

Minutes
Sherborn Library Board of Trustees
February 27, 2018

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Lisa Schwarz, Jennifer Searle
Also present: Sean Killeen, Liz Rowland, Jeff Waldron

Call to Order:

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

Hank Rauch was appointed as Recording Secretary *pro tem* for this meeting.

The minutes of the Trustees' meeting held on January 16, 2018 were reviewed and approved unanimously, with one correction noted by MM.

Friends of the Library Report: Elizabeth Johnston (EJ)

The Friends annual campaign has raised approximately \$24,500 in donations so far, about \$500 behind last year. Two local artists have been asked to make some art for the library, Vivian Sass and Betsy Goldberger. There is a magic show on March 4 at the Sherborn Community Center that is sponsored by the Friends.

Subcommittee Reports

House Subcommittee: Chris Kenney (CK)

CK distributed a copy of the updated budget and associated pending change order log as of 2/5/18 for the project. Change request 29 ongoing; will be a large number due to inclusion of many high cost items like fire suppression changes, generator changes, additional site work and added parking. The available contingency to cover pending change orders is \$80,763, which will not likely cover these known risk items. The Trustees discussed the need to keep the project moving forward supported by the fact that we have sufficient cash on hand to cover expected costs for at least the next few months. Project extension costs extra so it's responsible to keep pressing ahead to minimize controllable extension costs. As well, we are likely to receive two payments from the MLBC this summer that will provide additional funding to keep us on track financially.

CK noted that the completion date was updated to 7/26/18 vs. 7/5/18 previously. Timing adjustment primarily due to DEP issues with water situation.

Good progress continues to be made on interior work. Exterior work has been limited due to the DEP stay on the 100 foot zone associated with the well issues. DEP has all requested updates, town contractor Whitewater pushing for an approval to remove the stay and allow site work to commence again within the 100 foot zone. Mary thanked Sean Killeen for quickly pulling together all of the documents requested by DEP to keep things moving forward.

Parking reconfiguration ongoing, tree evaluations were conducted and three dying trees were removed due to safety issues. With the tree removal some favorable adjustments were made to the parking, traffic flow and landscape design. Contractors (BAA and Greene Intl) will work on redesign to improve code compliance and add value to the town campus for emergency access. The trustees voted to release Greene Intl to start the redesign and, subject to LBC review and approval, to approve additional associated costs for a total of \$12,620. The Trustees voted unanimously to approve this.

Roof Tile; the general contractor is moving forward with the alternate tile (LudoShake) approved at the last Trustees meeting. We will work with the Town to sell the salvaged Jamestown roof shingles. A motion was made and seconded to have the Town dispose of the old tile authorizing David Williams (in

his role as procurement officer) to ensure that all required protocols are followed, with the proceeds to defray costs for the roof. This was approved unanimously.

Existing chandelier needed rewiring to meet UL code. A third party contractor was hired to do some work that the existing electrical contractor was not set up to handle for a cost of \$2,018.

Requisition 13 for \$151,161.05 was approved by the LBC at their last meeting and subsequently paid. The LBC also approved change order 5 for \$2,505.61 to cover some additional painting work that was contested by the sub-contractor as not properly specified in the bid package.

Finance: Jim Murphy (JM)
No updates at this time

Community Relations: Jennifer Searle (JS) & Kristiina Almy (KA)
JS indicated that the new website beta test has gone very well. Key feedback includes; the site as very user friendly, significantly enhanced usability, highly visible calendar of events, easy access for museum passes, and color scheme is very pleasing. A postcard has been sent town-wide to direct people to the new website: sherbornlibrary.org. Upcoming articles in the paper will also provide updates and launch the site publicly. There was a brief discussion about adding an Instagram account for the library to broaden our profile and as an additional communication tool.

Policy Review Committee: EJ
Gift Policy and Gift Acceptance Guidelines were provided to the Trustees before the meeting for review. The Trustees discussed the extent to which the details should be shared on the website. Lisa Schwarz volunteered to work with Brian Connolly on reviewing this policy and making suggestions for how to better market giving to the library, including planned giving. They will also make a proposal on what level of detail should be provided on the website.

Library Director's Report: EJ
EJ distributed her report and noted some key items. These included the receipt of a \$1,000 grant from the Sherborn Business Association to support the Makerspace in the new library; potential timing of grant payments from the MBLC and a request for support from the endowment for the annual care for the library's signature copper beech. EJ will work with Hartney Greymont to create a care program that covers all of the key beech trees on the campus and come back to the Trustees with an update.

New Business

Signage and Stewardship

MM indicated that she is working to get a contract in place with Maureen Nguyen from Savvy Philanthropy and needs to coordinate that with the Friends. Some funds from the prior campaign are also available to support this according to Steve Borgeson.

Town Personnel Board Position Rating and Classification

EJ shared this information with the library staff and referred their questions to Town Administrator David Williams.

Town Caucus

MM noted that the Town Caucus is on March 1 at 8:00 P.M. at the Sherborn Community Center. All Trustees up for election are returning including Bruce, Chris, Hank and Lisa. The Trustees discussed who would attend and read the nominations.

Other Topics

MM took a moment to make sure we were all aware of the recent stabbing at the Winchester Library. She reached out to EJ and they are working to ensure that the library staff feel safe and will work with Liz Rowland (LR) on a safety manual and basic staff training so that they know what to do in the case of an emergency. The Trustees discussed ways to make sure they have a direct link to the police and fire for safety. LR suggested having members of town safety come and speak to the staff and answer their questions. We will review the project plans to make sure the building is appropriately wired for safety needs.

The meeting was adjourned and went into executive session @ 9:05 PM

Upcoming meetings:

The next LBC meeting is scheduled for Monday, March 5 @ 7:00 P.M. at Sherborn Police Station

The next Trustees' meeting is scheduled for Tuesday March 20 at 7:30 P.M. at Sherborn Police Station

Respectfully Submitted,

Hank Rauch

Recording Secretary

Materials Distributed at the Meeting:

1. Agenda for February 27, 2018
2. Minutes of the Library Trustees Meeting held on January 16, 2018
3. Project Budget and Pending Change Log as of February 5, 2018
4. Budget status report as of April 18, 2017
5. Gift Policy and Gift Acceptance Guidelines as of September 15, 2009
6. Library Director's Report for February 27, 2018