

Minutes
Sherborn Library Board of Trustees
January 16, 2018

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

Also present: Mark Brown, Ariana Delaney, Peter Gallitano, Liz Rowland, Jeff Waldron,

Call to Order:

The meeting was called to order by Jennifer Searle (JS) at 7:35 P.M.

With Chairwoman Mary Moore, unable to attend, the Trustees voted to approve Jennifer Searle as chair pro tem for the meeting.

Voting of Minutes:

The minutes of the Trustees' meetings held on December 19, 2017 were reviewed and approved unanimously.

Friends of the Library Report: Ariana Delaney (AD)

The annual appeal letter was mailed the week after Thanksgiving and to date more than \$23,320 in donations have been received.

The Friends will be looking to fill six Board seats in 2018 and will begin identifying candidates.

Winterfest will be held January 21, a Magic Show will be held in March and Trivia Night in April.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

CK and Mark Brown, from the LBC, presented the two options for the roof tiling. The roof tile removal had been able to preserve about 60% of the Jamestown style tile. Re-roofing the Library with Jamestown tile would cost \$133,000 and potentially extend the overall project completion date. A similar tile, LudoShake, would cost \$69,000. Samples and architectural illustrations of each tile were shared with the Trustees. The LBC had recommended the LudoShake tile, given the project cost over runs plus a 75 year warranty on materials. The Trustees voted and approved a Motion to accept the LBC recommendation and use the LudoShake for roof tiling.

Parking for the Town Campus and Library Project needs to be designed and the funding has to be sourced and approved by the Town. Two options have been offered on parking; Option 1 with nine spaces and Option 2 with ten spaces. The LBC recommended Option 2. The cost for incremental site work for either option still has to be estimated. The Trustees discussed approaches to coordinate with the Town to determine the design of the parking places. The Trustees voted and approved a Motion to accept the LBC recommendation for Option 2, pending subsequent approvals of pricing and cost estimates.

The overall project completion date remains as July 3, 2018, unchanged since the last Trustees Meeting. Work continues on drywall, the mechanical system, piping and duct work. The next milestone is the building being "weather tight" by March 5. The biggest risk to the July 3 completion date is finalizing and finishing the generator, pump house and water tank reengineering.

The fire suppression tanks and water tank reengineering work requires Whitewater, Inc. to estimate the Town's overall water usage and if a booster pump is needed, it may require a separate DEP permit. The generator location is still an open issue and the decision will result in some of the project costs changing. The Trustees voted and approved a Motion to authorize spending \$5,900 for RDK (mechanical engineering) for a study to provide calculations for the Town campus water usage.

The Trustees voted and approved Payment Requisition 12 for \$397,591 and Change Order 4 for \$35,107.

The Trustees discussed needing to estimate all costs related to extending the project. The biggest areas of uncertainty are the shared costs with the Town for the generator, parking and water tank reengineering.

Sherborn Library Interior Committee (SLIC) updates:

No new updates, as Purchase Orders for all furnishings have been provided and the LBC has requested a summary on how it aligns with the budget.

Finance Subcommittee: Jim Murphy (JM)

JM distributed the Sherborn Endowment Fund Balances - Snapshot as of December 31, 2017 and pointed out the market appreciation in Q4 2017 for the Main Account, as well as the gift to the Town of \$918,809 in December 2017.

The Trustees discussed the additional costs to be incurred in the Library Project for benefits that are shared with the Town, such as the shared generator, increased parking spaces and irrigation and tree pruning. These costs amounts are not fully known, which makes it difficult to finalize the amount of funding of to include in the Warrant Article.

JM will present the Library's finances and Warrant Article request at the Advisory Board meeting on January 17 and the Town Selectman meeting on January 25. The Trustees discussed ways to best communicate the Library Project history, funding, costs, recent problems and expanded scope.

Community Relations Committee: Jennifer Searle (JS)

JS reported that updates on the Library project and FAQs had recently run in both local newspapers. The new website is nearing completion, with edits and content changes continuing to be made.

Policy Review Subcommittee: Brian Connolly (BC)

BC discussed input from Barbara Ambos and others on the Meeting Room and Internet Policy and reviewing similar policies from Millis, Belmont and Brookline. Each of these town's policies were different in who could use meeting rooms and if there were fees for use.

Library Director's Report: Elizabeth Johnston (EJ)

EJ distributed the Sherborn Library FY 2018 Budget Status Report: January 16, 2018 and the Trustees discuss how much potential operating savings there may be from the delayed reopening of the Library.

New Business:

Hank Rauch reported that he, Trustees Moore and Schwarz had been working on a 2018 fundraising campaign for signage, capital naming opportunities and stewardship and finishing for reopening the Library in the expanded building. There's a need to understand the scope and strategies for the campaign and a setting a goal between \$250,000 and \$750,000.

The Trustees voted to authorize the Friends to move forward and enter into a contract for an amount not to exceed \$15,000 with Maureen Nguyen from Savvy Philanthropy to help develop the fundraising campaign. She has assisted Library fund raising in the past.

The Trustees adjourned at 9:55 P.M.

Upcoming Meetings:

Library Building Committee, February 5, 2018 at 7:00 P.M. at the Police Station
Library Trustees, February 27, 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 December 19, 2017
3. 2018 Annual Town Meeting Warrant Article Notice of Intent
4. Sherborn Endowment Fund Balances - Snapshot as of December 31, 2017
5. Sherborn Library FY 2018 Budget Status Report: January 16, 2018
6. Sherborn Library Project Budget: January 11, 2018
7. Internet Use Policy (draft)
8. Meeting Room (temporary) Policy