

**Minutes**  
**Sherborn Library Board of Trustees**  
**March 17, 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  
Also present: Steve Borgeson, Barbara Kantorski, Addie Weiss

Call to Order

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

A special thanks to Christine Cooney (CC) for bringing Irish soda bread and hot tea to celebrate St. Patrick's Day.

The minutes of the Trustees' meeting held on February 24, 2015 were voted and approved unanimously with one adjustment.

Bruce Eckman (BE), Chris Kenney (CK) and Hank Rauch (HR) were all successfully nominated for the upcoming Town elections in May at the Town Caucus on March 5<sup>th</sup>.

Campaign for the Sherborn Library

Nominating Committee Update, Sarah O'Connell (SO)

Four applicants so far all with solid credentials; Adam Page, Roger Demler, Mark Brown and Richard Littlefield. Michael Schumacher has also expressed some interest but is concerned about the time commitment.

SB will reach out to Libby Yon to see if she might step forward. She has also reached out to Melanie Flanagan, and SOC will follow up with her as well.

The Trustees discussed next steps for filling out the building committee and the nominating committee will provide a status update at the next Trustees meeting.

Capital Campaign Budget Update, Steve Borgeson (SBO)

Not much to report. Thirty-one gifts for a total of almost \$4,800 for the in memory of gifts that were discussed at the February Trustees meeting.

Advocacy for the vote, Mary Moore (MM)

MM met with David Linsky recently and reminded him about the project and the upcoming vote at Annual Town Meeting (ATM). She asked for his support.

Statement from the Trustees. MM checked in with Carole Marple on rules about sending out an email and was directed to check in with Jason Tate, Director of Communications for OCPF on what is and is not OK. Can send to public emails only. Jim Murphy (JM) provided some perspective on potential issues around a mailing and risks for a 501(c)3, would need to use bulk mail to send. We have private money to pay for things so that public funds would not be used for any of this to avoid a conflict. MM will follow through on OCPF approval and work with SOC on final wording.

Advisory Committee (AC) meeting coming up this Saturday. SB has been researching and thinking about how to use our five minutes to present the project to the AC. MM and SB will work to put something together to present and hand out to folks who attend the meeting. Putting up a couple of renderings would also help promote the cause and really sell the project.

#### Finance Subcommittee:

JM presented the annual amounts that the Trustees traditionally vote from the endowment to support the Library's annual operating budget. The amounts to be transferred to the FY2016 budget: Dowse Memorial Fund in the amount of \$4,240 and Saltonstall Operating Fund in the amount of \$20,680. A motion was made and seconded to approve such amounts, receiving unanimous approval.

#### House Subcommittee:

CK informed the Trustees that the basement water intrusion from the winter storms was reviewed by an insurance claims adjuster and will be cleaned up in the near future by their service provider Servicemaster.

Sky light damaged by winter storms. It was inspected and there are no safety issues or concerns about the glass falling. He is looking into a fix from the inside on a temporary basis. Roof tiles were also damaged by snow and ice. Adjuster will come back and review for our claim. As well, a post, light bollards and globe were damaged by snow plow. It will need to be replaced. He is checking with George Fiske of the Town Beautification Committee to find out if any extras are available that may remain from the installation of posts around Town Hall.

Community Center appears interested in housing the Library during construction. CK will look to put together a schedule of what we will need, timing, logistics, etc... Structural load will need to be evaluated as well as historical registry limitations.

#### Personnel Subcommittee:

CC indicates that the Personnel Board (PB) will be meeting on Friday and she will attend. The Council on Aging is advocating for a bump in pay for their staff beyond the annual COLA increase. PB appears not to be supportive and it will be interesting to see how it goes.

#### Technology Subcommittee:

BE noted that EJ has been working with the Boston Public Library and local historical society to digitize key historic documents for the Library for long term preservation.

MakerBot demonstration had a low turnout. Many suggestions to improve turnout were offered by the Trustees, and they will look for better ways to get the word out. Pairing a demo with other events at the Library would help to create a captive audience. They will reach out to other youth groups in town to promote use too.

#### Friends of the Library:

Addie Weiss provided an update. Trivia Night coming up on Saturday, all proceeds go to the Friends. Audit update; went to accountant in Holliston and the review indicated that the records were well kept and everything is in order. A full audit would be intrusive and probably not necessary. Leah Yerre will be the Treasurer going forward. The Friends will hire an accountant to do their taxes to make it easier to recruit folks to the role in the future.

#### Library Director's Report:

The Library Director's Report is incorporated by reference in the Materials Distributed at the Meeting.

#### Unfinished Business:

We are #10 on the Annual Town Meeting (ATM) warrant for the project. ATM is April 28 @ 7:00 P.M.

Advisory Committee ATM warrant review is March 21 starts at 8:45 AM

JM will be at this meeting and will inquire about some articles that could involve the Library either directly or tangentially. One key item is the parking study for a project that could be done on the adjacent

vacant parcel. Our project does not contemplate using any space on the vacant parcel. While complementary parking possibilities exist, the Trustees would like to avoid project creep and do not have capacity to take on other projects as part of our building program given its significant complexity and tight schedule.

New Business:

EJ is looking to hire some support from a professional engineer as we look into relocating to another space during construction, hopefully the Community Center. An architect/project planner would help to lay out and effectively use the relocation space. This may need to happen after the vote but ahead of having project funds available from the MBLC grant.

Next Meeting:

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

The Trustees adjourned at 8:53 P.M.

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the Library Trustees Meeting held on February 24, 2015
3. Communications Plan & Timeline for Project Vote
4. Library Director's Report