

Minutes
Sherborn Library Board of Trustees
October 20, 2015

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Christine Cooney, Chris Kenney, Hank Rauch, Jennifer Searle

Also present: Steve Borgeson, Barbara Kantorski

Call to Order

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

Voting of Minutes

The minutes of the Trustees' meetings held on July 21, 2015 and September 15, 2015 were reviewed with two minor adjustments noted. The Trustees' voted and approved the adjusted minutes unanimously.

Chair's Report

MM reported that the first MBLC payment of approximately \$727,000 had been received and forwarded to the Town for deposit.

As well, we were able to move forward with an interim contract for the project OPM, which will cover work they need to do until the design firm is hired, at which point we can finalize a full contract.

The Trustees delivered the "Big Check" for over \$2.8 million of private funds to the Selectmen at their October 1 meeting. It was well received and good for publicity, with stories running in the local papers.

The Trustees discussed a request from Heather Peck related to how the Town could invest the \$2.8 million in terms of when these funds might be needed for the project. Library Director Elizabeth Johnston (EJ) will communicate to Irene and Heather that we do not expect to need these funds before August 2016.

Campaign for the Sherborn Library

Steve Borgeson (SBN) provided a brief update, noting that he and Jennifer Searle (JS) will need to follow up with reminder letters for the few donors that are still making payments. They plan to provide some updates on where the project stands to keep these donors current. MM suggested that there should be some discussion at an upcoming meeting around how the extra \$1 million raised that does not go directly to the Town should be invested until those funds are needed for items outside the scope of the MBLC grant. There was also a discussion about the need to renew the Donor Perfect software license, with JS offering to look into this to make sure it happens. MM suggested it was a good time to, once again, ensure the policies and procedures around how to care for the donor info, both in terms of privacy and to create a knowledge base for the future.

House Subcommittee:

Chris Kenney (CK) indicated that there are no updates or issues to report since the last Trustees' meeting, which is good news since he and EJ had been dealing with a number of repair issues since the tough winter weather we experienced earlier in the year.

Library Building Committee (LBC):

CK brought forward a proposal from the LBC. They recommend Beacon Architectural Associates (BAA) and Adams & Smith to be the design and architectural consultants for the project. The Trustees discussed the selection process and voted unanimously to approve the recommendation. Plan now is to move immediately forward to update the estimated cost, perform a structural analysis on the temporary use of the Community Center, and potentially to look at other recent library projects. The Trustees decided to table the idea of touring other libraries until after the LBC and Trustees have reviewed the existing plans

with the architects. The Trustees voted unanimously to approve the BAA proposal to use funds for a new cost estimate and Community Center structural analysis as outlined in the memorandum dated October 20, 2015.

CK noted that we should stay out of ongoing conversation related to the Community Center roof, which may need some repairs. The structural analysis will only focus on making sure the facility can handle our needs, it is suitably accessible and how long we might need it. MM noted that she has had some conversations with Community Center leadership and indicated our desire to have an agreement with them by the end of 2015.

Kudos to LBC, they are doing a great job keeping the project moving forward.

Personnel Subcommittee:

Christine Cooney (CC) noted that she attended a recent Personnel Board (PB) meeting. They are in the process of updating all info on personnel covered under their purview. Looking for updated job descriptions on all staff, many are outdated and very much in need of being updated. Next PB meeting is this Friday, they are looking for departments to provide a basis for their pay of various roles. The PB review timeline may not allow for any changes in the next fiscal year, but important to be prepared and keep things moving forward. Trustees agreed to stay close to the process and to get updates to Town for the Library staff to ensure they are paid fairly within the context of how other departments are compensated in Town. The Trustees had a good conversation about long term planning for personnel and how to be prepared for the future with an updated and expanded facility.

Community Relations:

JS pointed out that the recent articles in the local paper on the library check to the Town will be followed up this week with a town wide mass mailing of the latest campaign update letter. She has done the leg work to get the letter together and the Trustees expressed their thanks for her work on this.

Technology Subcommittee:

EJ provided a brief comment for Bruce Eckman (BE). He is looking for some folks in the community to join a tech committee as we get closer to construction. BE is also doing more research with other libraries to see what they have been doing from an IT perspective to keep our project up to date with best ideas.

Friends of the Library:

EJ provided a brief update for Abby Fiske (AF). The Friends have put together a calendar for activities over the next year. The welcoming efforts of the Friends included recently sending 44 welcome packets to new families in town. They have also worked on updating their budget and decided that fundraising this year would focus on the Teen Tech room, targeting \$30K raise.

Library Director's Report:

In addition to commenting on a few operational updates contained in her Director's Report, EJ took a few moments to talk about former Trustee Janet Petty who recently passed away. Several Trustees also shared personal comments about Janet and her husband who was also a Trustee before Janet.

Unfinished Business:

EJ asked about the potential Sanger Street closing, which was discussed as a test by the police to be ready for construction? It has not happened yet, MM will reach out to the Town to see if/when the test will occur. She will also ask about signage for this activity so people know where to park and still have access to the Library.

New Business:

It was noted that we need a process to update the Library website as the project progresses. JS offered to work with Donna Bryant to evaluate what is there now and make some suggestions about how to reorganize it. There is also a desire to create a website 2.0 for when the Library project is finished so that our technology is up to date along with the facility. Stacey Brandon has also offered to help with the website effort.

Next Meeting:

Tuesday, November 17 @ 7:30 P.M., Town Hall

The Trustees adjourned at 8:34 P.M.

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the Library Trustees Meeting held on July 21, 2015
3. Minutes of the Library Trustees Meeting held on September 15, 2015
4. Memorandum from Beacon Architectural Associates dated October 20, 2015
5. Library Director's Report