.
- A new art show, organized by Marney, is on display featuring a local artist from Framingham.
- The Friends are coordinating a **Good Neighbor Day event on September 30th**, in partnership with the COA and Lions Club. The event will involve assembling welcome gift packages for the approximately 40 new families identified in town since the last mailing. Teen volunteers will also participate. The event coincides with a half-day of school.

<u>House Subcommittee</u> – Chris Kenney

- **Mural Update**
  - Liz reported that the muralist worked over the Labor Day weekend. The left side of the mural is complete and the right side requires additional work. Completion is anticipated within the next few months.
- **Capital Budget Requests**
  - Liz confirmed that the library's septic system has been included in the FY28 capital budget request. No action is required from the Board at this time. The system has been inspected and pumped regularly with no issues to date.
- **Landscaping**
  - Edgar from Big Tree performed a walkthrough and completed pruning, cleanup, and mulching.
  - Current annual maintenance costs approximately $15,000–$20,000. The Weezie grant request would help offset this. The goal is to move toward a monthly maintenance schedule with Big Tree. Volunteer Sam continues to hand-water new plantings by the front stairs in the absence of an irrigation system.
- **Signage**
  - The COA received a **$9,300 Age and Dementia Friendly grant**, a portion of which will fund improved exterior signage for the municipal campus, including the library directional and accessibility signs.
    - Liz noted that any signage affecting the library will be brought to the Board for review.
    - The discussion also touched on the broader need for improved parking guidance and wayfinding, including potential signage referencing both the Library and the History Center.

<u>Finance Subcommittee</u> – Frank Orlando, Tom VanLangen, Courtney Williams

- **FY 27 Q1 Library Operating Update**
  - The library is approximately 19% spent on expenses versus a target of 15% for Q1, attributable to the Minuteman Library Network fee and digital content fee due at the start of the fiscal year.
  - Personnel spending is on track at approximately 15%.
- **Richard Saltonstall Charitable Foundation Report**
  - Liz submitted the annual report to the Saltonstall Trust. Trustee Dudley Willis responded with a letter commending the report for meeting all elements of the gift agreement and for the inclusion of photographs documenting landscaping and History Center renovations.
- **MBLC Financial Report**
  - Liz and Jen noted the MBLC financial report is nearly complete and due October 2nd.
- **Endowment Fund Requests**
  - Motions:
    - Reimbursement to FOTSL for logo mugs - $510 pending resolution of sales tax waiver
      - Frank moved, Seth seconded - all approved
      - To be taken from Richardson fund

- Reimbursement to Liz for LBC (Library Building Committee) gift bags and gift for Deb - $73.06
    - Frank moved, Seth seconded - all approved
    - To be taken from Richardson fund

<u>Personnel Subcommittee</u> – Mary McKenna, Sue Lepard

- **Performance Evaluation Update**
    - Liz reported that all Trustee evaluation forms have been submitted. A meeting is scheduled for October 1st with Chair Connolly, Sue, Mary, and Liz to conduct the review.

<u>Policy & Planning Subcommittee</u> – Susanne Girgenti, Mary McKenna, Sue Lepard

- **Strategic Planning Update**
    - Subcommittee member Susanne Girgenti reported that the committee has established a regular meeting cadence and is making progress on data collection methodology. Key activities include planning community focus group sessions (staff; Trustees and Friends; and general community), developing a demographic profile of Sherborn, and preparing a survey to be distributed through the COA, PTO, town email list, Hometown Weekly, Friends newsletters, a QR-code mailer, and physical copies at the library and other public locations.
    - The target timeline calls for focus groups and the survey in January–February, data analysis in March–April, and a first draft of the strategic plan by June for Trustee review.
    - Liz noted she is pursuing a free staff development day on strategic planning through the Mass Library System consultant, tentatively for November.
    - Frank suggested the Board consider adapting a "library value calculator" concept he encountered at an Arizona library, to be used to communicate the library's community value during budget season.
- **Use of Town Land for Private Retail**
    - Liz reported that, following an inquiry about private selling on library grounds, she consulted with the Police Chief and Town Administrator. The town will develop a formal policy; in the interim, any request for private retail use of town land must go through the Select Board.

<u>History Center Update</u> – Brian Connolly, Chris Kenney, Seth Molloy

- This item was addressed earlier in the meeting under the Chair's Report. Compact shelving installation is scheduled for Thursday, September 18th. Millwork is set to begin September 21st and is expected to take approximately two weeks. Graphics installation and punch list items remain. Substantial completion is anticipated in October.

<u>Library Director, Assistant Director Update</u> – Liz Anderson, Jen Carlson

- **Annual Action Plan Draft FY 27**
    - Liz indicated the Annual Action Plan update will be deferred to the next meeting to allow for full Board attendance. The goal is to have it approved by the November

meeting and submitted to the MBLC by December. The subcommittee is working to prioritize action items using a red/yellow/green framework.

- A second library student aide has been hired and began last week, bringing student staffing to full capacity.
- Liz is researching a Mass Cultural Council summer internship grant program, modeled on one received by the Ashland Library, which funded a four-month, 35-hour-per-week library science internship. She will investigate applicability for Sherborn given strong summer reading program growth.
- Jen reported a highly successful summer reading program wrap-up with approximately 181 attendees. Total program enrollment reached **628 readers** (children, teens, and adults), with **8,369 raffle tickets** submitted over the summer. Adult submissions rose significantly year-over-year.
- Fall programming highlights include:
    - E-waste collection through October 14th;
    - Table at the Dover-Sherborn Middle School open house on October 1st;
    - New partnership with ECDC for weekly story time and craft visits;
    - 4th-6th grade book club launched by Quincy & Kate with 7 students at the first session;
    - A bedazzling program for ages 8 and up is scheduled for the following week.
- The library is focusing strategically on the tween (4th–6th grade) demographic, including plans for an expanded middle grade collection and targeted programming to retain that age group.

Vote to Adjourn

- Motion to adjourn was made and seconded at 8:26. The motion carried unanimously.
- The next Trustees' Meeting is scheduled for **October 20, 2026, via Zoom (Virtual)**.