

**Joint Meeting
Sherborn Library Board of Trustees & Library Building Committee
June 16, 2015**

Present: Library Director Elizabeth Johnston, Chairwoman Stacey Brandon, Christine Cooney, Bruce Eckman, Chris Kenney, Mary Moore, Jim Murphy, Sarah O'Connell, Hank Rauch, Jennifer Searle
Library Building Committee: Mark Brown, Roger Demler, James Kolb, Richard Littlefield, Alexis Madison, Adam Page, Libby Yon
Also present: Steve Borgeson, Abby Fiske, Carole Marple

Call to Order

The meeting was called to order by Chairwoman Brandon (SB) at 6:50pm

SB introduced members-elect of the Library Building Committee (LBC); those present (see above) were sworn in by Carole Marple, Town Clerk. (*Library Building Committee Member-elect Heather Willis was not able to attend the meeting and plans to be sworn in separately.*)

Introductions and Organization

Following administration of the Oath of Office and a LBC roll call, SB provided members of the LBC with a summary overview of the library expansion and renovation project to date, highlighting the first needs assessment completed in 2008, the MBLC construction grant process and ultimate award of \$3.6 million grant, the success of the Campaign for the Sherborn Library, an expectation that the first disbursement from the MBLC grant will take place in July and Sherborn's approval of the project at both Town Meeting in April and the polls in May.

Background Materials

Chris Kenney (CK) reviewed with the newly appointed LBC the materials distributed by Library Director Elizabeth Johnston (EJ) prior to the meeting, which included background documents relating to the project as well as additional relevant material. CK described the process by which the Owner's Project Manager (OPM) and Design Services firm must be selected and reviewed, and the overall project timeline. Discussion followed.

LBC Adjourned

Library Trustees Regular Business Meeting

Call to Order:

The meeting was called to order by Chairwoman Brandon at 7:50 P.M.

Nomination of Officers for FY2016

Chair - Mary Moore (MM)

Vice Chair - Jennifer Searle (JS)

Secretary - Hank Rauch (HR)

SB is stepping down from the role of Chairperson after seven years. This reflects a desire to take a break at a natural transition point for the project and in order to support the next Chair while she still has one more year on her current term. It is good governance to have different people in leadership roles that transition over time and do not get stuck with one person for too long. A Vice Chairperson role was also recommended to bring additional support to the Chair and facilitate Trustee business. The slate of officers for FY2016 was unanimously approved.

The minutes of the Trustees' meeting held on May 12, 2015 were voted and approved unanimously.

Campaign for the Sherborn Library

Capital Campaign Budget Update, Steve Borgeson (SBO)

Updated numbers: Total gifts at \$3,789,000 plus \$14,000 from a donor advised fund that will be paid but that cannot be officially counted brings the total over the \$3.8 million target. Other fundraising opportunities still to go after once we get closer to project groundbreaking and completion including technology, furniture and endowment.

Finance Subcommittee:

Jim Murphy (JM) indicated that FY2015 endowment subsidies were recently paid to the town, \$4,240 Dowse Memorial Fund and \$20,376 Saltonstall Operating Fund. Our financial advisor, Ted Webster, will be presenting an update on the endowment at the July Trustees meeting.

House Subcommittee:

CK provided an update on some repairs required due to storm damage from the past winter. Granite post repair is in process, we have Town permission to use a spare on the grounds, \$1900 + \$3500 total cost, will be covered under insurance. The slate steps leading up to the Library need some attention ahead of the project due to significant damage as they have become a trip hazard. Cost is \$2,500. A discussion around the trip hazard prompted the Trustees to agree to put up some caution signs. Interior masonry and cleaning of the building entryway for a cost of \$395 was necessary to get us through one more year to the project, coming out of the maintenance fund.

The Trustees also discussed who would collaborate with LBC for OPM. SB, EJ, CK, JM were selected; Dave Williams likely on it as well by his position as Town Administrator.

Personnel Subcommittee:

Christine Cooney (CC) noted that the open Technical Services spot was filled by Cindy Hinckley. The position will stay at 25 hours. Technology Librarian position is still open for the future, something that will need more discernment as we head into the project. The now vacant Assistant Librarian spot (16 hours per week) will be left open for now and hire in the fall. For the summer, high school students and others will cover those hours.

CC also indicates that she received job descriptions from Diane Moores for 10 positions, but there seem to be some missing; will use this data for comp salary analysis as we evaluate pay going forward.

Friends of the Library:

Abby Fiske (AF) provided the update and joined us as the Friends new President. She has been with the Friends for the past four years. They just had their final meeting of the current year, adding an Immediate Past President role and dropping the Vice President role which was not being used as intended anyhow.

Library Director's Report:

EJ noted that for FY 2015 the Library will be spending up the budget; natural gas overage will be offset with underspend on electric and phone, personnel is within \$700 surplus even with vacation payout for the retiring technical services librarian. All other items in the Library Director's Report are incorporated by reference in the Materials Distributed at the Meeting.

New & Unfinished Business:

JM mentioned the TED talk on architecture that MM had sent around. Would be great to keep up the level of communication on the project that we have done so far so people know exactly what to expect

with the project along the way. MM also commented on it, noting that people tend to see what they want to see, default to what they are comfortable with. It will be important to remain open minded and curious as we move forward to design and construction. Technology will need to be a very key consideration.

Bruce Eckman (BE) took a moment to acknowledge SB's tremendous contribution over seven years. Applause was unanimous.

Next Meeting:

Tuesday, July 21 @ 7:30 P.M., Town Hall

The Trustees adjourned at 8:42 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the Library Trustees Meeting held on May 12, 2015
3. Library Director's Report