

**Meeting of the Jones Library, Inc. and the Town Libraries' Board of Trustees**  
**April 27, 2022                      9:00 a.m.                      meeting conducted via Zoom webinar**

Members Present:        Austin Sarat, Farah Ameen, Lee Edwards, Alex Lefebvre, Tamson Ely, and Bob Pam  
Also Present:            Sharon Sharry, Lewis Mainzer, and members of the public and press (7 attendees)

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1. Meeting called to order at 9:00 a.m.
2. Changes/Additions to the Agenda
  - a. Move reports of Development and PPP after JLBC.
3. Approval of Minutes
  - a. **MOTION:** To approve the minutes of March 11, 2022. Approved as amended 6-0.
  - b. **MOTION:** To approve the minutes of March 16, 2022. Approved as amended 6-0.
4. Public Comment: None
5. President's Report – folded into Library Building Committee report
6. Committee Reports/Questions for Committees
  - a. *Library Building Committee (JLBC)*
    - i. Two subcommittees, Design and Outreach. FAA on board. OPM, Colliers, provided an updated Cost Estimate based on the current Schematic Design as they now exist. Came in several million over prior cost estimate. Discussed \$5M-\$6M over prior budget. OPM stated not unexpected, FAA not flustered and remain confident we can achieve what we want to achieve and stay within our budget. It is a cost estimate at this point, includes a 7.8% escalation (i.e., would be 7.8% less if we were to begin building today) and includes expectation that costs will continue to rise. Several ways to manage costs, as design evolves will get better cost estimates. They will be more precise. Town wide issue, everything the Town does is impacted by inflation and capital projects will be impacted by these escalations. Have not had conversations with the town about how they will respond to these escalated costs. Will need to make difficult choices in the future to stay within budget.
    - ii. May 1<sup>st</sup> Community Outreach Event from 12-2pm. Hope to see everyone there! Library merchandise table and fund raising. Opportunities for people to talk about schematic design beyond look and feel.
    - iii. JLBC Meets every two weeks. Subcommittees also meet every two weeks.
  - b. *Development*
    - i. **MOTION:** The Board approves the Development Committee's recommendation to approve the Capital Campaign Committee's memo included in the Trustee packet dated April 8, 2022. Approved 6-0.
    - ii. Inquiry how this works relative to people who have already pledged or donated money? They will still have naming opportunity.
    - iii. What difference would it make in ability to the work of campaign if we were more judicious in naming opportunities?
    - iv. In a public library, seems odd to be looking at a donor wall (realize it is common in other libraries) especially for people of varying income levels.

- v. Have succeeded in raising more than half of our goal, with many over \$25,000, without anyone requesting a naming opportunity. Do we need to have these naming opportunities? Many people are happy to donate without naming opportunity but want to have the possibility for people for whom it is important.
- vi. What if there were dedications rather than 'naming'? Could absolutely give money with a naming opportunity that is a dedication. The designation is not at all specified or restricted.
- vii. Libraries are mixed on naming campaigns; reality of fundraising often results in need for naming. There are some donors who it is believed may not contribute without a naming opportunity.
- viii. How do we recognize generous philanthropy while recognizing a public space meant for all? Something like done at Amherst Cinema?
- ix. Town rebuilt Switzer park and there are bricks with people's names on them.
- x. **MOTION:** To approve the proposed recognition opportunities memo dated April 6, 2022, included in the packet. Approved 5-1 (Pam – no).
- xi. Concern expressed about appropriateness of list. Is there a possibility of different options than what is being presented in the memo?
- xii. What is the process of decisions about the specific attachment of the recognition of the space? Who would be responsible for ultimate decision of what space is named for whom? Believe it would be a discussion among Friends Development Committee, decision would be made not by the Board of Trustees but the Development Committee. Capital Campaign Committee needs to know what they can say.
- xiii. Concern that Friends should not be given discretion about naming, but the Board should be involved in each naming decision.
- xiv. Comment that the Development Committee knows what they are doing, have taken a lot of consideration into the naming decisions and list created and feel should 'trust' in their work.
- xv. Two primary issues: what can be named and what level, second is signage and aesthetic value. The issue of signage is being discussed and desire not to have names all over everything. Will be discussions with OPM, Architects, and Design Subcommittee about signage.
- xvi. Initial concern about number of potential plaques all over the Library but believe won't have every opportunity actually named.
- xvii. Annual Fund Report
  - 1. Current gifts total \$131,719 from 767 people
- xviii. Capital Campaign Report
  - 1. Another \$125,000 came this week, as of yesterday; individual pledges and donations total \$1,712,642. Beveridge Foundation awarded grant in the amount of \$46,0000. Grant proposal written for governmental funding for \$1.1M. Cautiously optimistic, can reapply next year if do not get it this year.
  - 2. Formal announcement of capital campaign will begin once materials are finalized and ready for distribution. Don't have exact date yet.
- xix. Friends sponsoring 2<sup>nd</sup> annual golf event. Last Saturday in August. Trustees sponsored a hole at \$500 last year. Would like to have Trustees agree again this year. If want to contribute can write a check in whatever amount comfortable to the Friends and drop off at the Library.

c. *Personnel, Planning, and Policy*

- i. **MOTION:** The Board approves the PPP Committee's recommendation to approve the updates to the Library's Collection Development Policies. Approved 5-1 (Pam – no).

- ii. Group of librarians working for several months to update the collection policies, some of which had not been updated in many years. Desire was to make them concise, clear, and reflective of what the Library is actually doing. General Collections, Special Collections, and Artwork.
- iii. Concern expressed over proposed language that proceeds from deaccession or sale of items must go back into art collections or special collections. The policy as proposed is in keeping with industry practices. The sale of the artwork in the 1990's for \$2M should not have happened. These ethics rules exist precisely to avoid selling off special collections and artwork.
- iv. Is it the expectation that these updated policies will be reviewed by the Equity Subcommittee that is being discussed by PPP and reviewed again based on any recommendations that come out of that committee process? Yes
- v. Decisions for what is in the collection belong to staff and Library Director. There is a process to bring to the Trustees if unsatisfied with decision, but document makes clear that backing and confidence of Trustees for decisions around collections is with Library Director and staff.
- vi. **MOTION:** To amend the memorandum to delete the language "Any proceeds from the disposition of Special Collections will be applied to acquisitions and/or maintenance of the art collection." Motion Failed 1-5 (Sarat, Edwards, Ely, Ameen, Lefebvre – no)
- vii. **MOTION:** To amend the memorandum to delete the language "Any proceeds from the disposition of Art will be applied to acquisitions and/or maintenance of the art collection." Motion Failed 1-5 (Sarat, Edwards, Ely, Ameen, Lefebvre – no)
- viii. Even if the proposed language is passed, the Board always has the ability to review the policy or look at an extraordinary circumstance.
- ix. People who have donated to Special Collections, Art etc. are donating items for public good rather than donating funds toward operation. Allowing the sale of these items to fund operations or uses other than original intent.
- x. Comment would like to apply to amounts sold with value over \$1,000.
- xi. **MOTION:** The Board approves the PPP Committee's recommendation to approve the updates to the Library Director's annual evaluation process. Approved 6-0.
- xii. Same as last year with update to include the Friends in the document. Have always been part of actual process but updating the document to recognize their inclusion.
- xiii. Will there be a further update based on discussions about inclusion of goals? No, last meeting decided we did not need to make a change.

7. Meeting Paused at 10:31am and Austin Sarat left the meeting.

8. Meeting resumed at 10:35am with Tammy Ely as acting Chair.

- a. *Buildings and Facilities Committee* – committee has not met since last Trustee meeting.
  - i. Kinsey Garden – Historical Commission decided to have a Public Hearing on the removal of the Kinsey Garden which is set for May 18, 2022 at 6:30 pm.
  - ii. NAL – three bids received for the project with pricing that was higher than what was previously estimated. Town was meeting with the donor to decide how to proceed. Project is moving forward, and Cinda Jones is interested in working out some kind of deal with the Town to stay in one of her spaces rather than moving to the Munson. Met with her previously but pricing was too high. Meeting with Guilford on Friday.
- b. *Budget*
  - i. Budget summary page included in the packet has been updated by Library Director to look closer to a 'standard' presentation. Combined funds from prior years and sums that will be available.
  - ii. Pay a fee to Vanguard for services based on AUM. Vanguard changed their fee structure for new customers only several years back. Existing customers were scheduled to be changed to new fee structure at a later date, which is now. Have a \$30k minimum fee. Accounts over \$13M convert to .025%. Current structure does not have a minimum and .20% basis at \$13M. Our fee will be

increasing, review as of January 1, 2022, \$5,600 per quarter to \$7,500 per quarter. AUM have been decreasing since that time. Fee will be substantially higher. Agreed to defer from Jul 1 to October 1. Overall increase would be \$10k increase at this dollar assets. Will be at a typical level in terms of fees of other managers.

c. *Investment*

- i. As of the end of March, the Endowment is \$9,312,342 and the Woodbury Fund is \$767,152.

9. Friends of The Jones Library System Report

- a. No news from the Friends. Wanted to comment on how happy he was to read about the moving of the Kinsey Garden and everyone working together.

10. Director's Report

- a. Town Boards and committees will not be able to meet until after July 15, 2022. Legislature is looking at considering Zoom to continue indefinitely.
- b. Will we do similar surveys with other groups relative to programming? Not currently planned but will look into doing additional surveys.
- c. CRESS – once CRESS is up and running will we revisit people who are currently trespassed for non-violent offenses? Due to confidentiality issues will be able to change practices on a going forward basis.
- d. Head of Young Adult Services has been budgeted and approved as part of town appropriations and state aid and what we pay for salaries. 8-9 years ago, when Library Director began, did not have a young adult department. Went to Town Personnel Board and asked for Young Adult Coordinator position rather than Department Head. As program has expanded, all public libraries that have expanded over the past 10-20 years include a teen space. It is standard practice. Need to serve teens differently. A Library of our size needs a department head with expertise specific to teens, not children as they have different needs.
- e. Department Heads – have MLS, greater vision for entire department and responsibilities of department. Our current coordinator does have an MLS and is qualified for the position of Department Head.

Meeting adjourned at 11:02 a.m.

Respectfully submitted by Alex Lefebvre