

**Minutes**  
**Sherborn Library Board of Trustees**  
**March 15, 2016**

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

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:32 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on February 9, 2016 were reviewed and approved unanimously.

MM noted that the volume of documents related to the project being distributed to the Trustees has increased significantly and she will work on creating an electronic repository for storing and sharing them going forward.

Town Caucus was held on March 3, 2016. All of the Trustees nominees that were put forward were accepted including Kristiina Almy (KA), Stacey Brandon (SB) and Brian Connolly (BC).

Friends of the Library Report: Abby Fiske (AF)

The Friends had a great meeting last week. They have five new people joining the board. AF plans to continue in her current role as president of the Friends. There will be a lot of children's programming in the next month as well as the Sherborn shares book, Fahrenheit 451. The Friends plan to send welcome packets out more frequently when new people move into town. The summer concert series is already booked, trivia night is coming up on April 9th and the spring fair is coming together nicely.

Subcommittee Reports

Capital Campaign: Steve Borgeson (SBO)

Steve has been reaching out to the capital campaign team to see if they are up for a second round. SB is a yes, Dudley Willis and Jennifer Searle (JS) too, Hank Rauch (HR) is a maybe depending on role and work commitments. Maureen Nguyen will come back as our consultant. A number of potential new volunteers to join round 2 were discussed, as well as various capabilities that would be helpful to bolster such as technology, garden club for landscaping, younger families, older generation in town, etc.... Some potential donors were also discussed including Middlesex Bank, the Sherborn Business Association and Roche Brothers.

House Subcommittee: Elizabeth Johnston (EJ) & MM

BAA contract is finally official. Septic Title V approved by Board of Health so no new system needed. Only one fix needed, a new distribution box, which should be installed before the project so we can test it ahead of time. The Trustees voted to approve up to \$3,000 from the Endowment for septic repairs and associated services.

Library Building Committee (LBC) updates: LBC voted to accept design and design development is moving forward. March 3, 2016 vote: the LBC voted to ask the Trustees to support their motion to release architects and engineers to continue into design development based on the design and estimate dated March 3, 2016, with the understanding that any findings of the review will be considered for incorporation.

Budget updates; market costs have declined modestly, increased costs of 70K to do glazing on all skylights offset by no need to do the septic saving 65K.

The Trustees voted unanimously to approve the updated budget and to support the LBC recommendation to move forward on design development phase.

Next LBC meeting April 11, where the design development docs will be presented. There will be a site walk on Thursday at 1:30 PM with the engineers to make sure they have the lay of the land.

Historic commission and historic district commission both showed up to the LBC meeting last night. They appeared pleased to see the plans and get familiar with the project. Their questions were mostly around cladding, exterior issues. Also questions about flat roof and how it would marry up with the existing building. Richard Smith did a very good job explaining how it comes together and allaying concerns. There were some comments on landscaping as well.

Parking meeting with UUAC upcoming next week. Going from 74 to 123 parking spots. Trustees had a conversation about importance of parking plans and good neighbor meeting with Pilgrim Church as well post UUAC meeting.

RFP for temporary space closed on March 3, with only one bid received from the Sherborn Community Center (SCC). The Trustees reviewed various characteristics of the proposal and ranked them as follows; proximity 5, accessibility 3, cost 5, space meets needs for time period 4. The Trustees voted unanimously on this ranking. With this vote the Town will be able to move forward with a contract with the SCC on a contract. We will have insurance to protect on delays with the contract running from August 1, 2016 through October 31, 2017. SB noted the importance of Chris Kenney (CK), EJ and MM on all of the work that they did to get the SCC on board and comfortable leasing temporary space to the Library during construction. There are still many logistics to work through, but going well so far.

Personnel Subcommittee: Christine Cooney (CC)

Copies of EJs new job description and employment agreement were distributed. Need to be reviewed and voted by Trustees at our next meeting. SB made one comment about EJ having support from the Town for maintenance of building and grounds, should not be her full responsibility. Bruce Eckman (BE) asked about overtime provisions and vacation time, and suggested an adjustment to the hold harmless language. One key change is the switch to a 60 day notice period vs. 30 days previously.

Community Relations: JS

Video sent via email to the Trustees in advance, will be seen on DSCTV broadcast, support provided by Dan Murphy. Should have some good publicity in the Council on Aging (CoA) monthly newsletter coming up soon and will get in front of CoA next month for community relations.

Technology Subcommittee: BE

Research status update: getting locked down on specifics more with Town IT consultant, going a little slower than expected, but still working to have numbers to support design phase in early April. Teen Tech Advisory Board formed now with five members, working to get them to Boston Public Library to see the work that was done there, moving quickly to get them up to speed and part of the process as design development moves forward, want to get Tech Stars who have been recruited to the Technology Subcommittee involved now too.

SB will get more involved in making sure we are doing revolutionary within evolutionary, not just adding space but reimagining how to do library. Also have been thinking about various constituents to help with feedback and ideas. Want to make sure to include the Disability Committee again so they can see what

we are doing and provide advice. MM and JS will create a list of all of the constituents who we should reach out to in order to provide updates and give them an opportunity to attend LBC meetings. Will be good to marry that up with the timeline on when decisions need to be made. Want to make sure that the Technology Committee visioning document is on the Library web site.

Finance Subcommittee: Jim Murphy

Approval of the Library budget by the Advisory Committee was fairly easy because of the work that had been done previously by CC and MM to make sure it was a smooth process to get approval for Elizabeth's special salary increase. JM noted final hurdle in the process is working through the Town Meeting and a potential hold for review of the increase.

Confirmatory vote to allocate funds from Dowse Memorial Fund, \$4,240 approved for FY2017 flat YoY. Approved unanimously. Confirmatory vote to approve allocation of \$20,990 from Saltonstall Operating Fund for FY2017, an increase of 1.5% in keeping with the increase for the Town budget. The Trustees had a discussion about current and future use of the endowment funds and how that might change with the expanded facility. It will be helpful to have a larger discussion about each endowment fund as part of the quarterly update for the Trustees that JM provides on a quarterly basis. After discussion the second allocation was approved unanimously.

Library Director's Report: EJ

Interior designer's inventory: have visited twice to inventory and take measurements of assets. Engineer site walk scheduled for next week mentioned above. So much has been done on paper, but important to get out and walk the grounds. Maker bot demo, had a dozen brought in to hi-lite technology, brought in a distinct cohort of kids that do not usually use library as much, it was a great event. Community Read: Fahrenheit 451 noted above as well.

New Business

Town Buildings Capital Plan; SB was contacted by Erik Sirri from Capital Budget Committee about our long term plans for the building post project. This is already being taken care of as part of the facilities plan for the whole town to take care of our facilities long term, which we learned via Dave Williams. Selectmen really understand importance of the project and making sure we are a priority for the Town. Will need to make sure technology is included in the list of periodic updates. EJ has a checklist that we can use to validate this work when it is done.

Unfinished Business

Next LBC meeting is April 11  
Annual Town Meeting is April 26

The Trustees adjourned at 9:05 P.M.

Next meeting scheduled for April 19, 2016 at Sherborn Town Hall

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the Library Trustees Meeting held on February 9, 2016
3. Project diagram with parking focus
4. Library Director's proposed revised job description
5. Draft Library Director's employment agreement dated July 1, 2016
6. Press release Sherborn Library .. What's "The Story?"
7. Finance Subcommittee Report to Sherborn Advisory Committee