

Minutes
Sherborn Library Board of Trustees
February 24, 2015

Present: Library Director Elizabeth Johnston, Chairwoman Stacey Brandon, Christine Cooney, Chris Kenney, Mary Moore, Jim Murphy, Sarah O'Connell, Hank Rauch, Jennifer Searle
Also present: Steve Borgeson, Barbara Kantorski

Call to Order

The meeting was called to order by Chairwoman Brandon (SB) at 7:34 P.M.

The minutes of the Trustees' meeting held on January 20, 2015 were voted and approved unanimously.

Community Center Foundation Meeting, Monday February 23

Elizabeth (EJ), Chris Kenney (CK) and SB attended, looking for alternate space during construction. The goal was to meet with them to start the dialogue of looking for alternate space for the Library during construction. The CCF members asked a lot of good questions, expressed some concerns about parking, appeared to be receptive as a way to provide community service, and had some concerns about their ability to host other events if the library was using their facility. We are looking for 5,000 square feet of space. The Trustees discussed some pluses and minuses of the facility that will need to be considered. Other potential locations were discussed by the Trustees including Pilgrim Church's old Rocking Horse Nursery School space. ADA compliance is a concern with many options.

Town Caucus, Thursday March 5

Jennifer Searle (JS) and CK will be in attendance to nominate the trustees who are standing for re-election.

Campaign for the Sherborn Library

Capital Campaign Budget Update, Steve Borgeson (SBO)

Roughly \$4,000 of gifts in memory of David Sortor and Virginia Connelly have come in for the library project. SBO and JS will provide an update to Rosemary Sortor on the donors. Ann Connelly (daughter) would also like a list of donors. Virginia was a library trustee and lifelong lover of books who was excited about the project.

Nominating Committee Update, SB

So far one person has stepped forward, Roger Demler. Looking to get Libby Yon to step forward as well. EJ will circulate a list of engineers in town who might be a possible fit. The "job description" is posted on the town and library web sites. Mary Moore (MM) asked if we could communicate it out more broadly, and CK noted that we are also looking for people with financial skills, there will be financial as well as construction related decisions to make.

Advocacy for the vote, MM

MM handed out a pair of drawings that show some outdoor views of the project. They really provide great added perspective on it. She also handed out an updated timeline for the project including: key dates, plans for a mailing, banner for the 16/27 split, public forum Q&A. The trustees discussed a PR statement that would be used to promote a yes vote for the project. The Trustees voted unanimously to approve the PR statement as adjusted.

The order of the Annual Town Meeting votes should be available by March 21, hopeful that we will be earlier so that a high turnout will not be an issue. It would be helpful to know the order well in advance so that we can plan ahead, especially for child care.

Finance Subcommittee:

Jim Murphy (JM) described the process for voting a sum from the endowment to the library operating budget. In recent years the Trustees have voted to increase the amount from the endowment to match to the budget increase for the Town. For example, if the Town number increases by 1.5% then the endowment contribution to the Library budget would go up by a similar amount. JM will bring the official vote to our next meeting on March 17.

House Subcommittee:

Chris Kenney (CK) informed the Trustees that with all of the snow there had been some foundation leaking. Ed Wagner has been notified, but has not responded as of yet. A fan has been running to try to keep the basement as dry as possible. There could be an insurance claim. CK is concerned that any rain could pose a problem if the snow does not get removed. Could the Town CM&D use their equipment to clear the snow away from the building?

There has also been an issue with a buildup of ice around some exterior lights. An electrician was hired to disconnect them temporarily to protect until the snow is gone. Creates a safety issue because it is dim, many lights on the walkway and stairs are still buried. There is a desire to fix the issues before they become a larger, more costly problem.

The Trustees discussed concerns about getting service from the Town to help alleviate these issues and going forward with a new building to take care of. SB would like to have another conversation with Dave Williams, she is concerned about why the Library often does not get any response when there is a legitimate physical plant need. This is an opportunity to build some better habits around taking care of the building. EJ noted that there is a concern because there is no one reaching out to check on the facility to make sure everything is OK. The Library needs a facilities manager type person and a shared services model that works. JM discussed a level capital budget process to build a maintenance schedule to take care of routine maintenance over time similar to how the schools have budgeted their capital needs.

Personnel Subcommittee:

Christine Cooney (CC) provided an update on what she and EJ have been contemplating for a pending staff retirement. They plan to get on the Personnel Committee agenda soon. Staff member will be leaving April 17, but could be on budget a few weeks beyond that earning out accrued vacation time. Looking to shift from a 25 hour spot to a 30 hour spot. Concerned that personnel committee could push back and try to get rid of the benefits for this position. CC has also been researching comp jobs at other libraries that have a technology component that could serve as a model post-project once we are ready to hire a position like this.

Also, based on her research, it appears that a couple of senior level staff at the Library are overdue for a wage adjustment to keep up with wage increases for comparable positions in other Town departments. This is an important item for our next budget cycle.

Friends of the Library:

EJ provided a Friends' update from Addie who was unable to make the meeting tonight. Highlights include: Trivia night March 21; collected \$16K so far from the Friends' annual fundraising campaign; they will have an audit of their books as was discussed at the last Trustees meeting.

Library Director's Report:

- FY2016 budget issue on COLA increase remains unresolved between a 1.5% or 2% increase
- Budget reconciliation that was mentioned previously from FY11-14 has not yet been resolved, but with a new Town Accountant it will hopefully be corrected soon
- MakerBot 3D demo with Jeffrey Kennan scheduled for March 14 @ 3:00 P.M. to promote the new Maker Space
- Elizabeth provided information on a program in March "Sherborn Shares One Book". The book is Marcelo in the Real World by local author Francisco Stork.
- Other March programs of note include a talk by Wendy Johnston, "Life Lessons Learned on the Pacific Crest Trail and a "Hunger Games Basic Survival Course for teens.
- EJ submitted the 2014 Library Annual Report to the Town on February 3.

Unfinished Business:

A draft of the Warrant Article for the Library Project, which had been circulated ahead of the meeting, was discussed by the Trustees. The Trustees were also reminded that the Advisory Committee Public Hearing(s) on the FY2016 Budget will be held Saturday March 21 and if necessary Monday March 23 at Town Hall.

New Business:

The Trustees had a further discussion on the need for some Town support for the Library to deal with the snow and water issues, and on long-term development of a plan for routine maintenance and support. SB will reach out to Dave Williams on these topics.

Next Meeting:

Tuesday, March 17 @ 7:30 P.M., Town Hall

The Trustees adjourned at 9:10 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the Library Trustees Meeting held on January 20, 2015
3. Draft Statement Supporting the Project from the Trustees
4. Communications Plan & Timeline for Project Vote
5. Artist Renderings of Exterior Views of the Project
6. Draft Warrant Article
7. Library Director's Report