

**Minutes**  
**Sherborn Library Board of Trustees**  
**April 15, 2014**

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

Call to Order

The meeting was called to order by Chairwoman Brandon at 7:30 P.M.

The minutes of the Trustees meeting held on March 25, 2014 were voted and approved unanimously

Finance Subcommittee:

Jim Murphy distributed an Endowment Snapshot Report as of March 31, 2014. The report shows account progression since June 30, 2012 as well as disbursements YTD in fiscal 2014. Jim noted that the account has roughly doubled during the time period covered, reflecting significant collections for the capital campaign and strong investment returns. He noted that he will be meeting with Jennifer Searle to reconcile the capital campaign account activity since their last review.

Capital Campaign Steering Committee:

Steve Borgeson provided a quick update on the campaign. We have seen some pledge activity following the recent newsletter and a couple of larger donations have pushed us to within \$30,000 of our \$3.8 million target. The next committee meeting is scheduled for May 6, and will focus on how to solicit capstone donors by June 30 to finish things off. Stacey Brandon noted that she was very happy with the recent campaign newsletter (balanced with a good message).

Community Relations Committee:

Mary Moore commented briefly on good press associated with the Lego model of the building and the recent newsletter. She is gearing up now for the Friends Arts & Crafts Fair May 10. Sarah O'Connell has stepped up to help Mary with Community Relations as we gear up for Town vote in the next year. Mary has been working on developing a communications calendar for the coming 12 months as we get ready for the grant release and vote, and will bring it to our June meeting. Stacey commented that we will need to start working on an action plan once the MA State House approves the funding.

Personnel Subcommittee:

Christine Cooney indicated that she continues to work on prepping for going to the Personnel Board for staffing changes associated with the project. This includes updated job descriptions, researching MBLC wage data, seeking out job descriptions from other libraries, etc. She expects to have job descriptions and expected costs ready by the time we go to Town Meeting to vote the project.

House Subcommittee:

Chris Kenney noted that "Spring" work on the Beech tree was performed a few weeks back. He expects to ask Hartney Greymont (HG) to inspect the tree annually, and they can quote any work that needs to be done. We need to plan for funding this type of work on an annual basis to keep the tree healthy. Dudley Willis asked about a large limb that was removed, it seemed very significant even in light of a tough winter. Chris indicated that HG indicated that it had to come off due to significant damage sustained over many years. He also indicates that a couple of projects are possibly on the horizon; a cracked skylight, some exterior painting in an area with mold damage.

### Technology Subcommittee:

Bruce Eckman circulated an impressive slide deck ahead of the meeting detailing the Technology Committee's recommendations for the future, especially as it relates to the building project. One key question is making sure we are addressing the work on the inside and not just the outside (physical plant). Bruce expects to work with the architects to make sure technology is integrated into the project using the report finding. Technology has changed the research and thinking process, we need to change too while remaining town friendly and engaging our primary audience (which may be changing due to technology). Library meets Facebook, need to be a more social setting to engage the community. Library can serve as a digital attic and can help patrons (younger generation) internalize and synthesize information rather than just skimming it, which technology promotes. Staff will need to change over time due to technical literacy needs and be flexible to adapt to technological development. Bruce provided a fantastic report; very thorough, with key recommendations that supported a robust conversation with the Trustees as we look to the future.

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

- Elizabeth reported that the budget is at 80.5% and appears to be on track.
- Sierra software upgrade installed, set to go live April 22.
- Elizabeth provided Overdrive eBook data since we moved to Minuteman for Sherborn and several comparable towns. Our numbers look low, but time will tell.
- She noted some issues around not having enough eBooks to satisfy patron demand, and that patrons have less patience these days and will seek out other sources.
- As well, circulation trends show that Sherborn is lending out 3.5x more books than we borrow on the Minuteman Network, also off vs. the comparable towns.
- The bond bill that includes funding for the project has moved to the state Senate Committee on Bonding and is scheduled for April 24 hearing.
- Remote access to the Town accounting software (SoftWrite) should be available after Town meeting. Elizabeth has worked on moving this forward for a while, hopefully a near term reality.

### New Business:

Stacey noted that she has arranged a meeting with Town Administrator David Williams for May 19. Jim and Elizabeth also plan to attend. The plan is to continue to push for coordination of Library building needs with Town resources. We have been working on this for a year.

Stacey also noted a need to develop a building committee for the project, and asked Trustees to think about what roles are needed and who in town might be good to fulfill them.

Elizabeth reminded Trustees to send her their thoughts on the Long Range Plan for the Library circulated at our last meeting and via email. She is proposing to have a final document by the end of 2014. Elizabeth also continues to work on a short range plan during project construction, and has started a conversation with the Community Center about using some space.

### Trustee Recognition

In recognition of his 22 years of service to the Trustees, including 15 as Chair, the Trustees and Elizabeth took a few moments to honor Dudley Willis' service. Elizabeth presented a letter from Governor Patrick and a number of Trustees took a moment to share their thoughts on Dudley's commitment to the Library and more generally about his commitment to the Sherborn community. His energy, enthusiasm, talents and character will be missed.

Next Meeting:

May 20, 2014 @ 7:30 P.M. at Town Hall

The Trustees adjourned at 9:00 P.M.

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Sherborn Endowment Snapshot Report (March 31, 2014)
2. Library Director's Report
3. FY2014 Budget Status Report