

**Minutes**  
**Sherborn Library Board of Trustees**  
**April 18, 2017**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Stacey Brandon, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch  
Also present: Barbara Kantorski, Alexis Madison, Adam Page, Heather Willis

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:32 P.M.

Hank Rauch was appointed as Recording Secretary *pro tem* for this meeting.

The minutes of the Trustees' meeting held on March 21, 2017 were reviewed and approved unanimously.

Friends of the Library Report: MM

The recent trivia night fundraiser was very successful. Planning for the annual Arts & Crafts Fair in May is in full swing and going well.

Subcommittee Reports

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

The ledge removal sub-contractor has submitted an overage request of \$92,000 due to a mistake in their initial bid. There is an ongoing negotiation process between the general contractor and sub-contractor to iron out this disagreement over how the bid was calculated.

Various options are being explored for the mezzanine railings to bring them to code, with the least costly option estimated at \$42,000.

The third requisition for \$123,000 was approved and paid.

Bids for resilient flooring were expected April 4<sup>th</sup>, but have not been received by the LBC yet.

The selected wall substrate is fine for the muralist. The Trustees discussed how to protect the mural since it will be in the children's area.

MM noted how fortunate we are to have such a strong group of volunteers on the LBC who are hands on and very involved in the project on a day to day basis.

SLIC presentation: Alexis Madison, Adam Page, Heather Willis

The Sherborn Library Interiors Committee (SLIC) presented a wonderful overview of a number of high-visibility items that they suggest adding to enhance the project. The goal is to upgrade a few key areas of the project that will be very visible and key to the success of the renovation. While there has been significant value engineering the LBC views this as a high priority which led to the added design work and current proposed upgrades for the inglenook, children's wing, young adult mezzanine and teen media room. The proposed furniture, fixtures & equipment (FF&E) is modern, bright and highly functional to support a wide range of uses. Where possible many of the fixtures are being refinished and upgraded to meet current technology needs. Design elements have been coordinated to create continuity and flexibility across the various furnishings and areas of the library. Some of the funds for these items are in the FF&E budget, but there will also be some additional funds requested.

The Trustees and SLIC had a good conversation about specific functionality items for the FF&E as proposed to ensure that the teen areas and meeting rooms have plenty of electronic outlets, task lighting and appropriate functional seating for story time and other events for young children. SLIC also discussed the opportunity to commission Robert Evans for a nature based mural inspired by Sherborn in the children's room at a discounted cost. The requested amount to support the additional cost for the upgrades and mural is \$75,000. Some additional millwork for the children's room at \$10,500 was removed by SLIC to get to the \$75,000 number and manage overall cost. The existing budget for FF&E is \$210,000. There was also a conversation about how to incorporate local history and groups in town like the garden club into the mix in terms of additional information and educational resources. There was also a recommendation to direct the contracts for many of these items ourselves to avoid overhead and profit for project managers.

The Trustees also discussed the potential sources of funding for all of the finishing touches items (including the proposed FF&E upgrades). This includes various restricted funds within the endowment that could possibly be used for specific items in the project. SLIC will also determine timelines for all of the items so we know when funds need to be raised.

Finance: Jim Murphy (JM)

JM provided a quarterly endowment update for the trustees to review as well as a full accounting review for the project as it stands today. The remaining project amount to be funded currently is approximately \$1.3 million. We have \$1.2 million set aside for the project already from funds raised to date and need to fund the difference. The Weezie Fund likely does not have discretion to be used for construction, but may be available for the children's room furniture. The Week's Fund may also be available for children's furniture. The Pease Saltonstall Maintenance Fund is more restrictive, but could be a source of funds. JM will review trust documents to verify the allowed uses for these funds in regard to meeting the current funding gap. The Trustees discussed the need to create an "everything included" budget to be able to set priorities. JM also discussed the possibility of updating some of the uses for restricted accounts, some of which are restricted to books currently, for example. It would also be helpful to have current state vs. future state for the endowment in terms of how we would like to position it for the long term future support of the library.

Personnel Subcommittee: SB

No update necessary, on track for the annual meeting.

Community Relations: MM

Next town-wide communication will likely be sent out in the next few weeks once they get past the ledge removal. Jennifer Searle has suggested a long range planning idea to have an advisory board for the Library to help with things like fundraising or to advise on major decisions. We will need to evaluate how this group would work with and complement the Friends of the Library.

Library Director's Report: EJ

EJ handed out a YTD budget review and discussed how things are going roughly 80% of the way through FY2017. The budget is on track to date and the Trustees discussed plans to maximize the use of the available FY2017 budget.

Unfinished Business

Website Upgrade, SB

SB notes that it is in process and one consideration is adding a donate now button to the website. This might require setting up a foundation, which is an item for further discussion. Other libraries have done this after major projects as a way to support the library long-term.

SB indicates that she will go back to the Town to discuss the memorandum of understanding after the annual meeting.

Upcoming meetings:

Annual Town Meeting – Tuesday, April 25, 2017

New Business

Items tabled to next meeting

The Trustees adjourned at 9:50 P.M.

The next LBC meeting is scheduled for May 1 @ 7:00 P.M. at Sherborn Police Station

The next Trustees' meeting is scheduled for May 16 at 7:30 P.M. at Sherborn Town Hall

Respectfully Submitted,

Hank Rauch

Recording Secretary

Materials Distributed at the Meeting:

1. Agenda for April 18, 2017
2. Minutes of the Library Trustees Meeting held on March 21, 2017
3. Endowment snapshot as of March 31, 2017
4. Draft project available funds report as of April 18, 2017
5. Budget status report as of April 18, 2017