

**Minutes**  
**Sherborn Library Board of Trustees**  
**March 21, 2017**

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

Also present: Abby Fiske, Barb Kantorski

Call to Order:

The meeting was called to order by Chairwoman Mary Moore (MM) at 7:30 P.M.

Mary Moore (MM), Jim Murphy (JM) and Jennifer Searle (JS) were all endorsed for re-election to the Library Board of Trustees at the Town Caucus meeting on March 9.

MM emphasized that team work and ongoing communication to many stakeholders has resulted in the successful start to the Library building project and encouraged that's a practice the Trustees should continue. JS and Kristiina Almy (KA) were acknowledged for distributing timely public communication on the construction work.

Voting of Minutes:

The minutes of the Trustees' meeting held on February 21, 2017 were reviewed and approved unanimously.

Friends of Library Report: Abby Fiske (AF)

There have been several new board members identified for 2018, as well as co-presidents.

The sled dog demonstration on March 18 was a success and there is a full schedule of events for April and May, including the annual Craft Fair on May 13, which will be held at Jameson Field.

Subcommittee Reports:

Library Capital Campaign: MM

Nothing to report and a follow up meeting on funding landscaping will be placed on the agenda for an upcoming Trustees meeting.

Finance Subcommittee: JM

The Sherborn Advisory Committee Public Budget Hearing was held on March 18, 2017, where the Library's funding requests were approved. The Trustees discussed how the capital item will be presented for approval by vote by the Town and agreed to discuss further with the Board of Selectmen in advance of the annual Town Meeting.

The Trustees discussed the budget for hosting and supporting the new website and considered creating a proposal to combine it with the technology budget until the actual monthly website operating costs were better understood.

House Subcommittee: MM

Library Building Committee (LBC) updates:

The budget was updated to reflect five changes to specific line items, however the overall budget total remains unchanged. These changes were recommended by the LBC for Trustee approval. In addition, Pay Application request #2 was submitted and approved by the LBC.

The rock ledge removal began the week of March 13, with the appropriate advance notification to the Town and nearby neighbors. The protest by the subcontractor over the quantified bid versus the documents indicating otherwise is ongoing, but will not delay the work.

Alternatives for the planned guardrails on the mezzanine are being reviewed in order to meet building code requirements and increasing the pickets is also being reviewed. The final selection will be presented to the LBC for approval.

Additional parking spaces for cars during the construction period, as well as additional temporary parking for construction equipment have been created.

Sherborn Library Interiors Committee (SLIC) made a presentation to the LBC on March 6 with a proposal design choices and funding. These enhancements will benefit the Adult and Children Collections areas, the Inglenook and achieve a more coherent whole for the interior. Approximately \$95,000 is being requested for these interior upgrades. The Trustees will review ongoing fundraising efforts to support interiors enhancements and the SLIC will work to identify additional cost savings opportunities.

KA also distributed some pictures of the furniture being considered by the SLIC.

For the overall project, discussions ensued about the need to continue to provide guidance to the general contractor and subcontractors on how to work with the Town.

#### Community Relations Committee: JS

In advance of the ledge removal work, on March 7 a notice was sent to abutters and nearby residents, followed by a broader press release on March 10, which was picked up by local newspapers. Additional FAQs about the ledge removal are posted on the Library's and Town's websites before the work begins.

The Planning Board is in the process of updating the Town's General Plan and the Library has been invited to contribute present and future plans for the Library. Trustees and other Library stakeholders have been asked to provide their brainstormed thoughts which will be reviewed and presented as a few, specific Library-related goals to contribute to the Planning Board.

#### Personnel Subcommittee: MM

MM reported that the request for new personnel was approved at the March 18 Advisory Committee Meeting. There was additional discussion around the ongoing need to continue coordinate with the Town on its approach to its overall building maintenance needs.

#### Library Director's Report: Elizabeth Johnston (EJ)

As anticipated, following the move to the Sherborn Community Center collection circulation declined from January and February by 50%. A decade of circulation statistics is being compiled to update the long range plan. Adult's and Children's programs continue to be very active for late March and April.

#### Unfinished Business:

MM reported that the Library's website team provided feedback to the designer on the first pass design received on February 26, and expect wire frames back from the designer in the coming weeks.

The concept of establishing a Memorandum of Understanding with the Town to clarify certain roles, responsibilities and funding between of the Town and Library will be revisited following the Annual Town Meeting on April 26.

New Business:

The Trustees discussed forming a Policy Review Committee for Long Range Planning, as the expanded Library facility creates the need to update policies on the use of the Library's facility. Trustees were asked to consider joining this committee.

Upcoming Meetings:

Library Building Committee, April 6, 2017 at the Police Station

Library Trustees, April 18, 2017 at the Sherborn Town Hall

Construction Site Meetings, Ongoing – Tuesdays 1:30 P.M. Construction Trailer

The Trustees adjourned at 9:03 P.M.

Respectfully Submitted,  
Brian Connolly  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held February 21, 2017
3. Library Building Committee Minutes January 9, 2017
4. Library Building Committee SLIC Minutes December 15, 2016
5. Library Building Project Budget dated March 6, 2016
6. Director's Report March 21, 2017