

Minutes
Sherborn Library Board of Trustees
February 12, 2014

Present: Library Director Elizabeth Johnston, Chairwoman Stacey Brandon, Christine Cooney, Mary Moore, Jim Murphy, Hank Rauch

Also present: Steve Borgeson

Note

Due to scheduling conflicts the week of February 18th (regular meeting date), the Trustees scheduled this meeting on Wednesday, February 12th ahead of a 7:15 P.M. meeting with the Town Advisory Board.

Call to Order

The meeting was called to order by Chairwoman Brandon at 6:30 P.M.

Vote

The minutes of the Library Board of Trustees meeting on January 30, 2014 were approved unanimously.

Subcommittee Reports

Finance Subcommittee:

Jim quickly and thoroughly reviewed the key points for discussion with Advisory at the meeting scheduled for later this evening. Library share of Town budget (% of total) is down and quite small. Elizabeth and the Trustees have kept tight control on the budget to the benefit of the Town, but there are some needs that will arise with the project (additional staff for example) that they should prepare for. We have data from 11 comparable towns that supports the Library's efficient budget and can be used to support additional funding over time to remain competitive. As well, the Library Endowment continues to provide support for various needs like the recent investment in preserving the Beech Tree.

There was a discussion about the numbers for the Capital Project and what Advisory should know at this point in terms of the expected Town funding. Roughly speaking we have an \$8 million project, \$3.6 million of state funding (MBLC Grant), \$3.8 million of expected private funding (\$300,000 of which will likely go into endowment) and a \$1 million ask from the Town.

Town Caucus:

Stacey provided an update on the one open Trustee spot. A candidate has been identified and approached about becoming a Trustee. Stacey will be at the Caucus to present each of the Trustees' nominees. As a reminder the Town Caucus will be held at the Sherborn Town House at 8:00 P.M. on February 27, 2014.

Unfinished Business:

Jim spoke about the need to be persistent with the Town with regard to developing a Memorandum of Understanding with the Town. He noted that though the Town & Town Administrator appear to be receptive to our proposal, they have been slow to respond. Jim recommends that we send another letter and set up a meeting after the Town Meeting to keep pushing forward. The goal is to create a best practices protocol that could be used throughout the Town to answer questions about which Town entity is responsible for various areas/issues associated with maintaining the Municipal Campus (among other areas that we would like to delineate).

Jim also provided a follow up comment from the Town Auditors on their review of our disbursements process. They asked that a set of initials be provided so that they can track/audit who approved the disbursement. This is in addition to the two step/person review process that we agreed to establish at the January Trustees meeting.

New Business:

On the topic of delineating budget responsibility (Town vs. Library) Elizabeth indicated that she will look to test out where things stand by submitting a recent elevator and fire inspection invoice to the Town for payment. Since this is a mandated and contractual expenditure it is appropriate for the funding to come from the Town building budget.

Next Meeting:

The next meeting of the Library Board of Trustees will be held at the Town Hall on Thursday, March 18, 2014 at 7:30 P.M.

The Trustees adjourned at 6:55 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:
None