

**Minutes**  
**Sherborn Library Board of Trustees**  
**September 16, 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, Barbara Kantorsky, Erik Sirri, Rosemary Waltos, Addie Weiss

Call to Order

The meeting was called to order by Chairwoman Brandon at 7:33 P.M.

The minutes of the Trustees meeting held on June 17, 2014 were voted and approved unanimously

Rosemary Waltos, Building Consultant, MBLC

Stacey provided a recap of her email on the timeline for the project sent earlier in the summer. Rosemary has been invited to talk about how we might accelerate the process to move forward quickly once the grant is released. Stacey noted that our next big job is to get the Yes vote in May @ the Town Meeting.

Rosemary discussed how the MBLC grant process works once the grant is released and answered other Trustee questions. With regard to the status of MA construction funding she noted that the Bill has passed and signed by governor. \$150MM approved which Sherborn will be covered out of. There is a \$20MM cap per year and Sherborn should be part of second pool in the summer 2015.

Warrant article language discussion. Sample language can be provided by the MBLC. These are guidelines only and each town will write up their own language. Bruce asked about whether or not we need to include the full amount in the warrant article or just the Town amount. \$7MM full amount is large and don't want to scare folks given large amount coming from private and public funding sources.

Payment schedule, 20% released per year, first payment would be summer 2015. We have a Green grant as part of our application so a small amount of funds would be provided in year six due to timing delays to certify Green status. Silver level is 2.5% extra. Other LEED levels would pay slightly more or less. Payment releases are subject to meeting certain project milestones.

Jim asked about situations we can look at where the town got vote approvals before they had release of the grant. Rosemary indicated that this was a good position to secure funds before you get grant release, allows you to move forward quickly once payments start. We have six months from time of release from the MBLC to secure the vote, so can go back if necessary (unlikely) and have another vote. The recommendation was to bond for the full program so we don't have to worry about cash flows.

Rosemary then discussed planning/process details for the early phases of construction phase. Need to contract with MBLC, usually takes 4-6 weeks, then need to ask for money, takes 6-8 weeks. Then go out for OPM (owners project manager), next step is to retain architect (likely to go with same architect if possible), building committee will revisit design and make sure everything is still sufficient and make design changes if necessary. Library Specialist from MBLC will be with us along the way to have oversight on the project. Once a plan is finalized, then we will need to seek zoning approval and blessing from the town at large. Need to include key constituents along the way to make sure they go along with the final plan and provide approvals.

Next up design documents get finalized. Bid documents come from that. At this point you do not want to

make changes because it starts to cost money.

What if we go over budget? There is cushion in the numbers for cost escalation as well we can do value engineering to get the costs in line. Salisbury in-line with numbers, Framingham made numbers with some value adjustments, examples to show that the process works and shouldn't need to worry about going over. MBLC will want to make sure we spend the grant on eligible costs.

MBLC will have oversight of design and will review floor plan elements to make sure things make sense. They will be with us along the way to provide oversight. Major changes would not be permitted to any required items like the sprinkler system, large meeting room, etc. that were required to get the MBLC approval in the first place.

#### Campaign for the Sherborn Library - Vote Preparation

Discussion on whether or not to bond the whole amount. Jim noted that the protocol in Town for major capital projects is to do the whole amount and spell out the breakdown of where the funds are coming from. Vote would be for the full amount. Vote will not have numbers at the ballot.

#### Communication Plan:

October to April will be 100% focus on communication with residents to make sure they know everything about the project and are comfortable moving forward. Public forums, newsletters, public Q&A, answer people's questions. Craft the vote so people are comfortable voting in the affirmative.

#### Bonding plan:

Stacey and Elizabeth have met with the Town on appropriations process for capital budgeting. This is how they do all projects, as Jim said earlier. Jim walked through how the process of raising the Bond works, starting with a bond anticipation note and then going to the markets for a final bond offering. Just as an aside the Town has a AAA rating, should be easy to raise funds.

#### Building Committee:

Want on board after Town vote. Dave Williams to be municipal liaison. Get them rolling forward March 2015. Make sure we know who they are by January 2015. Probably need 7-8 people on the committee. Will need subcommittees for various areas of the project and will likely have extra people for these.

Temporary locations during construction. The Sherborn Town House appears willing to let us use their space. Will need to be out of the library by September 2016. Sometimes a missed item in the process.

Will need to vote in October to move forward with the vote. Notice of intent to move forward with a warrant article is due by early December.

Will come to the next trustees meeting with a draft communications plan. Next public forum will concentrate on likely timeline, technology committee presentation on future of libraries.

#### CC update from Steve Borgeson:

\$27K short of \$3.8MM goal, \$15K of commitments in process and Dudley Willis is looking for another \$15K pledge next week to get us there. Once fundraising is done, then full focus on the project and communicating about it. Look for opportunity to do some added fundraising once things heat up to help pay for things like landscaping, chair back opportunities (furniture), etc... Steve noted that Sally Willis niece, Deborah Pease, passed away in late August. She was a major donor to the project. Saltonstall, Willis, Pease family have been major donors to the library for a long time.

Acknowledgement letter to the major foundation donors will be sent soon to make sure they follow through on their commitments schedule.

Beech wood products, how can we use them as part of the campaign? Need to get back to the artist at some point or he will want to sell them. We could do a consignment at the fair with part of the funds going to the Library. Should we just buy outright and use them as gifts to key donors? Elizabeth will ask for some pricing indications on the items. We still have possession of the bulk of the tree limb; it is under a tarp and appears to be safe at this point.

### Subcommittee Reports

#### Finance Subcommittee:

Jim provided an Endowment update including handing out a snapshot report. In the prior fiscal year \$32K was provided for Minuteman, \$24K to the Town, and all other expenses \$16K (tree issues etc). He noted that the Willis Saltonstall funds for the campaign have been moved into the low risk account. There is \$2,210,000 in hand for the project in the account. Should grow by couple \$100K donations by end of 2014. Jim and Hank are planning to meet with BNY Mellon, Ted Webster in Boston on 10/7. Audit with Jim and Jennifer worked out again that they are doing every three months to balance trust and capital campaign numbers. Jim suggests that Trustees think about projects for the future to spend some of the account, it has grown a lot with good investment performance. Projects could include unanticipated needs post construction and technology ideas.

#### House Subcommittee:

Chris Kenney provided a review of the tree fencing and maintenance status. Chris thinks a full fence may not prevent folks from accessing the tree, but signs may be enough of a deterrent. Post and chain, very large circumference to include all of the limbs. Support for pilot programs from Jim, let's try something modest and see if it works. A more serious fence will attract the wrong kind of attention. Pilot a few signs, have samples from Hartney Greymont that could include some history, etc... Winter moth infestation found early summer. Conserve product is OK to use, so H-G will do the application to protect the tree. Need \$600 for latest program to maintain the tree. Vote to approve proposal for spraying and maintenance (plant health proposal) as recommended by the House Subcommittee and pay for it out of the landscaping fund.

Backflow preventer broken, Town has agreed to pay for this. Hot water heater failure this summer \$862 expense. AC issue in July, \$1242, freon leak required the fix, was paid out of fiscal 2014 funds. Carpets were cleaned in July, \$900 to do all three levels, fiscal 2015 budget. Landscaping question about who will take care of the landscaping around the Library, CM&D is responsible. Used to be done by the Town, but has not had attention this season. Stacey is working through Dave Williams to find out how this issue will be resolved. One issue is that the Town has outsourced mowing and weeding so other landscaping issues are not getting attention.

#### Technology Subcommittee:

Bruce Eckman discussed that Minuteman has a potential new program, required by Simon & Schuster, Buy It Now if the book you want is loaned out and you want to buy it. S&S will now provide eBooks if they are allowed to do this. Minuteman would make some money from this, but the Library would not. Money issue is small, but the issue of principal is whether or not it would open a Pandora's box of other commercial creep. Good discussion on the topic, would like to make sure patrons info will be protected to the extent possible.

Personnel Subcommittee:

Chris Cooney passed out review forms for Elizabeth, and asked that they be returned by the Trustees by the next meeting in October.

Friends of the Library:

Addie Weiss, the Friends' new President, provided an update. They had their first of the season meeting last week and a kick-off event occurred this past Friday at the Sherborn Inn. It was a first time event, fun and hopefully easy to replicate. She noted some accounting confusion at the end of last year in terms of thanking donors, and they are establishing a better auditing process going forward. Make sure mailbox is checked regularly and donor data gets to the right person and is recorded. Off to a good year, lots of new and exciting programming. Coordinate constant contact messages to go out once a month for various topics, kids events, adult events, etc..

Bruce asked if the Friends are getting enough info from the Trustees? Addie commented that we need to coordinate message going out from the Friends and the Trustees. Annual appeal, sell the Library as the living room of the community. Stacey commented that CC should be over and they should not have as much conflict in getting out their appeal.

Library Director's Report

Elizabeth distributed FY2014 final budget status report. \$420 surplus overall. She then distributed FY2015 budget status report. Appears on track so far. Finally, she handed out her Director's Report for September. Of note; staff performance evaluations are in process, the Summer Reading Program included adults and children and was a big hit, Elizabeth has registered for a Library Journal sponsored event at the Design Institute in Boston in December, the SoftWrite accounting program is very efficient and appreciated now that Elizabeth has direct access to the system and has been trained in its use.

New Business:

None

Next Meeting:

Tuesday, October 21, 7:30 P.M. At Town Hall

The Trustees adjourned at 9:46 P.M.

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Endowment Snapshot Report
3. FY2014 Final budget report
4. FY2015 YTD budget status report
5. Library Director's Report
6. Adult Programming Calendar, Fall-Winter 2014