

Minutes
Sherborn Library Board of Trustees
December 18, 2018

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle

Also present: Arianna Delaney, Liz Rowland, Jeff Waldron, Libby Yon

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' meeting held on November 20, 2018 were reviewed, edits were made to the Endowment Subcommittee section and then the minutes were approved.

Library Project Town Wide Public Forum December 11

The Trustees debriefed on the Town Wide Forum and felt the presentations made and questions asked by citizens were informative, but there still may be confusion about how much money the Town is authorized to spend,

The Trustees discussed how to update the FAQs to address how much additional funds the Town may end up paying and suggested the Select Board should also answer FAQs on how they would finance any funding needed.

George Fiske was commended for the excellent job he did as moderator.

Friends of the Library Report: Arianna Delaney (AD)

"Friendsgiving" raised \$7,000, plus the silent auction brought in an additional \$5,400. The annual appeal fundraising letter was sent out after Thanksgiving and \$7,100 has been received to date.

The Welcome Committee is meeting January 10 at Nosh & Grog and Winterfest is scheduled for January 27.

The Sherborn Business Association grant will be presented to the Friends of the Library on January 7.

Middlesex Savings Bank is donating \$15,000 to the Friends of the Library on January 24, as part of their support of libraries in the towns where they have bank branches.

Subcommittee Reports:

Treasurer' Report: FY20 Operating Budget: Jim Murphy (JM)

JM distributed and reviewed the proposed 2020 Fiscal Year budget that will be presented at the Advisory Committee meeting on January 30. The budget is "level funded" at the same amounts as the 2019 budget, with the exception of a 2.8% cost of living increase for salaries, which was the salaries guidance provided by the Town. The budget assumes the Library will move back to the renovated building on or about June 30, the start of the fiscal year and also the building completion date, according to the most recent construction project plan. All lines items were reviewed as part of the budget preparation and the library budgets from other comparable towns were also considered. The total 2020 Fiscal Year budget is a 2.2% increase over the 2019 Fiscal Year budget.

The Trustees discussed adding to the budget commentary the increased usage of on-line services (e-books, reference services, etc.) as an indication of how library services continue to expand beyond printed, physical books.

The Trustees voted unanimously to approve and submit the proposed budget to the Town on or before December 31, 2018.

The Library's contribution of a written summary of the year to the Town's Annual Report is due January 30.

Endowment Subcommittee Report: Hank Rauch (HR)

JM distributed the Sherborn Library Endowment Funds Balances - Snapshot as of November 30, 2018. The Trustees discussed whether to include all materials distributed at the meeting to be posted publically with the meeting minutes, rather than just referenced in the meeting minutes. It was noted that the materials distributed in the meeting were available to the public, upon request. MM asked that this topic be placed on the agenda for the January meeting.

HR reported that the Town Treasurer has been researching Massachusetts statutes to understand investment restrictions on the Schedule C funds the Town now has custody of and that may result in changing and limiting the asset allocation used in investing these funds.

HR has begun researching the legal entity structures of other town libraries and their supporting organizations and found many have "501c3" foundations that are used to raise private donations money and manage endowment funds. HR will research this topic further and report back.

HR discussed the need to re-evaluate our endowment fund distribution policy. The Trustees have typically increased their annual endowment fund distribution to the Town by the same percentage that the Library's fiscal year budget increases. However, the Trustees may want to be more strategic in having a distribution policy that incrementally supports the Library while ensuring the long-term sustainability of the endowment funds. HR will have a proposal to review at the January meeting.

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates from December 5 meeting:

The updated schedule presented by Five Star Building Corp (FSBC) has the building substantially complete by June 10, 2018. Design Technique Inc. (DTI) is reviewing this schedule.

FSBC has been shrouding the building so they can do internal work, but the building is still not weather tight.

A hygienist has been on site to do a report on the presence (and required removal) of mold.

Hartford Insurance, the builders risk policy underwriter, was on site December 5.

Samples of wood paneling were brought in to match the existing paneling, but they are unacceptable. CK will be meeting with John Sayre-Scibona (JSS) to consider alternatives.

Roofing installation has also begun.

The LBC voted to approve Payment Requisition #23 for \$129,270, with most of the cost being for the generator.

There have been no updates in project budget exposure in many months. CK noted that FSBC is maintaining a detailed change log, which JSS should be reconciling against his change log. The Trustees will ask JSS to provide an update to his change log and provide an updated budget, including cost exposures, before the January 7 LBC meeting.

The LBC voted to recommend approval of Change Order #14 for \$31,239. CK reviewed the content of this Change Order. The Trustees voted to approve Change Order #14.

Community Relations: Jennifer Searle (JS) Kristiina Almy (KA)

The project FAQs were updated before the December 11 Town Wide Public Forum. The FAQs will be updated again to address concerns expressed and issues raised at the Town Wide Public Forum. There will also be a link on the Library website to a video recording of the Town Wide Public Forum.

Technology Subcommittee: Elizabeth Johnston (EJ)

Brendan Waldron has volunteered to assist the Technology Subcommittee in reviewing the plans for the new building, given that its more than two years after the original plan was created.

Unfinished Business:

The Trustees discussed project management and supervision and the ongoing need for stronger project management to get all parties to agree and deliver on their commitments in order to complete the construction project. The Trustees discussed if the surety bond company could help source and fund a highly capable project manager, or if there are other ways to identify a new project manager from asking town residents with experience in construction management, the Collins Center for Public Management at University of Massachusetts Institute or Wentworth University.

The Trustees had requested many months ago, but have not received from Beacon Architectural Associates (BAA) any documentation on the tasks completed and hours worked to justify their request for additional fees. The LBC has agreed to \$130,000 in additional fees (out of the \$500,000 requested) once BAA provides the detailed documentation.

The Trustees adjourned at 9:23 P.M.

Upcoming Meetings:

Library Building Committee, January 7, 2018 at 7:00 P.M. at the Sherborn Community Center
Library Trustees, January 15, 2018 at 7:30 P.M. at the Sherborn Community Center
Construction Site Meetings, Ongoing – Tuesdays 1:00 P.M. Town Hall
FY 2020 Budget Presentation to Advisory Committee, January 30 at 7:00 P/M. at Town Hall

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meetings held November 20, 2018
3. Library FY 2020 Operating Budget dated December 8, 2018
4. Sherborn Library Endowment Funds Balances- Snapshot as of November 30, 2018