

Minutes
Sherborn Library Board of Trustees
October 21, 2014

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

Call to Order

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

The minutes of the Trustees' meeting held on September 16, 2014 were voted and approved unanimously with one minor correction noted. At the top of page three, the word corporate should be removed from the phrase major corporate donors.

Campaign for the Sherborn Library

Updated Timeline

Based on timeline commentary provided by Rosemary Waltos, Mary Moore (MM) created a timeline for the project that will be updated as things progress. She reviewed the key objectives of the communications program with the Trustees (handout 2). The timeline will need to have financial aspects and legal questions incorporated, and Jim Murphy (JM) agreed to review for our next meeting.

We have decided to skip a November campaign newsletter. There is not much news to report currently, and we will get a newsletter out in March as we approach the vote. Also, want to avoid confusion with Friends annual appeal, which has been an issue the past few years. Collaboration with the Friends has been strong.

Elizabeth has been working on a draft of Building Committee guidelines with some help from David Williams to support that aspect of the project. Some question about whether or not we need to have this committee approved by vote at town meeting.

Building Committee - Nominating Committee

MM indicated that this group would get together in December to start the process of looking for people to join the Building Committee for the project. A motion was made to create a Nominating Committee (NC) to review and recruit people to be nominated for appointment by the board of trustees to join a Building Committee for the project. The NC will need to get buy-in from various groups in town, job descriptions, looking to have a real process to support the nominees. The motion was seconded and approved unanimously.

Temporary Location During Construction

Need to meet with Sherborn Community Center folks to determine if they can support library temp location, proposed to meet with them Jan 2015. JM noted that there has been an issue with needing to break down the space if they wanted to have other functions. Elizabeth notes that they may have a small space to dedicate to the library and would operate more of a virtual library with connection to the vast Minuteman network collection to pull materials for patrons. Stacey Brandon (SB) wondered if there is an alternate space in town? Could we use the old Dowse Memorial Library? Interesting idea!

ATM 2015 Warrant Article

Elizabeth provided a revised proposed draft warrant article (handout 3) for the Trustees to review. A discussion was had on various aspects of the draft and some wording options that could be adjusted. An example is the language around proposition 2 1/2. A motion was made to have the Library Director submit to the Advisory Committee a warrant article seeking a vote at the 2015 annual town meeting to raise and appropriate sufficient funds for the renovation and expansion of the Library. The motion was seconded and approved unanimously. It was noted that a Guidance Letter from Advisory will come out indicating an early December timeframe for holding a place for a formal warrant article. This will involve reviews by various town agencies.

Project Forum, November 2 from 2:00-3:00 PM @ Sherborn Public Library

Bruce Eckman will give a talk on libraries and technology. MM asked the Trustees to reach out to 3-5 people to go to the event, teens would be helpful to make it interactive. There will be some treats for folks to enjoy. Local press coverage will be there. (handout 4)

Subcommittee Reports

Finance Subcommittee:

JM provided a first quarter fiscal year review of the endowment. Off modestly due to the market. Very low level of spending so far, which is typical. (handout 5)

Endowment development; our advisor from BNY Mellon (Ted Webster) left the company and has moved to UBS. We have a new advisor at BNY and will take the opportunity to meet with both BNY and UBS to pitch us on their capabilities. JM noted that this is an opportunity to do our fiduciary duty and check out the options for managing the endowment. He indicated that BNY has been a very good back office provider, but big picture analysis of the investment performance could be better. Sub account could possibly earn something. JM and HR will meet with them in November and report back to the Trustees.

Capital Campaign Update:

Steve Borgeson noted that there has been limited activity since the last Trustees meeting. Couple of gifts have come in and still working to get to 3.8MM target. Letters have been sent to all of the major donors promising a more substantial update on project status. MM will look into helping Steve with an update letter. Should see Saltonstall, Anonymous and Weezie gifts before the end of calendar 2014, total between 250-300K. Will invite them to the forum on November 2. Looking into updating the gifts list to show what we still need to get to the 3.8MM number.

House Subcommittee:

Chris Kenney (CK) started by discussing an issue with the stairs since our last meeting, there is a broken step down to the parking lot. They are eroding due to age and weather. CM&D should be working on it. Message came in from Dave Williams to get it fixed. JM wanted to remind the Trustees that the landscape elements like the stairs are not included in the state grant and we could need more money from the Town to fix this issue.

CK then noted that the handicap door operator failed, but has been repaired. The door was unfortunately not still under warranty. Elizabeth indicated that this item may go to supplementary budget at some point as an unforeseen expense. Likely \$1,521. It was noted that we should look for a way to make the door mechanism more durable as part of the project so they are not subject to needing fairly frequent repairs.

An inventory of the lighting was conducted and it appears that half of them have issues. Electrician replaced easily accessible lamps already and will borrow the school lift to reach the higher lights. Likely cost over \$1,000 to fix.

MM asked if we need to formally go back to the town building committee and municipal campus committee at some point with these types of landscape items for the project? JM indicated that we seem to have a line to Dave Williams on this issue, and the Town recognizes that there is work related to the municipal campus, parking, etc. for the project. Will need to be budgeted and will need to work with the Planning Board to incorporate this aspect into the project. If we want to do more at this time, now is the time to do it (for example septic replacement, adjustments to Pilgrim Church parking lot adjacent to the Library). Need to get this issue back in front of town constituents who may want to add items to the project. This is key because we do not want to risk the library project being held back by any of these tag along items.

Personnel Subcommittee:

Christine Cooney indicates that the Director's evaluation is complete and will be provided to the Town.

She talked about planning for a Technical Librarian, wondering when is the right time for this step up in this position. We may need a different role during construction and may not need this level of experience until after the project is completed. She is looking into alternate job description for the post that will be open in April, and will work on this early in 2015 to get in front of the Personnel Board for their approval. Could be an assistant type role for a set time period.

Community Relations

Covered previously as part of the discussion about the Campaign for the Sherborn Library.

Friends of the Library:

See handout from Addie Weiss as presented by MM.

Event Keeper Software trial, will incorporate link to museum pass pick up, scheduling, etc...

Library Director's Report (handout 6)

Elizabeth discussed a Maker Space funding request from the Children's Endowment Fund. (handout 7). She is confident that the items will be useable in the new library. The Maker Space will help keep the library relevant and at the forefront as we await the bigger project. Libraries have been leaders in these areas historically. Will need to work on the policy around 3D printer usage. This item and area would promote programming opportunities for the Library. Add some excitement in between now and the project. A motion was made and seconded to accept the proposal to grant \$8,500 for a tween Maker space and fund it out of the Children's Endowment Fund with some adjustments/review on specific items that were discussed.

A smoking policy edit was provided for review to be discussed at the next Trustees meeting. (handout 8)

Elizabeth quickly hit the high notes of her report, which is included by reference.

Unfinished Business

Beech wood products? (handout 9)

Proposal from Elizabeth for pens, abstract bowl and benches for the new space to be made from the fallen limbs. SB commented that we should make something nice for major donors from the tree. Pens seem like a good opportunity for gifts for fund raising. Benches were recommended to be approved tonight.

There was mention of using some of the wood for original artisan items for sale/display at the Library. A motion was made and seconded to authorize Elizabeth to have three interior benches commissioned by Bruce Pratt for \$795 to come from the miscellaneous fund. The motion was approved unanimously.

New Business:

None

Next Meeting:

Tuesday, November 18, 7:30 P.M. At Town Hall

The Trustees adjourned at 9:35 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Sherborn Library Project Timeline
3. Warrant Article Draft
4. Public Forum Marketing Handout, Libraries & Technology
5. Endowment Snapshot Report
6. Library Director's Report
7. Maker Space Funding Request
8. Smoking Policy - Draft
9. Beech Tree Limb Proposals