

Minutes
Sherborn Library Board of Trustees
January 17, 2017

Present: Library Director Elizabeth Johnston, Kristiina Almy, Stacey Brandon, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle
Also present: Abby Fiske, Mary Wolff

Call to Order:

The meeting was called to order by Jennifer Searle (JS) at 7:30 P.M, who explained Chairwoman Mary Moore was unable to attend and had asked JS to preside over the meeting. Congratulations were offered to Library Director Johnston (EJ) for successfully moving the staff and re-opening the library to the Sherborn Community Center (SCC) on January 9th.

Voting of Minutes:

The minutes of the Trustees' meeting held on December 20, 2016 were reviewed and approved unanimously.

Vote to Appoint Recording Secretary

Brian Connolly (BC) was approved to be the Recording Secretary for 2017, succeeding Hank Rauch (HR), who was thanked for his service.

Friends of Library Report: Abby Fiske (AF)

The annual appeal has gone well, with a significant number of donations received in December and early January, bringing the total amount to above \$24,000. A Cultural Council Grant of \$350 has also been received. Winterfest will be held January 22 at the Sherborn Community Center (SCC) Great Hall, which will also give attendees to see the Library's new location in the SCC ground floor. In addition, a February 4 welcome event has been scheduled in the SCC Great Hall. Looking ahead, the annual fair in May will be held on the Town's West Campus, an alternative site while the Library is under construction.

Subcommittee Reports:

Library Capital Campaign: JS

It was noted that the Subcommittee is readying to re-launch the second phase of the capital campaign.

Finance Subcommittee: Jim Murphy (JM)

The second payment from the Massachusetts Board of Library Commissioners has been received, with the third payment scheduled to be received in July. These payments help reduce the Town's borrowing costs during the Library construction period.

A December 31, 2016 snapshot of the Sherborn Library Endowment Fund balances were reviewed, showing \$3,116,337 in balances, an increase from the \$2,868,415 at June 30, 2016, resulting from \$175,921 in deposits and \$2,523 in expenses.

A spotlight of the Dowse Memorial Fund was also presented, describing the Fund's establishment and purpose, current balances and the amount expended in FY 2016. Future considerations for the Trustees are:

1. What amount of the Fund should be put toward the costs of the Library renovation.

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2. Will the Library be able to continue its practice of making an annual subsidy towards the Library's operating expenses?

The Trustees met with the Board of Selectmen on January 5 to ask for their support for the official request of \$190,750 for the full roof replacement that had been submitted in December. A discussion ensued and the Board of Selectmen advised that the spending would need to be supported by a Warrant Article. The next step is to meet with the Town's Advisory Committee at one of their upcoming meetings in January.

The Trustees discussed what additional facts and information would be needed to better inform the Advisory Committee and the Board of Selectmen about the merits of making the full roof replacement while the overall construction project was being conducted.

House Subcommittee: Chris Kenney (CK)
Library Building Committee (LBC) updates:

Construction on site will begin the week of January 23, following which access to the site will be very limited. There will be weekly meetings on site with representatives from key groups involved in the project. The construction site utilization has been discussed with the Town's Police, Fire and Town Administrator departments, with the only comment coming from the Police department to make sure there was appropriate signage.

BAA has come back with a request for a \$27,000 fee increase to follow through on the design enhancement for the interior space. This would help fund two planning sessions. The architects have already shown a second round of drawings. The LBC is looking to review and either approve or reject the request by their February 6 meeting.

Kristiina Almay (KA) described the LBC's Interior Committee feedback on the project is that it agrees with the basic design elements, discussed and agreed on the furnishings and expects to see how it meets construction guidelines by mid-February.

Other budget areas for clarification include technology, furniture, fixtures and equipment and signage.

The Trustees discussed defining what are capital expenditures vs. what are operating expenses and what were the appropriate funding sources, including the roof cost replacement analysis. Also noted was the LEED grant funding typically comes about one year after construction is completed and the building is LEED certified.

Community Relations Committee: JS and Kristiina Almy (KA)

There has been lots of coverage in the local newspapers about the Library's move. A post card with Library move "FAQs" was sent to all Sherborn residents in December. The Library coordinated with Pine Hill School and had students create decorations that are now displayed in the Library's new space in the SCC, adding a personal touch to the facility.

The Trustees discussed periodically taking videos and photographs of the construction project to document progress and share with the community.

Personnel Subcommittee: Stacey Brandon (SB)

SB reported that draft job descriptions of the proposed new positions have been created and will be shared with the Town's Personnel Board.

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Library Director's Report: EJ

Following the move to the SCC, fines for currently overdue books are going to be waived, because there is no overnight book drop at the new location. It was discussed whether overdue book fines should be waived during the duration of the construction project, however the consensus was that would eliminate a revenue source that's needed to help achieve the annual operating budget. The Library staff will continue to communicate to patrons that there is no overnight book drop and the SCC location.

It was noted that in its new location, the Library is currently paying about 67% of the SCCs operating expenses. A comment was made that by moving to the new space, calendar year 2017 operating expenses will be very different from the previous years' facility expenses and those changes should not be considered as an ongoing trend when planning and managing current and future budgets.

Unfinished Business:

SB reported that Clearpeak Interactive has begun the rewriting of the Library web site upgrade.

A ceremonial ground-breaking date was discussed and January 28th was recommended, with February 4th as a backup date.

New Business:

None

Upcoming Meetings:

Library Building Committee, February 6, 2017, Police Station

Library Trustees, February 21, 2017 at the Sherborn Town Hall

The Trustees adjourned at 8:58 P.M.

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held December 20, 2016
3. Updated FY2017 Budget Status Report
4. Sherborn Library Endowment Fund Balances