

**Minutes**  
**Sherborn Library Board of Trustees**  
**November 18, 2014**

Present: Library Director Elizabeth Johnston, Acting Chairman Jim Murphy, Christine Cooney, Mary Moore, Sarah O'Connell, Hank Rauch, Jennifer Searle

Also present: Steve Borgeson, Addie Weiss

Call to Order

The meeting was called to order by Acting Chairman Jim Murphy (JM) at 7:36 P.M.

The minutes of the Trustees' meeting held on October 21, 2014 were voted and approved unanimously. Mary Moore (MM) thanked Public Services Librarian Donna Bryant for posting the minutes to the Library web site, noting that it's great to have more information out there and available to the public.

Campaign for the Sherborn Library

Building Committee – Trustees Nominating Committee

JM indicated that so far Chairwoman Stacey Brandon (SB), Chris Kenney (CK), Sarah O'Connell (SO) and Library Director Elizabeth Johnston (EJ) have agreed to join the Nominating Committee and will work with the other Trustees to recruit additional people in town to round out the skillset for the Building Committee. SO asked a number of questions to clarify and understand the full commitment and types of people (like building contractors) who would be helpful. We discussed conflict of interest issues for local contractors who might like to volunteer, the need for a diverse group with different skill sets and the process for applying. Looking to select these people by March 2015. We discussed the Draft job description and responsibilities, with some noted modifications. Elizabeth will distribute a final draft for Trustee endorsement at our December meeting.

Technology Forum Recap

MM noted that the forum went well, twenty-eight people attended, FAQs updated with questions from the discussion, nice article in the local paper from Maureen Sullivan.

Capital Campaign Budget Update

Steve Borgeson (SBO) indicated that he has been working with Jennifer Searle (JS) to get the supplemental packets distributed to the large donors.

Subcommittee Reports

Finance Subcommittee:

JM provided an update on recent interviews with representatives from BNY Mellon and UBS regarding the management of the Library endowment. JM and Hank Rauch (HR) met with our new BNY rep John Hanefant, and our old BNY rep, Ted Webster, who is now at UBS. Both agreed to better performance disclosure on a quarterly basis, including their willingness to come and present to the Trustees on a semi-annual or annual basis, whatever we want. Both parties also discussed possible fee reductions to retain the account. Both will waive any fee on the cash account for the Library project (not earning anything so good to get the fee waived). JM noted that in his view BNY has a lot of fees and a very wide array of funds in the portfolio. He expects that UBS might have a different structure for the assets, more individual stocks and index products to lower the costs versus what has been more actively managed funds at BNY. JM discussed some of the differences in asset management style that the two managers discussed with us. In particular, Ted was able to talk about the differences between how the account was managed by BNY and how UBS tends to do things. SBO provided some history on the endowment and suggested a review of the investment policy statement with the Trustees to make sure it is still appropriate for the future.

JM also discussed the work he will do with EJ to set the budget for next year. This will incorporate the

guidelines from Advisory. Building maintenance budget is in need of adjustment, fuel and electricity could be mixed, but excess from prior years not likely to be there in the future. MM asked if there is anything we can do beyond COLA increases that are mandated by the Town to reward staff and recognize their importance to the Library's success. JM indicated that we would need to think about timing and structure of such a request and the need to build appropriate support in Town to get more for staff. The Trustees had a good discussion about how to evaluate whether or not the Library staff is being treated fairly with regard to compensation equity across departments in Town. EJ noted that COLAs in other towns are more like 2%-2.5% versus here in Sherborn where it has been 1%-1.5% for many years. Need some data to make an informed decision about whether or not to push for larger COLA increases.

Also we need to submit a notice of intent for a warrant article. EJ handed out a draft warrant of intent. We discussed a few potential changes to provide the best information to the Town. JM, EJ and SB will finalize the document for submission in December.

JM then reviewed rules and requirements for elected officials at various levels, both for the Trustees and the Library Director, with regard to their ability to speak publicly and provide their personal opinion on issues (like the library project). Elected officials should feel quite free to share their opinions in public. The Library Director would need to be more careful given her role as a Town Employee.

#### House Subcommittee:

EJ stood in for Chris Kenney. She provided a supplemental budget request overview for a total of \$10,112.44, which includes a new hot water heater, repairs to the handicapped door mechanism, ballast replacement for ceiling lights and a burner replacement for heating system. The Trustees discussed the need to repair these items to keep the facility functioning regardless of the coming project that may end up replacing some of these items.

#### Personnel Subcommittee:

Christine Cooney (CC) discussed the work she has been doing with EJ to transition a staffing position that will need to adjust for the project and there is an opportunity to do so due to a retirement coming up in April 2015. Once we have the resignation we can move forward with the Town Personnel Board. We will review the staffing positions at our next meeting to have an understanding of the personnel costs including benefit costs, which are a hot button issue for some constituencies in town. This review will help us to be prepared for any challenges that may come up with the Personnel Board.

#### Community Relations

MM is working on a PR binder to be available at the Library to provide a comprehensive set of information about the project and all of the great work that has gone into the process. She noted that there was a comment at the forum regarding the importance of how we communicate with the various constituents and stakeholders in Sherborn as we move forward with the project. The PR binder is another tool to help with this.

#### Friends of the Library:

Addie Weiss handed around a copy of the Friends annual appeal brochure, which should be mailed out before Thanksgiving. They have a new program to align the Friends and Trustees with the Project. They held two events recently, meet up events for newcomers which help drive membership growth for the Friends. The September cocktail event at the Sherborn Inn was a big success. They are already working on the Library Fair in the spring. Friends will help support the maker space that Elizabeth successfully pitched at our last meeting including the donation of funds for Legos. Sarah suggested communicating through Pine Hill to get donations of Legos from folks in town who would like to donate. There was a conversation around Stream and Stem opportunities with the maker space.

Library Director's Report

EJ handed out her report and a comparable communities document that shows how efficient Sherborn is vs. other comparable towns. EJ redistributed an adjustment to the smoking policy to include the landscape areas around the Library as non-smoking areas due to the hazard created by mulch around the building that can ignite and has done so in the past. Voted unanimously.

EJ made note of the Planning Board survey and strong results for the Library with 86% satisfaction rate. Also the Town Accountant is retiring.

EJ and SB will reach out to the Sherborn Community Center to discuss using that facility during construction, they have an upcoming meeting.

Unfinished Business

Beech wood products?

With regard to the Beech wood products, the Trustees determined that more thought and discussion is needed. The Friends could consider selling these items at the Library Fair, which is the natural venue to do this.

New Business:

None

Next Meeting:

Tuesday, December 16, 7:30 P.M. At Town Hall

The Trustees adjourned at 9:15 P.M.

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from October 21, 2014 Trustees Meeting
3. Sherborn Library Building Committee Job Description – Draft
4. Sherborn Advisory Committee Letter – FY2016 Omnibus Budget Guidance
5. Warrant Article Notice of Intent – Draft
6. Technical Services Librarian Job Description - Draft
7. Library Director's Report
8. Comparable Communities FY2013 Operating Budget Analysis
9. Smoking Policy – Final for Vote