

Minutes
Sherborn Library Board of Trustees
January 30, 2014

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

Call to Order

The meeting was called to order by Chairwoman Brandon at 7:35 P.M.

The minutes of the Library Board of Trustees meeting on November 19, 2013 were voted on and approved unanimously.

Subcommittee Reports

Finance Subcommittee:

Jim Murphy handed out an email conversation from the Town's auditors recommending that we adopt a procedure whereby two people will review and reconcile the capital campaign records and bank statements on a quarterly basis. The Trustees accepted Jim's recommendation to adopt the auditor's recommendation and voted to approve a two person review process. The recommendation was a direct result of the significant jump in activity levels for the endowment as the capital campaign has been quite active this past year. Jim also notes that we are working out some kinks on the use of PayPal for donations, and that the process continues to improve and reconcile over time.

After the Capital Campaign and Community Relations updates we circled back to Jim and Elizabeth for a discussion of the FY2015 budget, which was submitted on December 20th. The proposed budget follows the proposed guidelines from Advisory and reflects commentary from the Trustees at our November meeting. For example, Minuteman costs are now separated and highlighted in the budget to make the Town aware of this new expense, and staff increases of 1% are aligned with Town guidelines (1.4% budget increase overall). Elizabeth noted that Chris Cooney has done some research to help support the need for additional staffing with the project (at least one ½ time equivalent) as the Library's current staffing levels are already low vs. comparable towns. After discussion, the Trustees voted unanimously to approve the FY2015 budget as submitted (this vote was delayed by the cancelation of two previously scheduled Trustees meetings that were canceled due to snow.)

Capital Campaign Steering Committee:

Steve Borgeson provided a brief update on the campaign. Gifts and pledges total \$3.728 million, with approximately \$2.2 million collected to date. We are up to 119 donors and \$52,000 from the fall mailing, an average of roughly \$450 per gift (range: \$25-\$5,000). The committee is evaluating a targeted mailing in a few weeks aimed at those who attended the fall kick-off event but that have not yet made a pledge.

Community Relations Committee:

Mary Moore indicated that the next newsletter is on track for early March, with Kate Potter likely as the friend of the Library profile. She also mentioned a Lego model of the Library that had been built by Eric Graage and agreed to send a picture of it to the Trustees while she evaluates options to showcase and protect it for display at the Library. Stacey noted that we will plan to have a couple of project forums in March and April to continue to get the word out and answer questions.

House Subcommittee:

Chris Kenney indicates that Hartney Greymont performed the large beech tree maintenance work just ahead of the cold weather in late November. An HVAC issue associated with the renovation of the Library bathrooms that was impeding heat distribution was fixed and necessary repair work was performed on the exterior pillar lights. Chris noted that we will evaluate alternatives for repairing these lights in the future since the cost was fairly steep to upgrade to halogen lights, especially since these lights will likely be replaced as part of the major renovation project.

Unfinished Business:

Jim and Elizabeth provided an update on the process and history with regard to our ongoing efforts to create a Memorandum of Understanding with the Town. Jim notes that we are trying to bring this to a conclusion and make sure that there are no gaps between what is proposed in the FY2015 Library budget and the services that we expect the Town to provide for in other areas of the budget. We will need to continue to be diligent on this issue and hopefully it will help when we need to go forward with supplemental and/or reserve spending requests going forward.

Jim and Elizabeth also provided some commentary and updates around the MBLC updates to 605 CMR 6.00 relating to funding for the proposed Library project. In terms of the eventual vote for the project, voters will not see specific amounts on the ballot so the changes to timing of payments will not be visible. As well, Jim notes that it is worth remembering that our ask from the Town has declined considerably to \$1 million from \$2.5 million previously. Elizabeth indicates that the regulation has not officially changed to a five year payment schedule, but that it is coming with the next bond bill. We continue to work with Rep. David Linsky to understand why the funding program is being adjusted and how we can encourage the next round of grants to be released. Stacey and Elizabeth met with Rep. Linsky on December 9th and are scheduled to meet with him again at the State House on February 5th.

Library Director's Report and Operating Budget Status Report:

Elizabeth reported that the Library FY2014 budget is on track so far. We should receive more money in state aid as we serve more patrons outside of Sherborn now that we are part of the Minuteman system. A supplemental budget request is likely (\$3,170) related to computer upgrades to Windows 7 and Office Suite since XP would not be supported after April 2014. There will be a Minuteman software update in April 2014. Elizabeth noted the Book Sizzle program (prepublication book alerts) launched in January and has been well received. She also pointed out that Donna Bryant had submitted a grant application with the National Endowment for the Humanities for a BIG READ program. Among the latest batch of eight MBLC grant winners, Acushnet and Belmont are not proceeding with their projects. Out of building electronic access to Town Hall accounting and budget files is in process (limited to in building access only currently).

New Business:

- Elizabeth and Stacey will attend a state level Annual Library Legislative Breakfast on January 31st at the Westwood Public Library
- The Trustees discussed the draft annual report for the Library, which Elizabeth had circulated prior to the meeting. It is a very thorough report and reflects well on a busy year with much accomplished. The Trustees thanked Elizabeth for such a well written report.
- The Library will present its proposed FY2015 budget to Advisory on February 12th @ 7:15PM. The Trustees agreed to hold a brief meeting (starting at 6:30 PM) ahead of the meeting with Advisory given conflicts with our next regularly scheduled meeting on February 18th.
- Elizabeth notified the Trustees that after communicating with Town Administrator David Williams on the topic of holiday hours and snow day procedures, she has determined that the Library (as a public institution with a different set of objectives than many other Town departments) can set its own hours of operation independent of any adjustments that other Town offices/facilities might make.

- The Trustees held a discussion regarding various proposals for a new egress to Sawin Street that would link to the Library and Town campus in light of the recent closure of the police station access road that connects to Sawin Street (one way only now due to safety concerns). There was general agreement that we would like to avoid project creep and generally were not in favor of the proposal due to safety concerns. Jim will take the Trustees feedback to the Municipal Campus Task Force as they deliberate how to address this new concern.
- Stacey noted that as we think about the future she would like the Trustees to evaluate if nine Trustees are enough and whether or not there should be more officers (not just Chairperson and Secretary). She sees a need for succession planning (vice chair) at a minimum.
- Stacey also provided a reminder that the Town Caucus is Thursday, February 27th at 8:00 PM at the Sherborn Community Center. The Library could have a Trustee vacancy to fill and it would be great to have a potential nominee lined up ahead of time.

Next Meeting:

The next meeting of the Library Board of Trustees will be held at the Town Hall on Wednesday, February 12, 2014 at 6:30 P.M.

The Trustees adjourned at 9:18 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Email from Melanson Heath & Company re: audit recommendation from review of the Library's FY2013 Endowment Report
2. Endowment Fund Balances Update @ December 31, 2013
3. Sherborn Library 2013 Annual Report (to the Town)
4. FY2015 Library Budget (submitted to Town)
5. FY2014 Budget Status Report
6. Library Director's Report