

**Minutes**  
**Sherborn Library Board of Trustees**  
**December 19, 2017**

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

Also present: Liz Rowland, Jeff Waldron

Call to Order:

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

Voting of Minutes:

The minutes of the Trustees' meetings held on November 21, 2017 were reviewed and approved unanimously.

Friends of the Library Report: Elizabeth Johnston (EJ)

The annual appeal letter was mailed the week after Thanksgiving and to date more than \$10,000 in donations have been received.

Winterfest will be held January 21<sup>st</sup>.

The 2018 Arts & Craft Fair will be held at the Jameson fields.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

CK briefed the Trustees that Five Star Building Corporation (FSBC) had just presented a new schedule showing the project being completed July 3. There is additional lead time required for the fire protection and fire alarm systems and building permit, among other activities. The LBC is reviewing this new schedule.

CK reviewed the projected cost exposures, which currently has thirteen items totaling \$478,589, much of which is related to professional services and project management fees for the seven to eight month extended building period. Jeff Waldron (JW) commented that there may be additional costs for systems acceptance testing near the end of the project and asked if the Library will need to submit a Warrant Article for the May 2018 Town Meeting, and if so, it would need to be submitted to the Advisory Committee in early January.

The Trustees reviewed and discussed the cost exposures and extended building period and considered other potential risks to the budget and schedule.

Design Technique, Inc. (DTI) is monitoring construction progress against key milestones. The second floor deck has been placed. BAA has agreed to provide fire suppression tank designs by December 20. The generator location is still an open issue and the decision will result in some of the project costs changing. The next major construction milestone will be having the structure "weather tight" by March 8, which will allow the internal finish work to be completed.

Parking for the Town Campus and Library Project needs to be designed and the funding has to be sourced and approved by the Town. The Trustees discussed approaches to coordinate with the Town to determine the design of the parking places.

The Trustees voted and approved Payment Requisition 11 for \$386,363 and Change Order 3 for \$51,984, each of which had been approved by the LBC.

The Trustees deferred voting on Change Order 4 until it has been approved by the LBC.

The Trustees voted and approved a Motion to authorize the LBC to negotiate with DTI for an extension of their contract for 35 weeks and to negotiate a new amount, not to exceed \$136,115.

Sherborn Library Interior Committee (SLIC) updates:  
Purchase Orders for all furnishings have been provided and the LBC has requested a summary on how it aligns with the budget.

Muralist Robert Evans is working with the SLIC on having a design done by the end of June.

Finance Subcommittee: Jim Murphy (JM)

Elizabeth Johnston (EJ) distributed a draft of the FY 2019 Proposed Operating Budget for Sherborn Library. This most recent draft reflected analyses that had been done to estimate expenses for the new building, including maintenance and utilities costs. Jeff Waldron complemented EJ that the work was extremely well done.

The Trustees voted and approved the FY 2019 Proposed Operating Budget.

JM discussed the financial projections in relation to the building project cost exposures and recommended the Trustees submit a new Warrant Article for the May 2018 Town Meeting.

The Trustees discussed what additional costs may be included in a proposed Warrant Article and the need to understand both the Library construction costs as well as the additional funding the Town had set aside to fund their generator and how the costs would be allocated if the Town and the Library were to share a new generator.

The Trustees then voted and approved a motion to authorize a group consisting of Trustees (Jim Murphy, Hank Rauch, and Brian Connolly), Jeff Waldron and Elizabeth Johnston to work on a Warrant Article to submit to the Advisory Committee in early January.

JM reviewed a financial reconciliation of the Library Project's Fundraising campaign and recommended that the Library make its final gift of \$918,809 to the Town. This will enable the Town to defer their need to borrow money to fund their portion of the Library Project.

The Trustees then voted and approved a motion to make a \$919,809 gift to the Town, with the contingency that the Town uses it for Library costs.

JM mentioned that the Town's new Treasurer has asked for information on the Library's authorization to manage some of their own funding and JM and EJ will be providing information and answering the Treasurer's questions.

Community Relations Committee: Jennifer Searle (JS)

JS reported that overall design of the new website was in good shape and edits and changes to content continue to be made. A printed version of the home page was circulated among the Trustees.

The new domain name will be sherbornlibrary.org. The website will also include three modules that make it easier to book meeting rooms, acquire museum passes and view the Library's calendar.

The next steps will be user acceptance testing and begin planning for a community roll out of the new website before the opening of the new library building.

Policy Review Subcommittee: Brian Connolly (BC)

BC reported that the drafts of the Internet Use and Meeting Room (temporary) Policies were distributed in November continue to be reviewed.

Library Director's Report: Elizabeth Johnston (EJ)

EJ distributed the Library Director's Report and in the interest of time, EJ deferred on giving a verbal update.

New Business:

The Annual Report to the Town is due January 26.

The Trustees voted and approved a motion to fund a proposal for additional work for the site and parking spaces for \$26,109.

MM will re-engage with Maureen Nguyen from Savvy Philanthropy to discuss a fundraising in 2018. She has assisted Library fund raising in the past.

The Trustees adjourned at 10:05 P.M.

Upcoming Meetings:

Library Building Committee, January 8, 2018 at 7:00 P.M. at the Police Station

Library Trustees, January 16, 2018 at 7:30 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 November 21, 2017
3. Construction Project Cost Exposures: December 19, 2017
4. FY 2019 Proposed Budget for Sherborn Library: December 7, 2017
5. Town of Sherborn Capital Budget Request Form
6. Sherborn Library Project Budget: December 18, 2018
7. Library Director's Report: December 19, 2017