

**Minutes**  
**Sherborn Library Board of Trustees**  
**November 15, 2016**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Stacey Brandon, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle  
Also present: Abby Fiske

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:33 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on October 18, 2016 were reviewed and approved unanimously.

Friends of the Library Report: Abby Fiske

Friends giving event at Silverwood Farm was successful, 92 people attended. Strong auction, better than prior years, close to \$5K raised. Annual appeal goes out the week after Thanksgiving, will have a new format. Newcomer's cocktail meet up for new families in town at The Heritage this Thursday night. Accepted the grant for the website, put together some notes that Arianna will bring to the website committee meeting Friday.

Subcommittee Reports

Capital Campaign: Stacey Brandon (SB)

Couple of pledge payments received recently, one for \$25K, another for \$100K, these are ongoing payments for multi-year gifts. Next meeting will be early next year to get things going once the project is post-groundbreaking. This phase of the campaign will be for specific items to fill the gaps. The Trustees had a conversation about timing issues and working to avoid confusion with the Friends annual appeal.

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

DTI reviewed filed sub bids from 11/9 at the LBC meeting last night. Overage to the estimate is small at \$24K. GC bids still pending, they will be received 11/22. A good number of bids were received for most sub bid items. Tile came in at over 2x estimate and will be rebid, resilient flooring was held out to be bid later once there is adequate input from the interiors committee. No bids were received for the elevator so it will need to be rebid and part of the GC package. Overall this is a good start to the bid process.

General contractor bids will be opened at 1:00 P.M. at Town Hall on November 22.

Permit approvals were granted from the Planning Board on November 1 and the Historic Commission on October 28. The Selectmen approved funds for an auditor for the project duration and a line item for builders risk insurance of \$25K. This is very supportive of keeping the project on budget.

The Trustees had a conversation about scheduling a special meeting to vote on the recommendation from the LBC, this is scheduled for December 5 at 6:45 P.M.

Move and Relocation: Elizabeth Johnston (EJ)

CM&D has offered some space for storage during construction, but it may not be enough space for everything. Need to review the list of items to retain and those to expel ahead of the project.

Shoring work at the Sherborn Community Center (SCC) has been completed and will be inspected by the engineer soon to validate that it is correct. EJ has walked the electrical contractor through the set up needed at SCC and he will send a bid. Also working with various movers to get a bid for moving and storage, but also looking at Eagle Leasing containers to save some money. EJ is looking into restoring some old pieces from the Dowse Memorial Library to keep for the new facility. She is in process on estimates for this, likely \$3,200-\$3,500/table, smaller items are \$300-\$600 range.

Have received two invoices from the SCC for rental and for piano move costs. Need to continue to have a dialogue with the SCC leadership to make sure we are on the same page with transition costs and set up of the space. No official date yet for the move to the SCC Town House.

Community Relations: Jennifer Searle (JS)

FAQs updated and distributed to key folks around town, posted at the front of the library too. Press coverage in local papers ongoing to keep folks up to date as things continue to move forward. Art project at Pine Hill to work with Children's Librarian Cheryl Ouellette and Laurie Ryan.

They have created a draft of an informational postcard to be sent around town once dates are final and a bookmark to hand out at the front desk with info as we get close to moving out and project launch.

Finance: Jim Murphy (JM)

FY 2018 budget developments. Need to talk about staffing, ongoing maintenance, partial year issues for transition and how to continue to move forward with operating cost subsidy.

Staffing discussion; three identified needs. Would like to add two full time equivalents; a technology librarian with benefits, more senior assistant positions and a building attendant with some evening and weekend hour overlaps.

The partial year issue is an outgrowth of timing of project completion.

The Trustees discussed the current operating subsidy from the endowment to the Town budget and how we might proceed going forward.

The Trustees had a fruitful discussion about staffing needs and budgeting strategies for the expanded space. It appears that we may need three Full Time Equivalent positions to fully support the expanded space including a facility manager on site. JM and EJ will continue to work on a budget proposal based on the Trustees conversation, which will be reviewed at our next meeting.

Personnel Subcommittee: SB

SB attended a Personnel Board meeting and made a pitch for having a Facility Manager for the Town and in particular for the Library. She shared a draft Library Building Attendant job description with them and Town Administrator Dave Williams.

Technology Committee: Bruce Eckman (BE)

The Youth Advisory group has had an ongoing series of meetings. They would like to extend hours for the library during mid-terms for study time. Perhaps have a Saturday morning breakfast club for collaborative learning. Looking to connect the web site to a blog that would be created by youth on items of current interest like movies, YouTube videos and the like. Looking to get invested into the community through the Library, one example would be helping out with Winterfest perhaps. Youth would like to weigh in on features for the new web site.

Library Director's Report: EJ

EJ distributed and reviewed her report. In particular the Trustees discussed the results from the organizational capacity assessment tool that have come in so far to support the long range planning for the library.

Unfinished Business

Website Upgrade, SB

Friends have accepted the grant. Contract is signed with web designer with first payment in process. The website working group is meeting this Friday to start working on the redesign. The group is looking for input on web site ideas that we would like to see.

Upcoming meetings:

Sherborn Traffic Safety Committee, 11/17/2016

New Business

Capacity Assessment Exercise:

EJ and others are looking for ways to expand the use of this tool and the output from it to support long-range plans for the library.

Groundbreaking planning:

A representative from the MBLC would like to be on site for a ceremonial groundbreaking.

The Trustees adjourned at 9:23 P.M.

The Trustees' have scheduled a special meeting to vote on the expected LBC contractor recommendation on December 5 at 6:45 P.M.

The next regular Trustees' meeting is scheduled for December 20 at 7:30 P.M. at Sherborn Town Hall

Respectfully Submitted,

Hank Rauch

Recording Secretary

Materials Distributed at the Meeting:

1. Agenda for November 15, 2016
2. Minutes of the Library Trustees Meeting held on October 18, 2016
3. Final Sub Bid Summary; Estimate vs. Actual as of November 14, 2016
4. Draft FY2018 Budget Projection Report as of November 15, 2016
5. Library Director's Report as of November 15, 2016