

Minutes
Sherborn Library Board of Trustees
November 19, 2013

Present: Library Director Elizabeth Johnston, Chairwoman Stacey Brandon, Christine Cooney, Chris Kenney, Mary Moore, Jim Murphy, Sarah O'Connell, Hank Rauch
Also present: Steve Borgeson, Alex Morrill, Barbara Kantorski, Jennifer Searle

Call to Order

The meeting was called to order by Chairwoman Brandon at 7:32 P.M.

The minutes of the Library Board of Trustees meeting on October 15, 2013 were voted on and approved unanimously. There were two minor corrections noted.

Advisory Committee – B. Kantorski

Advisory is recommending a 1.4% increase for FY2015 including a 1% COLA increase for personnel. Barb indicates that the town is looking to build some free cash balances (approx. \$130,000) and that if the Library had anything special over 1.4% we would need to make a compelling case.

Subcommittee Reports

Personnel Subcommittee:

Chris Cooney indicated that the Library Director's review was submitted on November 15. We will need to complete this earlier in the year (September) in the future to align with timing for the rest of the town's employees. As indicated above, the COLA wage adjustment recommendation is 1% for FY15 and the Town is looking for all departments to come in at this level so that there is pay equity with the Police and CM&D contracts. Chris also mentioned the need to make sure the Town is aware of future staffing needs once the project is complete, currently projected to be one half-time position.

Finance Subcommittee:

Jim Murphy handed out a memo to the Trustees detailing the self-audit he had conducted with Steve Borgeson and Jennifer Searle to validate the numbers between what Jim has seen in his role on the Finance side and what the Capital Campaign has in their records. He indicates that they now have a high confidence that the numbers are aligned, and that the exceptions were all trued up or explainable as they relate to gross versus net variances. As well, the Town Auditor has asked Jim for a number of documents related to the Capital Campaign activity for the Town's auditor to review, which provides an additional set of eyes "looking over our shoulder" on this. The Trustees are in broad agreement that making sure the Capital Campaign is well organized and professionally run, including a detailed financial process, is very important, and this self-audit was very much appreciated as one important part of that process.

Jim & Elizabeth have been working on the FY2015 budget proposal for the Library. They are working on a long range plan that incorporates space for a ½ time position once the project is completed. Jim indicates that we need to be visible with the Town on this so they are aware it is coming. They have also made some adjustments to better clarify the Minuteman costs and delineate them from other technology expenses. Speaking of which, technology costs have been running above budget YTD, and they will look to the supplemental budget process for additional funding. A final proposed budget will be reviewed and voted on at the next Trustees meeting.

Capital Campaign Steering Committee:

Jennifer reviewed gift processing with the Trustees and provided insight into our checks and balances to make sure that the process is running smoothly. Steve Borgeson provided a brief update on the campaign. Gifts and pledges total \$3.687 million, with just over \$2 million collected to date. We expect at least an additional \$160,000 in payments before year end. The Fall mailing has produced \$39,000 of gifts from 79 donors; mostly checks, but 12 via credit card and two PayPal. Pledge reminders were sent on November 15. The committee will meet next on December 3.

Community Relations Committee:

Mary Moore indicated that a campaign related press release was sent today with updates on how things are going, plus an ask for folks to consider making a gift as they do their year end tax planning. Donors were encouraged to consider giving appreciated securities. We discussed the possibility of sending a holiday thank you note to donors and Mary is working on a letter to be distributed through the constant contact distribution list for the Library.

House Subcommittee:

Chris Kenney made a proposal to hire Hartney Greymont for some maintenance work (\$2,975 for one day of service) on the beech tree in front of the library. The company has arborists unlike some other tree companies and they have a history with the tree from prior work. The Trustees discussed the need for a second bid, long-term stewardship planning for the tree and a source of funds for the proposal. We decided that the Town of Sherborn's review of the proposal was sufficient and that the funding will come from the landscape fund of the endowment. The vote was unanimous. We also noted the need to break out landscape spending from our endowment as part of our budget presentation to the town.

Jim re-introduced the prospect of drafting a Memorandum of Understanding with the Town. He presented a proposal that basically outlines who is responsible for what with regard to the facility in order to minimize any gaps between what the Town covers and what the Library is responsible for. With some minor changes the Trustees voted unanimously to have the proposal signed by Stacey and sent to Town Administrator, David Williams.

Friends of the Library Report

Alex Morrill provided the Friends report. She noted that the annual Friends appeal goes out next week and includes a new logo that looks wonderful. The ask will focus on all of the important programming that is supported by the Friends. She also mentioned ongoing upgrades to their Big Tent website, which could be used by other organizations in town (sports teams, scouts, etc) for publicity and communication. The Treasurer role is in transition, but the change in leadership there is going well so far. The Winterfest is coming up in January, and a rainbow loom event is a possibility. Recent events including Star Wars themed activity, Newcomers focused event, Tech Talk by Gary Beach and an iPad event co-sponsored by the Friends and Council on Aging have all been well received and quite successful.

Library Director's Report and Operating Budget Status Report:

Elizabeth reported that we will likely need to make a supplemental budget request for \$3,500 in FY14 for extra technology spending. She attended a meeting with Minuteman to work out differences between how Sherborn tracks overdue fines and how they would like us to do it. We will adjust to a quarterly review process. Staff evaluations are complete, with two recent hires having passed their six month probation period and both are doing well. Elizabeth noted a state-wide eBook initiative that would potentially allow for permanent ownership of some eBooks versus the current limited life they currently have. She noted that the new youth furnishings have been very popular and have had a lot of use. There will likely be an endowment fund request for exterior painting work in spring 2014, perhaps \$2,500, still in planning stages. As part of the annual Town Asset review it was discovered that the grandfather clock in the Library could be worth a significant sum (\$100,000 maybe) and that we will need to get an

appraisal for insurance purposes. This is a Town owned asset that resides at the Library and they should provide the funding for an appraisal.

Unfinished Business:

Policy Review – After additional research and analysis, Elizabeth and Jim presented the proposed changes to the Library policy regarding Patron Behavior and Library Usage, which were approved unanimously by the Trustees. Jim reviewed the changes to make sure they complied with state law and that they would be clear and relatively easy to enforce.

New Business:

Elizabeth attended a MBLC meeting on November 7th and learned that there may be changes to the timing of payments from the Public Library Construction Program which could impact our project. As she understood it, the payments would be spread out over 5 fiscal years at 20% each versus our prior expectation of payments of 30% each for three years with two 5% payments at the back end. This could potentially have a significant impact on our need to borrow for the project, how we communicate the cash flows and other issues that need to be researched. The previous payments were construction milestone based. Elizabeth and Stacey will research this potential change and its impact on our project for our next meeting.

Next Meeting:

The next meeting of the Library Board of Trustees will be held at the Town Hall on Tuesday, December 17 at 7:30 P.M.

The Trustees adjourned at 9:21 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Memo to Trustees on Self-Audit of Campaign Donations.
2. Draft FY15 Library Budget Proposal
3. FY2015 Omnibus Budget Guidance Report from Sherborn Advisory Committee
4. Draft Memo of Understanding
5. Library Director's Report
6. Proposed Amendments to the Patron Behavior and Library Usage Policy