

Minutes
Sherborn Library Board of Trustees
June 20, 2017

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Stacey Brandon, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle

Also present: Ariana Delaney, Kaitlin Dunham, and Barbara Kantorski

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:31 PM. MM introduced Ariana Delaney and Kaitlin Dunham as the new co-chairs of the Friends of the Library.

Voting of Minutes:

The minutes of the Trustees' meeting held on May 16, 2017 were reviewed and approved unanimously.

Friends of the Library Report: Ariana Delany (AD) and Kaitlin Dunham (KD)

The Arts & Crafts Fair raised \$11,000, which was a greater than each of the past two years. The Summer Concert series has all the bands booked and will be held outside the Unitarian Church, due to the construction at the Library. A welcome event was held at the Nosh & Grog on May 18. The Friends of the Library Board of Directors is now fully staffed. AD and KD presented Chairwoman MM and the Trustees with a check for \$25,000 from the Friends of the Library fund raising efforts.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

Construction is currently three weeks behind schedule, so a detailed recovery schedule has been requested from FSBC to show how the original schedule can be met. Additional rock ledge was uncovered close to the police station. This will be added to the final total of the ledge removal pending completion of the trenching work.

The LBC will be making a recommendation to the Trustees on a handrail solution, currently estimated at \$23,244.

A review of the overall Budget (noting the combined contingency amount for the project and construction) is currently \$384,890.

Payment requisition 5 for \$118,769 was approved by the LBC.

The Trustees voted and approved a motion to delegate to CK and MM the decision to spend \$5,000 to pursue an energy grant rebate where the Library would receive \$37,000 (net of the \$5,000).

Finance Subcommittee: Jim Murphy (JM)

JM reported that the Library made their annual subsidy payment to the Town in advance of the end of Fiscal Year 2017 on June 30. The Boggestow Garden Club's donation was also

received. A public records request was received with seven questions regarding the Library's endowments and the use of their funds, for which JM provided the answers.

Personnel Subcommittee: Stacey Brandon (SB)

SB reported there is nothing new to report.

Community Relations Committee: Jennifer Searle (JS)

In June, there were articles in both local newspapers providing an update on the construction project. FAQs on the project have been updated on both the Library's and Town's websites. Town leaders were also sent an e-mail providing an update on the construction. In addition, a letter to major donors to provide updates on the construction project is being drafted for distribution.

An amendment was made to the agreement with the Children's Room donor to adjust the estimated date when the construction project will be complete.

Policy Review Subcommittee: Brian Connolly (BC)

BC discussed an approach to reviewing and updating Library's Policies that may be impacted by a larger facility as well the use of the Library's personal computers. The Library staff has been reviewing existing policies and gathering policies from other libraries that recently built new facilities. Following a review process, proposed policy changes will be presented to the Trustees.

Library Director's Report: Elizabeth Johnston (EJ)

EJ distributed and reviewed the FY 2017 Budget Status Report showing a projected year-end surplus at June 30, 2017 of \$12,577, as electricity and fuel costs for the first six month in the Sherborn Community Center were less than expected.

The Library received its Massachusetts Board of Library Commissioners (MBLC) funding increment for the construction project of \$726,617 on June 1st.

Programs continue to be strong with 65 people attending the panel discussion on the book Being Mortal. The Cookbook Club is continuing throughout the summer and Children's Summer Reading sign-ups began on June 19. An Adult Summer Reading Program is beginning in July and August.

With the warmer weather the Sherborn Community Center's (SCC) HVAC is not sufficiently cooling the Library's space. The Trustees discussed options and suggested the Director upgrade the air conditioning system using portable AC units at the SCC.

The MBLC would like a sign at the construction showing the funders and sponsors of the project. This continues to be discussed with the Town.

Unfinished Business:

MM discussed the formation of a Landscape Planning Subcommittee to plan for post construction landscaping and will solicit Trustees and Boggestow Garden Club members to join.

SB reported that the new web site is close to being ready for a demonstration. The content is complete and the visuals are being reviewed by the development team. A demonstration may be planned for the July Trustees meeting.

SB distributed a draft Memorandum of Understanding (MOU) with the Town, which is meant to clarify certain roles, responsibilities and funding between the Town and Library. The Trustees reviewed and discussed the draft MOU and then voted and approved a motion to accept the MOU as written on June 20, 2017, allowing for a resubmission to the Trustees if there are any significant changes made following the Trustees meeting. Absent any subsequent changes, the Trustees approved the MOU.

New Business:

CK reported that The Sherborn Community Center Board of Directors wants to be copied on the Library Board of Trustees and Library Building Committee meeting minutes.

Upcoming Meetings:

Library Building Committee, July 10, 2017 7:00 PM at the Police Station
Library Trustees, July 18, 2017 7:30 PM at the Sherborn Town Hall or Police Station
Construction Site Meetings, Ongoing – Tuesdays 1:30 P.M. Construction Trailer

The Trustees adjourned at 8:50 P.M.

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held May 16, 2017
3. Sherborn Library FY 2017 Budget Status Report
4. House Subcommittee Report, June 20, 2017
5. Library Building Committee SLIC Proposed Enhancements, May 2017
6. Draft of Memorandum of Understanding dated June 20, 2017
7. Director's Report Jun 20, 2017