MEETING LIBRARY BOARD OF TRUSTEES MINUTES

Tuesday, September 16, 2025, 7:30 PM

Hybrid Meeting

Executive Session Meeting Minutes

Adjourn to Executive Session

Adjourn to Executive Session under the following exemptions: to discuss strategy with respect to the 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 in town, and the chair does so declare to discuss the Town library pursuant to Mgl. Chapter 30, a sections 21, a 3, and 7, and Suffolk construction versus Dcam, 449, Mass. 4, 4.

Roll Call Vote to Adjourn to Executive Session and return to Public Session 7:40 pm.

- Unanimous Yes

Trustees Participating

- Brian Connolly (Chair)
- Erin Carroll
- Chris Kenney
- Susan Lepard
- Seth Molloy
- Frank Orlando

Other Participating

- Liz Anderson (Library Director)
- Sandra Burke (Friends of the Library President)
- Jennifer Carlson (Library Assistant Director)
- Jeff Waldron (Select Board)
- Sean Killeen (DPW Director)

Vote to Approve August Meeting minutes

- Erin, Frank seconded. Unanimous vote to approve the minutes.

Chairs' Report (Brian Connolly)

The Richard Saltonstall Charitable Foundation annual report was submitted to the RSCF Trustee Board. In addition to the endowment activity, this includes a great summary of the Library activity over the last fiscal year.

Friends of the Sherborn Library (Liz Anderson, based on written update from Sandra Burke)

Summer concert series drew record attendance; good weather.

1st meeting of the new Board occurred last week. Sandra meets with all the Board members at the beginning of the year, these are ongoing. Bigger Board of 25 members this year. Added a second Book Sale organizer, considering adding a 2nd Book Sale event in June to coincide with the Summer Reading Kick-Off.

Update on upcoming Friends Events:

Sept 27 - Fall Art Show / Children's Event Birds of Sherborn (live bird show)

Oct 5 - Playground Meet-up, Welcome Committee

Oct 18 - Trunk of Treat

House Subcommittee and Library Building Committee (Chris Kenney, Thais Bessa, Liz Anderson)

Landscaping: Big Tree Landscaping came back to weed and will return in October for a fall clean-up.

Hartney Greymount completed the next steps in the plant health care program, treating many of the trees on the Library campus. They also took soil samples to recommend any further work.

Basement clean-out beginning. Library has an e-waste recycling bin until mid-October, was able to utilize to remove the e-waste that was being stored in the basement. Town Hall staff came over to take any unwanted Library furniture that is remaining in the basement.

Planting along the hillside by the new staircase to Town Hall will begin in the next 7-10 days. Plants were acquired and so far under budget.

Finance Subcommittee (Frank Orlando)

Frank gave an update on the endowment activity. UBS up in the market this month, town-held accounts also up slightly.

Endowment activity

Main Acct

	August 2025 ($)	Year to date ($)
Opening account value	**$3,144,773.41**	**$3,027,279.38**
Deposits, including investments transferred in	0.00	250.00
Withdrawals and fees, including investments transferred out	-1,924.15	-95,587.16
Dividend and interest income	5,107.37	41,912.77
Change in value of accrued interest	-604.72	1,107.59
Change in market value	62,580.43	234,969.76
Closing account value	**$3,209,932.34**	**$3,209,932.34**

Sub Acct

	August 2025 ($)	Year to date ($)
Opening account value	**$175,939.82**	**$178,016.10**
Deposits, including investments transferred in	870.00	870.00
Withdrawals and fees, including investments transferred out	0.00	-5,866.54
Dividend and interest income	550.54	4,340.80
Closing account value	**$177,360.36**	**$177,360.36**

Town held funds

beginning mkt val	$118,138.48
withdrawals	$0.00
mkt gain	$2,023.94
Ending Mkt value	$120,162.42

Transactions last Month

Filtered by - Date: 08/01/2025-09/01/2025, Activity Type: TRANSFER WITHDRAWAL, Money Market: Exclude

Account N	Date	Activity	Description	Amount	Friendly Account Name
JJ 38921	08/27/2025	WITHDRAW A	CHECK # 0002664162 TO Friends of Sherborn Librar	($248.57)	Sherborn Main
JJ 38921	08/27/2025	WITHDRAW A	CHECK # 0002664161 TO Elizabeth Anderson	($805.58)	Sherborn Main
JJ 38921	08/27/2025	TRANSFER	JOURNAL TO JJ 38922	($870.00)	Sherborn Main
JJ 38922	08/27/2025	TRANSFER	JOURNAL FROM JJ 38921	$870.00	Sherborn Sub

Liz went over some of the endowment expenditures that were approved at a previous Trustees meeting for the Weezie Fund.

Endowment Expenditures

Up to $2,000 was approved for Summer Reading related expenses from the Weezie Fund. The Library spent $1924.15:

- $870 (Summer Reading Kick-Off Ice Cream Truck)
- $805.58 (Summer Reading Wrap-Up Event)
- $248.57 (Summer Reading Movie and Wrap-Up Food)

= $1,924.15 total Weezie Fund expenses

Liz updated the Trustees on the first quarter of the FY 26 Library operating budget. Some big expenses occur at the start of the year, including the Minuteman Network fee.

FY 26 Town Budget Update

SHERBORN LIBRARY FY2026 BUDGET STATUS REPORT				DATE:	9/10/2025
WARRANTS:			01-06	22%	
	FY 25	W01-6	TOTAL	%	BALANCE
SALARIES (O35A)	BUDGET	EXPENSES	PAID	EXPENDED	TO DATE
Library Director	$ 111,290.00	$ 21,309.60	$ 21,309.60	19.15	$ 89,980.40
Assistant Director	$ 73,101.00	$ 13,998.77	$ 13,998.77	19.15	$ 59,102.23
Childrens Librarian	$ 69,468.00	$ 11,902.85	$ 11,902.85	17.13	$ 57,565.15
Teen Services Librarian	$ 58,482.00	$ 11,517.36	$ 11,517.36	19.69	$ 46,964.64
Circulation Supervisor	$ 22,966.00	$ 3,700.94	$ 3,700.94	16.11	$ 19,265.06
Tech Services Librarian	$ 45,115.00	$ 8,510.59	$ 8,510.59	18.86	$ 36,604.41
Senior Library Assistants (3)	$ 50,205.00	$ 10,598.22	$ 10,598.22	21.11	$ 39,606.78
Library Assistant (1)	$ 7,060.00	$ 212.52	$ 212.52	3.01	$ 6,847.48
Student Library Aides (4)	$ 15,496.00	$ 3,601.74	$ 3,601.74	23.24	$ 11,894.26
Children's Library Asst	$ 25,668.00	$ 2,918.30	$ 2,918.30	11.37	$ 22,749.70
Longevity					
35A SUB-TOTAL:	**478,851.00**	**$ 88,270.89**	**$ 88,270.89**	**18.43**	**390,580.11**
EXPENSES (035B)	*$103,483.00*		*$ 20,870.56*	*20.17*	*$ 82,612.44*
BOOKS, NON-PRINT	$ 61,483.00	$ 10,040.10	10040.1	16.33	$ 51,442.90
COMPUTER/ONLINE SRVCS.	$ 42,000.00	$ 10,830.46	10830.46	25.79	$ 31,169.54
OFFICE SUPPLIES	$ 5,000.00	$ 3,075.15	3075.15	61.50	$ 1,924.85
TELEPHONE	$ 6,000.00	$ 847.53	847.53	14.13	$ 5,152.47
STAFF DEVELOPMENT	$ 1,927.00	$ -	0	0.00	$ 1,927.00
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	$ 900.00	900	25.00	$ 2,700.00
WEBSITE HOSTING	$ 600.00	$ 150.00	150	25.00	$ 450.00
BUILDING MAINT. EQUIP	$ 10,304.00	$ 3,937.32	3937.32	38.21	$ 6,366.68
BUILDING SUPPLIES & MATERIALS	$ 7,500.00	$ 929.81	929.81	12.40	$ 6,570.19
BOTTLED WATER	$ 700.00	$ 185.67	185.67	26.52	$ 514.33
35B SUB-TOTAL:	**167,914.00**	**$ 56,347.04**	**56347.04**	**33.56**	**111,566.96**
35A+35B TOTAL:	**646,765.00**		**$ 144,617.93**	**22%**	**502,147.07**

As Brian mentioned, the Richard Saltonstall Charitable Foundation Report was submitted to the RSCF Board of Trustees. Progress on the Financial Report due to the State in early October has also been made.

<u>Personnel Subcommittee</u> (Erin Carroll)

Erin Carroll went through the Annual Review of the Library Director. Erin compiled the Trustees evaluations with average scores and anonymized comments/feedback into a document and presented that to the Trustees and to Liz.

Since beginning as interim Director in January 2023, Liz has been reviewed once at the 6-month mark and again at the one-year mark. This is Liz's second full-year review. Liz has seen a numerical improvement year-over-year and all of the areas were marked as "performance level has been maintained" or "performance has improved."

Motion to vote to approve the Director's Annual Review. Frank, motion, Seth 2nd. Unanimous approval.

<u>Sherborn History Center</u> (Brian Connolly, Chris Kenney, Seth Molloy)

Bi-weekly meetings have continued with the working group that includes: Jeremy Marsette (Town Administrator), Sean Killeen (DPW Director), George Fiske (SHC), Margo Powick (SHC), Martha Mahard (SHC), Doug Brown (SHC), Brian Connolly (Library), Chris Kenney (Library), Seth Molloy (Library) and Liz Anderson (Library).

Modest changes have been made to the budget, which is currently at $1.327 million. About $40,000 in reductions to finishes have been made in the last few weeks.

Yugon, the SHC architect is working to finalize the design documents, which will then go out to bid.

Memorandum of Understanding (MOU) will be broken down into two separate documents, an MOU for the construction period and a separate, long term occupancy lease for post construction operations. The working group has a draft of the construction period MOU, which has been vetted by Town Counsel. Edits to this document have been made and will be returned to Town Counsel for a second look. Town Counsel will begin drafting the lease for review.

Timeline update will be coming soon from Yugon, but as of today, construction is slated to begin in the winter (towards the beginning of the year), into late Spring, with a June soft opening planned.

Director's Report (Liz Anderson and Jen Carlson)

Liz updated the Trustees that Town Clerk, Jackie Morris, has retired and will be filling in temporarily on an intermittent basis until her position is filled. A thank-you to Jackie who served as the Town Clerk for many years.

The Library will be getting a new phone system on Friday, September 19, earlier than anticipated. Our telephone bill should see a reduction. Frank asked about the phone lines for the History Center. Sean has been coordinating with Klaus to ensure that they have a separate phone number that will go directly to the SHC. Two phones most likely will be installed. Frank also asked about internet and how it will be configured within the Library for the SHC. Decided IT group will connect with Klaus to find out more.

Liz to attend "What Your Library Needs to Know About AI" presentation on September 18. Tom Van Langen also attending an AI Library talk on September 27. Both will report back to the group what they learned. Jeff suggested that Library collaborate with the school on AI initiatives.

Interviews for the Circulation Supervisor position have been completed, offering job to candidate this week.

Sue and Liz met (and did Liz and Sandra) about the increase in Library usage statistics for FY 25. Plan to send out highlights in e-newsletter and on social media. More coming soon.

Jen updated on Summer Reading. Increase of 45% participation this year.

E-waste recycling bin is at the Library until mid-October, open to the public to bring items for recycling, certified data destruction.

Collaborating with the Board of Health on several programs. Blood pressure clinics bi-weekly beginning later this month. Sarah Lapin of the BOH will be doing a hands-on Emergency Preparedness kit-making program for families on Sept 29.

Successful hybrid Sherborn history program, co-sponsored by the Sherborn Historical Society on Dallin statues. About 35 people attended in person and 5 online.

Upcoming programs: Halloween parade, Halloween costume swap, annual Jack-o-lantern contest.

Other Business

Next meeting: Tuesday, October 21, 2025, virtual meeting.

Motion to adjourn the meeting

- Susan, Thais seconded. Unanimous vote to adjourn.

Adjourned 8:40 p.m.