

**Minutes**  
**Sherborn Library Board of Trustees**  
**May 20, 2014**

Present: Library Director Elizabeth Johnston, Chairwoman Stacey Brandon, Christine Cooney, Bruce Eckman, Chris Kenney, Mary Moore, Jim Murphy, Hank Rauch, Jennifer Searle

Also present: Steve Borgeson, Alex Morrill

Call to Order

The meeting was called to order by Chairwoman Brandon at 7:32 P.M.

Welcome new trustee, Jennifer Searle

The minutes of the Trustees meeting held on April 15, 2014 were voted and approved unanimously

Officers for fiscal 2015 & subcommittee members

Stacey made a motion to accept the slate of officers and committees for 2014-2015 (as adjusted ) that Elizabeth had sent ahead of the meeting. There was a discussion on where Jennifer could slot in on various committees (being new to the Trustees) and it was agreed that she should continue on with her capital campaign role and join the technology subcommittee. Elizabeth will adjust the subcommittee report and send it out by email.

Finance Subcommittee:

Jim and Jennifer met to verify capital campaign records in the past month. Everything lined up and they will continue to review quarterly.

Landscape budget? Jim noted that endowment fund exists to care for the grounds. The fund balance as of 6/30/13 was \$68,752. \$3,545 spent YTD mostly on beech tree. Typically would spend 3% annually, and we are in that range. Jim recommends that we consciously think about the 3% target and approve expenditures as they come up accordingly. Once the building is completed, we can examine what is the annual amount needed to cover landscaping costs and whether or not these funds can support the amount.

Capital Campaign Steering Committee:

A mailing to 50-60 folks in town will be sent in the next week to try to spur final giving to raise \$40k and reach \$3.8mm target by June 30. Once we have the grant release from the state, can turn attention to drumming up vote support and then maybe raise more funds down the line for an endowment once we start construction. Budget for the state has passed the house and has moved to the senate, has passed Bonding, Capital Expenditures committee and moved to Ways and Means for approval. Once approved there the bill will go for full vote of State Senate shortly. Looking very likely that the funds will be approved in the next two months then the process moves to the MBLC for approval/release.

Community Relations Committee:

Mary handed out community relations and PR outreach calendar for 05/2014 to 09/2015, which also included a list of past communications from 2011 to 04/2014. This is a working document to stay on task with being in front of the town on communications. Debated June public forum vs September for next one, decided to go with September, including a technology topic.

### House Subcommittee:

Chris Kenney reports that another beech tree limb broke and needed to be cleaned up. Hartney Greymont (HG) found a canker in the base of the tree that needs to be treated twice per year, total cost of \$950.

Mary noted that HG told her that end of life stage for the tree may be beginning. Need comprehensive care management plan to keep it healthy. Chris Cooney noted that we need something to keep folks away from the tree. Chris Kenney suggests something similar to what they use at the public garden in Boston. HG may donate a keep off sign similar to ones they use at Arnold Arboretum. Elizabeth will reach out on sources for roping or chain for this purpose.

Painting that was discussed at the last Trustees meeting will come out of the operating budget, do not need a special request to pay for it. \$1250

Elizabeth is looking into using the wood from the downed limb to make pens and/or other items that a woodworker would turn. Clock, pencil holder, plates, etc... Elizabeth brought a sample pen from the woodworker as one idea we could use both for gifts and as a potential fundraiser. Woodcraft in Walpole. Also could be used for projects in the children's room. CM&D moved the wood to their depot and stored under a tarp currently. HG worker created a couple of benches already, chainsaw artist. Stacey suggests we take some time and think about how to use the wood. Maybe Xmas ornaments. Looking to incorporate the Friends to help support whatever decision is made. Bruce notes that we should find a better place for the wood to protect it.

### Personnel Subcommittee:

Chris Cooney has composed a Technology Librarian job description based upon descriptions from other libraries, incorporating technology ideas from that committee. Elizabeth worked it into town format for job proposal. Creating a new position to replace technical services post with a more technology oriented job. Chris handed out this job description. Pending retirement of staff person April 2015, could line up well with looking for this new spot. May need to consider raising the hours, but already includes benefits so hopefully will not be a hot button issue with Town Personnel Committee.

Stacey brought up the half person in the plan for the addition. Would be to help in the children's room. Could change somewhat as the plan evolves, should we ask for full time? New children's area will have a circulation desk and need staffing for that. Conversation about incorporating technology and tween and teen skill set for the new position while the Children's Librarian is more focused on younger children, preschool and elementary.

### Technology Subcommittee:

Bruce discussed trip to Boston Public Library (BPL), generous with their time and ideas, they are in the process of renovating their space to modernize it. Broke areas up, early literacy area, sensory exploration area, story time area, tween space (computer programming), teen space (maker lab, 3D printing), hang out lounge area (geek out space) inviting area. Ideal to have librarian with tech skills that would be good with youth. Another topic was software/tech design in the new space. Design person that focuses on technology for institutions. Reaching out to Museum of Fine Arts, Boston Children's Museum, other organizations for resources on this topic. Need to be aware of ADA compliance throughout.

Keep some funds to the side to have follow on funds for technology changes and upgrades. Process will be ongoing. Jim talked about how this can become part of the financing narrative on how we will set aside funds so we can evolve. Steve indicated that perhaps funds could go into endowments to support long term technology investments. BPL was able to document how library use increased with investment by looking at Cambridge library use patterns from their own project. Technology will enable staff to move out from behind the desk and interact with patrons. Need to see how things evolve and provide adequate resources and staffing over time.

Bruce is now working on trimming back the technology PowerPoint presentation to narrow it down into a document for use with the Town that could be posted to the website. Tool to explain the key technology aspects of the project and library operations longer term. A topic that will make the project exciting and tangible to the community and promote buy in.

#### Friends of the Library:

Alex Morrill provided a summary of what they did for the fiscal year. Focus on improving visibility in the community vs. raising funds given ongoing focus on capital campaign fundraising. Makeover of annual appeal, including new logo and color palate. Focus on what friends funding supports as opposed to other resources for the library.

Incorporated the Newcomers Club, hosted 4 newcomers events to uphold mission of the club and link it through to the library. Play groups have been tougher to organize, but they will keep working on this next year.

Big tent website, central clearing house for information sharing by various civic groups in town. Needs more work but going ok.

Successful guest reader series. "Who are the people in your neighborhood". Trivia night was a successful event, but was more costly to run and net proceeds were roughly the same YOY at \$2,900.

Arts and crafts fair; facelift to the program with improved children's section, live concert, live animal show, more publicity. Again results were down YOY, with some tough weather to start and due to higher costs, but still net was below expectations.

Alex also reviewed upcoming summer concert series, and a scholarship for Sara Forward in recognition of her volunteer work at the library.

Friends have 18 members, four leadership roles will be changing out, Addie Weiss will be next Friends President. Many of their new leaders will be joining from link to newcomers programs, which has been a helpful relationship.

Stacey read a nice thank you for Alex since this is her last one as Friends President, noting many, many accomplishments and her extra year of service. Elizabeth and Stacey presented her with a gift.

#### Library Director's Report

See referenced report handed out by Elizabeth.

#### Unfinished Business:

Stacey discussed a recent meeting with David Williams. (Elizabeth, Jim, Mary & Stacey attended). Gave him an update on the project, funding, timeline, FAQs. Then discussed development of a Building Committee, Trustees would select members and he agreed to that. Need people with professional talents and capacity to manage the project to protect our interests. Also brought up the topic of building relationship with the Town along the lines of the memorandum of understanding we produced last year that didn't really move forward at that time. He (or a designee) will be the procurement officer for the project. Stacey also asked the Trustees to think about people in town who would be good for the project Building Committee.

Should we call a special town meeting to vote the project? Town may have a special town meeting in the fall to set things up so that we can move from 3 to 5 selectmen. Timing requires an earlier meeting to have 5 candidates on the ballot next spring. We will have 6 months to accept grant from MBLC and could be forced to take the vote at this meeting if grant has been released. Should be prepared and ready to go as this presents an opportunity to have our own space. Jim commented that we need to have a plan A and plan B on vote process to give us flexibility to move forward if the opportunity presents. Need to start working with the Town counsel, etc. to have the correct wording for any vote as well as other contingency plans.

Bruce asked how moving from 3 to 5 selectmen could change the project. Jim indicated that it could change how the question is formatted on the ballot, or they could refuse to put it on the ballot. Mary suggested that we sketch out the scenarios before our next meeting. Elizabeth has reached out to the building consultant from the MBLC trying to determine the potential timing on release of funds. Could help with language on the warrant articles. Jim reminds us to be proactive and push things forward, Mary does as well, need to be prepared. Might be attractive to have our own space with one other item on the agenda as opposed to more competition at a regular town meeting. Would allow us to move the project forward earlier, perhaps as much as 7 months.

Chris asked if the selectmen have the right to appoint or would we ask them to cede that power to David and he would then turn it over to us. David will bring the topic to the selectmen and look to get their approval for him to have that role.

Elizabeth continues to work on long range plan. Hank provided his thoughts to her on the document, which she has incorporated. She is looking for more ideas/feedback from other trustees.

New Business:

None

Next Meeting:

June 17, 2014 @ 7:30 P.M. at Town Hall

The Trustees adjourned at 9:25 P.M.

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Communications and PR Outreach Calendar (as of 5/20/2014)
3. Technology Librarian Job Description – Draft
4. Friends of the Library Annual Summary Report
5. Library Building Committee – Draft Job Description & Responsibilities
6. Library Director's Report