

Minutes
Sherborn Library Board of Trustees
January 19, 2016

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Stacey Brandon, Christine Cooney, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle, Bruce Eckman, Kristiina Almy
Also present: Steve Borgeson, Abby Fiske, Barbara Kantorski

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' meetings held on November 2, 2015, December 15, 2015 and January 7, 2016 were reviewed and approved unanimously. With regard to the meeting held on November 2, Bruce Eckman (BE) commented that he noted the discussion about the potential for a flat roof for part of the project, and indicated that he has heard concerns about them and would like to see very careful consideration given potential problems.

MM welcomed new Trustee, Kristiina Almy and the Trustees went around the table and introduced themselves.

Friends of the Library Report: Abby Fiske (AF)

Annual appeal has raised roughly \$18,200 so far; continue to focus on raising funds for the teen tech lab. Stacey Brandon (SB) asked if we have a sense of how many households give to the Friends these days. The Friends are still working on little library idea; Sue Tyler to build for them, should be ready for spring 2016. This coming weekend Winterfest event moved up to 1:00 P.M. start to accommodate the Patriots playoff game at 3:00 P.M. Trivia night fund raiser scheduled for April 9. Arts and crafts fair prep is ongoing, will still be Mother's Day weekend this year.

Subcommittee Reports

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC), update meeting was held on January 11th, budget update was communicated. Roof discussion with update provided by John Sayre-Scibona, roof alternative can be priced in and added opportunistically if finances permit. BE made a presentation to the LBC on lessons learned from other library projects with a list of recommendations added to the meeting minutes and to be addressed by the LBC. Need for a technology consultant was noted, but financing will be an open question. It is important to build technology corridors and conduits into the design so need this consultant sooner than later. Henry Fontaine, the Sherborn Building Inspector was introduced to the LBC, OPM and architects. Project schedule updated, with substantial completion expected August 25, 2017. The need for a LEED consultant was noted. The next LBC meeting is on 2/29.

OPM agreement was reviewed by town counsel and is complete. The agreement with BAA was sent to Town Counsel on 1/4, liquidated damages concerns need to be reviewed. There have been some delays in turning docs around since the Town's outside counsel moved to a new firm.

MM provided a progress update on using the Sherborn Community Center Town House during construction. A detailed document showing analysis of the likely cost was distributed and discussed. In particular the potential to recover budgeted utility costs for relocation expenses was noted as an item for further investigation. There was also a comment about the ability to find municipal or private storage options to save costs, and the need to work through janitorial coverage issue as well. The Trustees also discussed various options on the timing for the relocation move and insurance coverage considerations for using this space.

Under the House discussion, SB noted that the idea of a universal or shared services program for Town facilities was discussed at a BoS meeting on Saturday. This ties into ongoing discussions that the Trustees have been having with the Town for a number of years and the need to take care of an updated and much larger library facility in 18 months.

Finance Subcommittee: Jim Murphy (JM)

Budget review meeting has been pushed out, he does not expect any issues and it should go through no problems. JM handed out a snapshot Library Endowment report which the Trustees reviewed. The Trustees discussed how we have been husbanding the endowment for many years and are well positioned for the project.

Capital Campaign: Steve Borgeson (SBO)

Gifts and pledges exceed \$3.8 million, with only 3 pledges remaining to be paid. SBO has been thinking about phase II of the capital campaign, he is looking for guidance on how much more money the Trustees think we need to raise. He will look into if there are funds still remaining with the Friends for consulting services from the last campaign. SBO asked about the appetite for raising funds now vs. fundraising closer to the start of construction. The Trustees noted that this is a good topic for March or April Trustees meeting to discuss various fundraising options. CK indicated that we should have a new project cost estimate by 2/29, which should help solidify the money questions.

Personnel Subcommittee: Chris Cooney (CC)

Personnel board agreed to the requested salary increase for Elizabeth (EJ). It was a good conversation with unanimous support for the increase. Their only request was an updated job description. Also need to update and renew her contract, which has been rolling over on an evergreen basis for 25 years. MM has received a couple of town contracts for non-union employees for guidance on the contract and CC has found some resources on this topic from other libraries that could be helpful.

Community Relations: Jennifer Searle (JS)

Have had a conversation with a Dover Library Trustee (Judy Schultze) on things we can learn from their project. JS and MM learned about some key decisions that they made regarding furniture, flooring and technology to upgrade the project and that serve important objectives of the project. There will be an article this week in the local papers on our new trustee and an updated timeline for the project.

Technology Subcommittee: Bruce Eckman

BE provided an overview of the process that the Technology Subcommittee (TS) has been pursuing to make sure we have a good plan for technology in the new facility. Key to this process has been researching other library projects and learning from them, their successes and failures, and what we can adapt too our situation. Key is to coordinate with the architects on the plan design ahead of time. Boston Public Library has some innovative touches to make the children's area very welcoming to kids, a fun and educational setting. Storage is a key concern, important to make sure you have space for storing items that make for a flexible space. Lots of design features with a lot of flexibility, family bathrooms, various doors for various settings not all the same. Teens should have their own space away from others. Need to be sensitive to need for quiet, but also need for some more social spaces. A key topic that came up; how to integrate food into the setting and manage furnishings to be more stain resistant. A lot of the younger community will be bringing their own technology. Need to build in maximum flexibility for technology change. Need for teen advisory board 8th grade through 10th grade. The TS has been using townspeople with tech experience who have young children to help inform the process as well.

Community room considerations; what is the best any to do presentations, smart TVs, LED screens over projectors. Will need to keep our media up to date, everything is going electronic. We will want

seamless internet coverage throughout the facility. A key question that has come up; how to incorporate the latest interactive technology for controlling the facility, bringing science, health, education and other tools to the facility. Amplification and processing technology to help hearing and other impairments be a part of the activities, an expanded disability support capability is important.

BE commented that construction is a stressful process. We need to be prepared and do advance planning so these technology needs can be incorporated into the process. Should we bring in a consultant at some point to review the plans to make sure we are not missing something related to architecture and also someone who has technology knowledge to help us make good investments and avoid mistakes? Need to clarify the technology budget for the project and have a consultant who can help us evaluate if the budget can meet the needs we think we will have. The Trustees discussed the importance of bringing in some outside support to provide assistance in taking all of the ideas from the TS to incorporate them into the space elements and flexibility. EJ and the TS will do some research on finding a consultant that specializes in this area and bring back a recommendation to the Trustees including a proposed budget for this service.

Library Director's Report: Elizabeth Johnston

Advisory review meeting for the Library's budget submission for FY2017 is likely February 3. There is a meeting on January 25 with an MBLC consultant to review where we are with the project; it is their first chance to look at how things are going since the grant was released in July 2015.

New Business

Town Caucus appears to be scheduled for March 3, want to get this on everyone's radar as an upcoming key date.

February meeting date moved to the 9th due to school vacation week for our regular date of 16th.

The Trustees discussed the best way to communicate the revised project budget more broadly to the town. How to control the conversation and provide better information about what has occurred and how we plan to address the issue. Tell the story of the Library, how the endowment was created and exists to support the transformation of the library over time, and how other donors have stepped forward today to add to this legacy and create the next generation library for the Sherborn community. Action plan is to write the script and put together the story, then broadcast and distribute the story on local TV as well as incorporating into an upcoming newsletter. There is an opportunity to weave this narrative into the next wave of fundraising, it is a positive story to tell.

Unfinished Business

None

The Trustees adjourned at 9:30 PM

Next meeting scheduled for February 9, 2016, Town Hall

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the joint meeting of the Sherborn Library Trustees and Sherborn Library Building Committee held on November 2, 2015
3. Minutes of the Library Trustees Meeting held on December 15, 2015
4. Minutes of the Library Trustees Meeting held on January 7, 2016
5. Notes and cost estimate from meeting with Sherborn Community Center
6. Sherborn Library Endowment fund balances snapshot report as of December 31, 2015