

**Minutes**  
**Sherborn Library Board of Trustees**  
**February 9, 2016**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Christine Cooney, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle  
Also present: Steve Borgeson, Abby Fiske, Barbara Kantorski

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:34 P.M.

Voting of Minutes:

The minutes of the Trustees' meetings held on January 14, 2016 and January 19, 2016 were reviewed and approved unanimously. The January 14<sup>th</sup> meeting was a special joint meeting with the Board of Selectmen to fill a Trustee vacancy while the January 19<sup>th</sup> meeting was a regular Trustees meeting.

MM noted that Town Caucus is March 3. Chris Cooney (CC) is not going to stand for reelection to the Trustees, but Kristiina Almy (KA) and Stacey Brandon (SB) will stand for reelection. The Trustees discussed a process to fill the open Trustee spot, especially given that we had five other volunteers for the recent vacancy. Key considerations include various helpful skillsets including fundraising, personnel, technology, PR skillset. MM and Library Director Elizabeth Johnston (EJ) will reach out to the five who had stepped up for the earlier vacancy and explain the workload, caucus process, and discuss the Trustee role versus other subcommittee type volunteer roles.

Friends of the Library Report: Abby Fiske (AF)

The Friends of the Sherborn Library recently met with the Friends of the Dover Library. We have not had a previous relationship, and it was good to get to know each other and build communication around Dover resource during construction. At a recent Board of Health meeting the Friends received approval for a blanket permit for the 8 annual events that they sponsor. The annual campaign has raised \$18,190 versus just over \$17,000 last year and \$15,000 the year before.

AF also led off a discussion on the Mangone Caldicott Silent Auction Series. The Friends would like to replace the old signage and get the matching gift program going again. The Trustees discussed how best to display a recognition plaque for the donors and also how this might play out in the new building. Bruce Eckman (BE) and Jim Murphy (JM) noted the opportunity to test this out in the existing space now and collect data around the best way to do this in the new space in terms of process for the auction and signage that would engage patrons (for this program and others).

Subcommittee Reports

House Subcommittee: Chris Kenney (CK)

The latest Library Building Committee (LBC) meeting was postponed to Thursday due to snow. The recent meeting on January 25 with the Massachusetts Board of Library Commissioners (MBLC) went well and there were no major changes suggested. Advice was given in several areas including book stacks, moveable furniture and promoting flexibility in the interior design.

There was also a Library Staff workshop with the architects and engineers on January 25<sup>th</sup>. It went well. One key item staff suggested a new circulation area redesign. It is not a problem to design around this item and budget in accordingly as we move forward. BE suggested creating a mock-up of what a new circulation area could look like in order to test it out ahead of time.

The LBC, architects and engineers continue to work toward a schematic design presentation on March 3.

Roger Demler has been coordinating on septic system and whether or not we need an upgrade. There appears to be a need for some repairs to the distribution box, but otherwise the system appears to be OK. He will manage the process of getting an approval from the Board of health.

The LBC has requested a meeting with the Historic Commission. We are looking to meet with them early in the process to get input ahead of time on things like finish selections to avoid any delays down the line as we get closer to construction.

The Letter of Intent with Beacon Architectural Associates (BAA) was executed on January 20, 2016 with the Town Administrator. Still negotiating with Town Counsel to iron out final agreement conditions.

MM provided an update on progress with the Community Center (CC). An RFP will be created for our space needs, with a March 3 deadline. Bill Thomas from the CC board is joining the LBC to provide a link to the CC on the project and our plans to use the Town House temporarily during construction. CK reminded that we need to have logistics lined up for the move. EJ is looking into tapping some local resources to help with the move. The Trustees continue to be mindful of insurance coverage.

Finance Subcommittee: JM

The Advisory Committee (AC) is supportive of the proposed salary increase for EJ with approval from the Personnel Board. The Advisory Meetings ahead of Town Meeting will be held on March 12. There was an AC request to have comparable data on other local towns available for these meetings.

Capital Campaign: Steve Borgeson (SBO)

Additional \$1,000 came in today, but not much in other money updates. SBO met with Maureen Nguyen (MN) our campaign consultant to give her an update on where we are with potentially needing to raise more money. There is about \$2,000 in funds still with the Friends for added consulting. She could help with strategizing on a next round campaign and gift/naming opportunities with a special solicitation for key items. We may need to look for more gifts to the Friends to support additional fundraising consulting services. There is a need to focus on pre and post campaign and construction recognition items including events, naming rights, plaques, etc... that MN could help support.

Personnel Subcommittee: CC

Have been writing a new contract for EJ; pretty much ready to be signed, comp is blank to wait for final approval. CC hi-lited a few of the updates including an indemnification clause, term for notice for resignation of 60 days to align with other dept. heads in Town. There is also a clause to protect vacation time through the construction project given the demands that could arise allowing EJ to carry over extra time with approval from the Trustees. There are also updates regarding new responsibilities for the job description related to the project. CC will circulate the contract ahead of our next meeting.

Community Relations: Jennifer Searle (JS)

An article has run a few times in the local papers getting out the message on changes to the cost of the project. There are revised FAQs on the website and front entry of the Library. In process to develop the story of the library and an endowment narrative to present the history and context of the legacy we are continuing with the fundraising and new project. We will also do some outreach to the Sherborn Council on Aging, including a spot in their publication with a word search and visit to one of their meetings to spread the news/updates on the project.

Technology Subcommittee: BE

Tech committee recommendations document continues to evolve as they interview additional folks to get ideas. Recently went to Bentley to view their "sandbox". Moving from theoretical to concrete, what needs to be in the budget. Met with Town IT consultant to gain knowledge and support for design options for wiring and costing out these items. Still trying to figure out how much and what type of consulting services we need for IT. BE and the committee members are feeling more up to speed and prepared to engage in the design development process with our IT knowledge. Town IT consultant will get some info over to the architects and LBC ahead of March 3 key date. Recruiting is ongoing for youth advisory members to help with the process. They will meet with architects and designers to incorporate how the next generation is using technology today.

Library Director's Report: EJ

EJ provided a budget status report. YTD is at 60.77%. Everything is pretty much on track in aggregate with puts and takes in a few spots. Maintenance and supplies are running a bit over for example. We received a Minuteman Network 5% net lender credit for our high level of books going out relative to coming in. This refund allowed us to handle the roofing evaluation work and stay on budget.

See the Library Director's Report for other items presented.

New Business

Legislative Breakfast February 5 was canceled due to snow

Advisory Committee Public Hearing, March 12, 8:45 AM @ Town Hall

MM continues to have good communication with Town Administrator Dave Williams. He suggested that we could possibly put up an FAQ station at Town Hall. MM will deliver latest FAQs to town staff soon to keep them up to date on the project.

Unfinished Business

Website upgrade planning, JS and KA will look into this with MM

Annual report to Town has been submitted, will go up on the Town web site.

The Trustees adjourned at 9:07 P.M.

Next meeting scheduled for March 15, 2016, Town Hall

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the joint meeting of the Sherborn Library Trustees and Sherborn Board of Selectmen held on January 14, 2016
3. Minutes of the Library Trustees Meeting held on January 19, 2016
4. Letter from Friends' President Abby Fiske to the Sherborn Library Trustees regarding signage for the revived Mangone Caldicott Silent Auction Series
5. Library Director's Report
6. Sherborn Library Budget Status Report for FY2016