

**Minutes**  
**Sherborn Library Board of Trustees**  
**October 18, 2016**

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

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:30 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on September 20, 2016 were reviewed and approved unanimously. The minutes of the special Trustees' meeting held on October 3, 2016 were also reviewed and approved unanimously.

Friends of the Library Report:

Friends giving fundraiser upcoming on November 5 @ Silverwood Farm. Recently received a grant from the Sherborn Arts Council for \$350 for a Winterfest performer. Winterfest will occur at the Sherborn Community Center (SCC) this year due to Library construction, it is from 1-3 PM on Sunday, January 22, 2017. Playground meet up with welcome committee this past Saturday. Adult newcomers meeting mid-November. Annual appeal will go out after Thanksgiving. Working on the spring Fair location, should be able to use the west campus of the Town campus area, and this may prove to be a good long term location too. Just booked a sled dog event with Northern Exposure sled dog from NH, March 18, 2017, with time and location TBD. This event has been very popular in the past.

Subcommittee Reports

Capital Campaign: Steve Borgeson (SBO)

Preliminary meeting coming up to discuss garden space for the project and how to incorporate it into the upcoming campaign ask. MM will look to send an update to the large foundation donors with support from SBO and Jennifer Searle (JS).

House Subcommittee: Chris Kenney (CK)

CK provided an update from the Library Building Committee (LBC). Project itinerary has been updated as of 10/4/2016, a copy of the revised schedule was provided to the Trustees ahead of the meeting. CK noted key upcoming milestones. We will need to have another special meeting of the Trustees to approve the LBC recommendation for a contractor once all of the bids are reviewed (expected week of November 28). CK noted that the construction market remains busy but hopeful that there will be a number of good bids.

There was further discussion of finish items (furnishings, flooring, wall finishes) and the decision was made to hold them out of the bid package so that we have time to fully vet these items. The delay will not impact the timing of the overall project.

CK noted a correction from the last meeting, indicating that all of the windows will be replaced for the project and not just some of them.

Move and relocation; bids for shoring of the SCC were received and accepted so that work can commence. Building Inspector has been approached and approved the work to shore up the building as proposed. Now it is just a matter of executing on the plan. MM and Libby Yon will meet with the SCC board next week and see if we can get some financial support since this came in over budget due to worse than expected conditions that exist at the site.

Move Prep, EJ

We have uncovered a number of "finds" as EJ and the staff have been reviewing the entire library collection to weed out surplus items before moving to the SCC. EJ showed off five rare books and magazines that were found as they have been going through the stacks. They will develop a new sub collection of rare books.

Met with Minuteman and have reviewed how to flag our collection once it is in storage. How to manage being part of the network and make sure we have a good selection of books locally.

Move to SCC likely the last week of November and discussed with ideal conditions to reopen to the public there the first week of December. MM noted that LBC member Libby Yon has been a great support on the move.

Community Relations: JS

Sent out email to all town leaders a few weeks ago with a project progress update. Meeting next Friday with various stakeholders to go through an update and get input on how to manage accordingly.

Kristiina Almy (KA) and JS looking to collaborate with Pine Hill preschool kids to get them interested to follow an art project that will transition from the library to the SCC space.

JS asked an open question about whether or not we should have a set of guidelines for how to use the new space, especially around the circulation desk area in the new space to keep it organized and clean. This will be a help to staff in dealing with asks around community advertising at the Library.

New signage will be coordinated by KA and JS to direct folks where to go while the library is closed. Should be able to use "scrim space" to hang a banner and keep folks informed.

Stacey Brandon (SB) asked about having a "grand opening" event to advertise temporary location shortly after the move to the SCC.

Finance: Jim Murphy (JM)

JM provided an update snapshot report for the endowment and walked the Trustees through it in detail. \$100K per month was sold and transitioned over three months to the project sub account. The Endowment had a gain of \$13K over the course of fiscal 2016. Still have \$194K to be collected from the capital campaign, so that will help close some of the gap remaining to be funded for the project. JM is looking through the various sub accounts to find additional sources of funds for capital items.

EJ led a discussion of how to track the project expenses, noting especially the need to charge the proper accounts for grant eligible and non-grant eligible items. Need to make sure the Town finance officers are on top of the project. The Trustees had a lengthy discussion on how to manage the process of processing and tracking the expenditures. LBC and contractors should be able to break down the grant eligible vs. non-eligible items. We will consider various options to manage this issue. Want to be on top of these items especially with next phase of capital campaign coming up quickly with heavy spending.

Personnel Subcommittee: SB

SB is still scheduled to attend the Personnel Board meeting tomorrow. EJ handed out a draft copy of a proposed building maintenance attendant for the library once the building project is complete, she is looking for comments on it to help with budget for FY2018. We will also likely be looking to add some additional staff post-project to manage a much larger space.

Library Director's Report: EJ

EJ handed out a benchmarking report vs. comparable/neighborhood libraries, which indicates that the gap to our peer group appears to be widening. We need to evaluate having the proper staffing and talent pool for our whole library 2.0 with the new facility. EJ presented a functional capacity survey tool for the Trustees to use to evaluate the entire library organization. Should also loop in the Friends, volunteers, heavy users and other interested parties to complete the evaluation to see how we are doing, direct energies toward areas with most potential for improvement and how to keep exploiting our strengths.

EJ also briefly reviewed the Library Directors report for this meeting.

Unfinished Business

We received the Middlesex Savings grant of \$20 K for the website upgrade. There was a kickoff meeting earlier this week and a working group set up; SB, JS, KA, Leah Yerre, Donna and EJ as needed. Check will be received Nov 4th. The next task is to hire a website designer to help us with the project. The grant was made to the Friends, who will manage the financial and progress tracking for this project. Hope to have the new website ready by June 2017. This will provide for a new "face" for the library in advance of the new building. SB asked us to look at various library websites and send in our likes and dislikes to help with our website design and content.

Upcoming Meetings:

Sherborn Community Center – October 25<sup>th</sup>

Historic District Commission - 10/26/16

Safety and Public Works – October 28<sup>th</sup>

Library Building Committee – November 14<sup>th</sup>

New Business

None

The Trustees adjourned at 9:14 P.M.

The next Trustees' meeting is scheduled for November 15, 7:30 P.M. at Sherborn Town Hall

Respectfully Submitted,

Hank Rauch

Recording Secretary

Materials Distributed at the Meeting:

1. Agenda for October 18, 2016
2. Minutes of the Library Trustees Meeting held on September 20, 2016
3. Minutes of the Library Trustees Meeting held on October 3, 2016
4. Sherborn Library Endowment Fund Balance Snapshot at September 30, 2016
5. Comparable libraries benchmarking report for FY2015
6. Library Director's Report as of October 18, 2016