

**Minutes**  
**Sherborn Library Board of Trustees**  
**September 10, 2013**

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

Call to Order

The meeting was called to order by Chairwoman Brandon at 7:33 p.m.

The minutes of the Library Board Meeting on July 16, 2013 were voted on and accepted unanimously.

Stacey introduced Barbara Kantorski to the Trustees. She is the new Advisory Committee Liaison to the Sherborn Library. Stacey has already met with Barb to give her an introduction to the Library.

Stacey and Steve met with various town officials including the Town Administrator, Accountant and Treasurer in late August to review the potential funding schedule for the project. They had a productive meeting, and the town officials will get back to us with a preliminary schedule for fund flows. Stacey also plans to reach out to the Capital Budget Committee to provide them with an update on the expected timing and municipal funding for the project.

We discussed the possibility of providing an update on the project (timing and fund flows) to the Selectmen at their October 3<sup>rd</sup> meeting, but decided it would be more appropriate to wait and see the results from the next round of MBLC grant releases. This is expected in October, and although we do not expect our grant to be released this year, waiting will give us more clarity on the likely timing of funds for our project. Stacey noted that she would send an official invite to the Selectmen for the upcoming public phase Kickoff event at the Library on September 14.

Subcommittee Reports

Capital Campaign Steering Committee:

Steve Borgeson and Hank Rauch provided a brief update on the campaign. We have eclipsed \$3.6 million in pledges and \$1.8 million in payments from just under 60 donors. There will be a public forum on October 6 at the Library to discuss the project. This will be a good opportunity to receive feedback from members of the community that will help us be better positioned for the eventual town vote. The next mailing with the public solicitation will go out in late September after the Kickoff event, which will be the featured news item.

Community Relations Committee:

Mary Moore reported that we have roughly 200 RSVPs (and still rising) for the 9/14 Kickoff event, and that the attendee group represents a wide array of constituencies in town. Event planning is going well and they are all set to go. The next newsletter will feature Sue Pierce on why she supports the Library. Stacey handed out a timeline for the Kickoff so that all Trustees would know what was happening when. DS press is all set to cover the event, Steve showed a copy of the donor board and we discussed Susan Meddaugh's role as our honorary chairperson including her willingness to sign a number of books to be given away at the Kickoff.

### House Subcommittee:

Chris Kenney reported that the entire front walk was refurbished on 8/16 and all trip hazards have been eliminated. He noted that Ed Wagner and David Williams were instrumental in getting the walkway repaired. Chris will reach out to the town to ensure that they use proper equipment for snow removal that will not damage the new walkway. On his way out, Neil McPherson, the acting Fire Chief, sent a letter to the Library noting all upgrades that would need to occur to bring the Library's fire system up to code. Chris notes that this will all occur as part of the major project so we have a plan to upgrade to code.

### Friends of the Library Report

Alex Morrill reported that the Friends first meeting is 9/12. They have incorporated the newcomers club into their mandate and recently held their first event. The Friends will have four other newcomer focused events this year. A rescheduled summer concert will be held on 9/22 @ 3:00 PM.

### Library Director's Report and Operating Budget Status Report:

Elizabeth handed out her regular written Director's Report. We have agreed to discuss the operating budget status report on a quarterly basis in conjunction with the endowment report, unless there is a big issue that needs Trustee input. This will allow the Trustees to focus on other areas and reflects Elizabeth's experience and competency in managing the day-to-day operations of the Library.

We moved on to the discussion topic of reviewing patron behavior and library usage, and sales, signatures & raffles policies. Elizabeth has surfaced some concerns with the existing policies and would like the Trustees to consider making some changes. Dudley, Jim and Sarah all raised questions about the existing policy and proposed changes, and after some discussion the Trustees agreed that Jim and Elizabeth would do some research and word-smith on the policies and proposed changes then bring them back to our October meeting for review and a vote.

Stacey asked for an update on the Minuteman transition. Elizabeth noted a number of areas that are still in flux and that staff are still adapting to a higher volume of activity, but that overall the process was going very well and that patrons are overwhelmingly pleased with the move.

### Unfinished Business:

Jim Murphy provided an update on the town's Remote Participation Policy. The Selectmen recently voted to have a 90 day trial period on a draft Remote Participation Policy, which if successful will likely become a long-term policy. He noted that all votes will need to be roll call votes.

### Next Meeting:

The next meeting of the Library Board will be held at the Sherborn Police Station on Tuesday, October 15 at 7:30 PM.

The Trustees adjourned at 8:45 P.M.

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

### Materials Distributed at the Meeting:

1. Campaign Kickoff Program Timetable
2. Director's Report
3. Patron Behavior and Library Usage Policy - Draft
4. Sales & Raffles Policy - Draft