

Minutes
Sherborn Library Board of Trustees
April 23, 2018

Present: Library Director Elizabeth Johnston, Kristiina Almy, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Lisa Schwarz, Jennifer Searle

Also present: Chris Decker, Sean Killeen, Liz Rowland

Call to Order:

The meeting was called to order by Mary Moore (MM) at 7:35 P.M.

Voting of Minutes:

The minutes of the Trustees' meetings held on March 20, 2018 were reviewed and approved unanimously.

Town Treasurer and Library Endowment Funds: (MM)

MM, EJ, JM recently met with Sherborn's Treasurer to discuss her understanding of her responsibility for all funds managed with the town's tax ID number, including the Library's endowment funds. This understanding runs counter to a memo provided to Trustees by Town Counsel previously approving how the endowment funds are managed autonomously by the Library Trustees. Several alternatives were discussed with the Treasurer and Town Administrator and it was agreed that a next step to formalize the governance and approval of endowment fund management with the Town at an upcoming Town Meeting made sense. The Town Administrator said that until then, we could operate as we have been with a memo of understanding in place. The Trustees will form a subcommittee to work on this issue.

Open Meeting Law Reminder: (MM)

As the Library construction project has progressed and in the run up to the Annual Town Meeting, communications have increased significantly and Chairwoman Moore reminded all Trustees of the open meeting laws, with a link to state's open meeting law guide in the agenda for this Board of Trustees Meeting.

Friends of the Library Report: Elizabeth Johnston (EJ)

The annual Arts & Craft Fair to be held at Jameson Fields on May 12 will have fewer craft vendors this year. Logistics will be improved from last year and the Friends are looking for help at the Fair. The Library will have a table at the Fair, with information on the construction project and scheduled events.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

The latest estimated construction completion and project completion dates are August 31 and September 21, respectively, but are dependent on Massachusetts Department of Environmental Protection approvals and other contingencies, including ordering and receiving the new generator.

The Sherborn Community Center (SCC) has been informed of the new schedule and will work with the Library on extending occupancy, with the Library providing weekly updates.

Construction site personnel issues continue, as contractors have been replaced and there continue to be frequent meetings between the general contractor and sub-contractors. The Trustees have reached out to Town Counsel to send a letter to Five Star Building Corp. (FSBC) about their poor performance.

The revised site plan, which has been approved by the Planning Board including an additional nine parking spaces among other changes, was reviewed with the Board of Selectmen on April 19, with their approval deferred until they receive an estimate of the costs.

The existing roof tile will be auctioned off by the Town and is being coordinated by Sean Killeen. The decision on what generator is needed has been delayed, as the contractor couldn't complete a review of the different types of generators. There has been a continuous lack of coordination between the design team, contractor and general contractor on this submittal.

Lack of weather protection in March has resulted in water damage that needs to be remediated.

The Trustees voted and approved Payment Requisition 15 for \$187,588.43. To date, 43% of the total construction costs have been approved. The Trustees also approved a change order for \$1,215.

A current schedule of potential cost exposures was distributed and discussed.

The Trustees discussed providing the community with photographs of the construction progress to help members visualize the potential of the completed building.

Sherborn Library Interior Committee (SLIC) updates:

The Committee has solicited feedback to assure the Tree House section of the new construction has proper access for the disabled. A decision to defer an elevated seating area was made based on this feedback.

Sight lines are being reviewed after certain trees were removed to have an entrance from parking up to the terrace area.

Finance Subcommittee: Jim Murphy (JM)

JM distributed the Sherborn Endowment Fund Balances - Snapshot as of March 31, 2017.

The Trustees discussed the financial impact of construction delays on hiring expenses and the continued occupancy of the SCC, then voted and approved a reduction in the 2018 Salaries budget of \$20,389. JM will inform the Sherborn Advisory Committee of the adjustment so that the line item can be adjusted before Town Meeting vote on the Omnibus budget.

Community Relations Committee: Jennifer Searle (JS)

In the interest of time, no update was provided.

Policy Review Subcommittee: Brian Connolly (BC)

BC distributed a summary of Library Gift & Donation Policies at select towns and compared how some towns had detailed procedures and others were simpler and more principle driven. The Trustees discussed the different approaches and the importance of encouraging potential donors to engage in a discussion with the Library Director, and Trustees, as needed.

Library Director's Report: Elizabeth Johnston (EJ)

EJ distributed the Sherborn Library FY 2018 Budget Status Report and the Library Director's Report. The delay in the Library construction project will allow for the reduction in payroll costs in FY 2019. This will be included as a reduction in costs for the Town Warrant.

A Hartney-Greymont tree care proposal that includes additional trees on the Town Campus for \$2,300 was discussed, voted on and approved by the Trustees to be funded by the endowment. Tours of the Library under construction have been successful.

Librarian Liz Rowland has successfully completed her six month introductory period and will also be a presenter on serving 'tweens at the Massachusetts Library Annual Association annual conference.

New Business:

None

The Trustees adjourned at 9:22 P.M.

Upcoming Meetings:

Library Building Committee, Monday May 7, 2018 at 7:00 P.M. at the Police Station

Library Trustees, Tuesday May 15, 2018 at 7:00 P.M. at the Police Station

Construction Site Meetings, Ongoing – Tuesdays 1:00 P.M. Town Hall

Respectfully Submitted,

Brian Connolly

Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held March 20, 2018
3. 2018 Annual Town Meeting Warrant Article Notice of Intent
4. Sherborn Endowment Fund Balances - Snapshot as of March 31, 2018
5. Sherborn Library FY 2018 Budget Status Report: April 23, 2018
6. Sherborn Library Project Budget and Projected Cost Exposures: April 23, 2018
7. Summary of Library Gift & Donation Policies at Select Towns
8. Director's Report