

**Minutes**  
**Sherborn Library Board of Trustees**  
**December 15, 2015**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Stacey Brandon, Bruce Eckman, Jim Murphy, Hank Rauch, Jennifer Searle  
Also present: Steve Borgeson, Abby Fiske

Call to Order

The meeting was called to order by Chairwoman Moore (MM) at 7:35 P.M.

Voting of Minutes

The minutes of the Trustees' meeting held on November 17, 2015 were reviewed and approved unanimously.

Chair's Report

MM and Jim Murphy (JM) provided an overview of the discussion regarding the recent temporary closure of Sanger Street, which was held at the Board of Selectmen's (BOS) meeting on December 9, 2015. There were many voices at the meeting in favor of reopening the street and who asked for better communication from the BOS regarding any future closures (temporary or otherwise). The potential for road closures during the Library Project (LP) was discussed as well as the fact that adequate additional parking is part of the project. At this meeting the Trustees were informed that there is \$10,000 appropriated toward engineering work associated with studying parking for the entire Town Hall area campus in coordination with the LP. MM notes that this meeting is yet another example of how important it will be to continue to communicate actively with various constituencies in Town. Have been getting good feedback on how we are doing so far.

Friends of the Library Report - Abby Fiske, Friends' President

Annual appeal out just after Thanksgiving; \$8,000 collected so far and the campaign appears to be going well. Winterfest scheduled for January 24, 2016, sponsored by Sherborn Arts Council grant. Have been starting to work on arrangements for the annual craft fair already. Have discussed setting up a take one leave one book bin at Sherborn playground. Tax accountant hired to do taxes this year.

House Subcommittee: JM presented for Chris Kenney

The Trustees reviewed a draft conceptual budget for the project including several value engineering recommendations. This was necessary due to an increase in costs since the last estimate in 2011. \$237K of value engineering items were approved by the Library Building Committee (LBC). Items discussed included the construction contingency, need to appropriately budget for furniture and fixtures including interior designer services, project contingency for high bids or other unexpected items, funds to rehabilitate the roof on existing building not previously budgeted. The Trustees discussed a number of options for how to proceed on these items, but the bottom line is a likely minimum \$768,609 increase over \$7,479,436 grant budget or up to \$1,721,899 for everything including a complete remodel and replacement of the roof and associated insulation. We believe that there are potentially up to \$984K of campaign funds available to support the increase and a few Library Endowment funds that could also be available for a total of \$1,084K total. The total as proposed by JM with support from the LBC is \$8,563,803 or alternatively \$8,689,134 with a full 2% project contingency. In this case the roof work would be deferred and there would only be a 5% construction contingency versus 7% recommended.

If we need to go to the Town for additional money there are a few timing options; could go immediately and look for funds for the roof, could go for a special town meeting in fall of 2016 with timing in August for ask or could just go back after the fact to get the money. The Trustees have incomplete information

today and will likely always be in that situation until the project is complete (though to a lesser degree over time). The Trustees discussed the source and ability to raise more funds from donors and the Town. There has been a desire to keep some of the extra donations for an endowment boost to support a larger facility with enhanced programming and capabilities. The Trustees discussed the goal and proper use of endowment funds, especially for a project like this, and the process of re-engaging on fundraising and how best to go back to existing and new donors to support the higher costs and extras that are not included like furnishings, landscaping, etc...

After a thorough discussion and consideration the trustees voted to accept the budget proposal \$8,689,134 an increase of \$1,209,698 (16%) over the prior budget.

MM provided a brief Community Center update. We have a memo of understanding with them for 2/3 replacement of income (\$5k-\$7k) plus 2/3 of utilities and some inspection costs to get it the facility ready for our use. We would also need to return the facility to as good or better state than previously. MM and Elizabeth Johnston (EJ) have been negotiating, working for first week of Jan for an agreement.

#### Finance Subcommittee, JM & EJ

FY2017 operating budget request has a total increase of \$13,971 (3.4%) including a catch up adjustment to the Director's salary of 7.9% vs Town guideline of 1.5%. The budget also provides a look forward to FY2018 personnel costs with a reopened and expanded facility, including the addition of one full time person. The Trustees voted unanimously to accept the FY2017 budget as presented.

#### Capital Campaign, Steve Borgeson (SBO)

Many pledge payments coming in at year end, down to \$178K to collect vs. roughly \$390K at our last meeting. There are only seven more pledges outstanding. Steve will look to resurrect the campaign steering committee and think about the case for additional fundraising. He expects that some donors will look to the Town to add funds too.

#### Personnel Subcommittee, EJ for Chris Cooney (CC)

Personnel Board meetings & classification review ongoing, FY2017 COLA discussed as part of budget, EJ salary request everyone on board.

#### Community Relations, Jennifer Searle (JS)

JS is looking at developing the next press release to communicate next steps for the project. MM & JS are working with the Dover Library Trustees to examine what lessons we can learn from their recently launched "facelift" project.

#### Technology Subcommittee, Bruce Eckman (BE)

BE has expanded the committee with three recruits that have tech experience and have kids in the school system. The committee has completed eight post-construction interviews of librarians to collect data on what we can learn from their experience. The plan is to share these findings with the LBC.

The committee is also planning to re-visit the Boston Public Library post-renovation to examine and learn about what worked and what didn't. The Cambridge Library also had a recent renovation and could be another learning opportunity.

They are looking to set up a teen advisory board to help with technology as well as ways to develop stronger ties with the school librarians. There is a new social media course @ Dover-Sherborn High School; we could potentially loop in that teacher to help with the Library Project.

Library Director's Report:

Nothing additional to cover, items covered in meeting already.

Unfinished Business

None

New Business

We believe that the Trustee vacancy will be filled at a joint meeting with the BOS on 12/22/15. There are several folks who have expressed an interest in the position including former trustee Marie Owen. Kristina Almy, a former Friend's of the Library member with a design background, PR interest and web design skills has expressed interest as has Chris Decker at least for interim period, sort of a trial period. CC and MM were voted to form a Trustee Subcommittee to focus on filling the vacancy.

The Trustees adjourned at 9:46 PM

Next meeting scheduled for January 19, 2016, Town Hall

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the Library Trustees Meeting held on November 17, 2015
3. Memorandum from Beacon Architectural Associates for various roof and sprinkler options dated December 14, 2015
4. Draft conceptual project budget from DTI
5. FY2017 Library Budget Request