

Minutes
Sherborn Library Board of Trustees
December 20, 2016

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Stacey Brandon, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch
Also present: Steve Borgeson, Barbara Kantorski, Sharon McPherson, Heather Peck, Mary Wolff

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:30 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on November 15, 2016 were reviewed and approved unanimously. The minutes of the special Trustees' meeting held on December 5, 2016 were also reviewed and approved unanimously. MM noted that Hank Rauch (HR) will be stepping back from taking minutes after this meeting and she is looking for a volunteer to assume this role.

MM provided an update from the Advisory Committee meeting held on November 30. She noted that it was a helpful meeting that provided a good level setting on where the Town is and various challenges and opportunities that are coming up.

Friends of the Library Report: Elizabeth Johnston (EJ) for Abby Fiske

Annual appeal is going well so far. Winterfest is coming up on January 22 at the Sherborn Community Center (SCC) great hall. During construction the Friends will hold their meetings at the Unitarian church.

Subcommittee Reports

Capital Campaign: Steve Borgeson (SBO)

Steve notes that the "Finishing Touches Campaign" is getting organized to re-launch in January. The Weezie Foundation made a gift of \$50,000 for the landscaping fund to kick off the campaign. This phase of the campaign will focus on areas that need bolstering to keep the Library at A+ level like landscaping and technology, and on replenishing the endowment to support a larger facility into the future. Out of \$3.8 million raised so far all but \$50,000 has been collected and this last payment is expected shortly after construction begins.

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

The LBC met last Thursday to go through follow up work with the architects on finishes. CK provided an update on a few open bids including tile selection (\$129,000, which was \$54,000 over budget), which will be a charge back to our contractor Five Star. The excess to budget will come from one of our contingency accounts. No bids for the elevator were received, so Five Star is working to find a vendor.

The Town is doing a final review of the contract, but in the interim a notice to proceed has gone out to them. Work is expected to start January 3, 2017. Four bids were received for abatement, with the low bid of \$21,300. This work will commence on the 3rd.

The LBC has made a recommendation for enhancements to Nora's Treehouse and for the inglenook areas. The rough estimate of the incremental cost is \$50,000 for extra millwork, upgraded lighting, furnishing upgrades, plus overhead and design fees. CK showed some drawings of the proposed upgrades for these areas. The LBC will continue to engage with our architects on these enhancements. These items are not in the budget at this point and could be part of the Finishing Touches Campaign

Community Relations: Kristiina Almy (KA)

Lots of information about the project commencement and move to the Sherborn Community Center (SCC) has been distributed widely. A bookmark and flyer with this information have been created to pass out at the library and post to various community web sites. Hometown Weekly is in process on another update story on the move. A town-wide mailing with this info is scheduled for January 6th plus another round of local paper updates to keep people informed. BAA just sent out a press release announcing the contract award to Five Star. Kid art coordinated effort the past two months with Pine Hill which will be displayed at SCC when we open there next month. A “Shovel in the ground” moment and other announcements are planned for January as well.

KAs update sparked a discussion about potential road closures during construction and in response CK provided commentary about project staging and the need for security coordination with Fire and Police.

Finance: Jim Murphy (JM)

Capital budget request:

An official request for the full-roof repair has been submitted for \$190,750. The Trustees have been scheduled to meet with the Selectmen on January 5th to ask for their support for this. Stacey Brandon (SB) and Mary Wolff (MW) already had a brief meeting with Capital Budget on this. JM noted the need to make sure to give history to support the ask, which is well documented in the Capital Budget Request document circulated to Trustees in advance of our meeting tonight. There is a good possibility that the rebates on the project could cover a significant portion of this add-on item. Finance Director Sharon McPherson (SM) suggested that the roughly \$77,000 net ask be a free cash request and not require a borrowing override. There was a spirited conversation about how to most effectively structure the ask for this money in terms of getting Town approval.

Operating budget update:

JM started this item by noting that there have been no real staffing increases since 1971. He then walked through a proposed budget for FY2018 and made a key point about how the added staffing costs will be for only half a year as the expanded library will open January 2018. JM noted a number of details of the proposed budget and the oddities of half a year with construction and half year open. The proposed Saltonstall operating fund subsidy is \$41,856, roughly doubling the current annual allocation from the endowment. This would be done on a rolling basis to smooth out the giving level over time. There was some discussion about risks on a number of budget items being too low for the new facility including electricity, fuel and building maintenance. The building will be LEED certified and that should help offset some of the costs of a larger building.

With regards to a couple of specific budget items related to the web site upgrade, SB discussed the incremental ask. \$300/month basic maintenance plan, \$50/month for hosting. This has been done in house currently, but time for an upgrade to go with new facility. It will be a secure site which we do not have now. Away from personnel, this is the only area with an incremental ask over FY2017.

The Trustees voted unanimously to authorize Library Director Elizabeth Johnston (EJ) to submit the proposed budget as reviewed and approved by the Trustees. As part of this process, the Trustees voted unanimously to increase the subsidy to the Town from the endowment to a 3.5% distribution rate calculated on a rolling 12 quarter basis. The Trustees also voted unanimously to authorize SB to take the necessary steps to seek support from the Personnel Board (PB) for the increased staffing levels in the proposed budget, and which are necessary to properly and safely support the expanded facility.

SM then distributed a copy of a project cost tracking spreadsheet which she has created to support strong oversight and an audit trail for the project. This will be provided to the auditor on a regular basis to keep them appraised as well. Town Treasurer Heather Peck then provided a spreadsheet to reconcile interest

earned on the state grant amounts as required by the Massachusetts Board of Library Commissioners (MBLC) grant requirements. She will ensure that all of these funds will remain segregated to MMDT account on a go forward basis.

The second installment of the MBLC grant will likely be distributed to us in the next few weeks once the contract is completed and construction commences, with the third grant payment likely in August 2017 based on achieving certain construction milestones. We will spend down grant eligible items first, then spend from the private donations and finally from Town borrowing to minimize the interest burden and required borrowings.

Personnel Subcommittee: SB

SB attended a Personnel Board (PB) meeting last week to provide another update on our upcoming staffing ask. She explained how the staffing works and that much of the time the facility is staffed by just two people, one of whom is a student aide. We expect use to ramp with the expanded facility and an increase in staffing is long overdue. Volunteer availability is down as well, which also supports the need for increased staff. SB also let them know about the number of hours we need to be open to meet MBLC hour requirements. One of the added positions is for a half time technical services person to help support the increased volumes from inter-library loans. SB indicates that there was a good back and forth with the PB on a number of questions they had about this proposal, which is helpful in terms of being prepared to make a strong case. The Building Attendant was a hot button topic and there were questions about the second Children's Librarian. She will attend the next PB meeting on January 13 at 8:30 AM. They want to see job descriptions and rationale for the new positions. EJ & SB will collaborate to prepare these.

Library Director's Report: EJ

William B Meyer hired for the move. EJ provided analysis to select them, which Town Administrator David Williams approved. The movers started work this week.

EJ discussed the need to disassemble the Pease Saltonstall rare book cabinet and how we can use the endowment to cover this work.

We discussed the insurance coverage for the Library's assets during storage and how to allocate that to the three locations where items will be stored.

The Library closed after Saturday and EJ notes that we hope to reopen on January 9th, but subject to unanticipated roadblocks. Books will be available to pick up or drop off Wednesday nights during the next few weeks until we are able to transition operations to the SCC.

A program to purchase cleaning items from Norfolk prison program was discussed for when the Library reopens in a year or so.

Unfinished Business:

SB indicates that the first meeting of the web design team is set in early January.

MM is working to coordinate a ceremonial ground-breaking in early January

New Business:

None.

Upcoming meetings:

Library Building Committee, January 9, 2017

Library Trustees, January 17, 2017 at 7:30 P.M. at Sherborn Town Hall

The Trustees adjourned at 9:19 P.M.

Respectfully Submitted,

Hank Rauch

Recording Secretary

Materials Distributed at the Meeting:

1. Agenda for December 20, 2016
2. Minutes of the Library Trustees Meeting held on November 15, 2016
3. Minutes of the Library Trustees Meeting held on December 5, 2016
4. Proposed FY2018 Budget as of December 19, 2016
5. FY2017 Budget Status Report as of December 20, 2016
6. Library Project Cost Tracking Report as of December 20, 2016
7. Interest earned reconciliation spreadsheet as of December 20, 2016