

## **MINUTES Sherborn Library Board of Trustees**

**Tuesday, July 16, 2019 7:30 p.m.**

**COMMUNITY CENTER 7:30 p.m.**

Call to Order, Mary O. Moore, Chair – 7:31pm

Present: Library Director Elizabeth Johnston (EJ), Trustees: Mary Moore (MM), Chris Kenney (CK), Hank Rauch (HR), Jim Murphy (JM), Kristiina Almy (KA), Jennifer Searle (JS), Select Board members: Eric Johnson (EJ) & Jeff Waldron (JW)

### **1. Voting of Minutes – June 18, 2019 \***

Motion was made to approve minutes. Seconded, no further discussion and motion passed unanimously.

### **2. Chair's report**

- a. MM agreed to be secretary for today's meeting.
- b. Some discussion around Committee roles – HR graciously offered to be Treasurer starting in October when the bond changes/renews.
- c. JM generously offered to be secretary through duration of his term – still need to identify Chair starting in June 2020. MM to follow up with BC, BE, LS, JS, KA. Others Committee roles to be finalized at September meeting.
- d. MM recommended that Trustees bring some ideas forward for committee and board succession '2020 and beyond' for discussion at our September meeting.

### **3. 7:40 p.m. Friends of the Library Report – A. Vanlangen Subcommittee Reports 7:50 p.m. – 8:30 pm (est.) – see attached.**

- a. Elizabeth reported on behalf of Amy Van Langen, new FOTSL President

### **3. Treasurer's Report – J. Murphy**

- a. JM reviewed the current state of the Library endowment funds (attached).
- b. Reviewed that there was one expense paid by the Endowment funds in custody of the Town – gift for the departing Friends Presidents. It did not appear on the Bartholemew statement and JM would look into it with Treasure Heidi Doyle and report back.
- c. JM noted and recognized that after many years of lean spending – we should expect to see a change when we get into the new Library. Stock market returns have been strong as represented in his report.
- d. Ted Webster, our advisory at UBS has offered again to meet with subgroup. No date was proposed.
- e. JM reported he received communication from Finance Director Sharon McPherson who is looking for annual recap by second week of August – JM will send his response to EJ and share with Trustees.
- f. JW noted interest earned is now being applied in the Library Project accounting presented to Select Board each month. JW also noted borrowing was approved by Select Board at their last meeting.

- g. MM asked question regarding anticipated volatility in market – HR reconfirmed that this is not a concern and our long term strategy is sound.

**4. House Subcommittee & Library Building Committee – C. Kenney •**

- a. LBC meeting updates & project schedule – CK reported that the November project schedule was pending an update on the masonry which has not been accepted by the architect.
- b. CK asked for a motion to approve Payment Requisition 30 in the amount of \$209,244. Motion was made, seconded, approved unanimously. CK reported on the updated budget JSS handed out at 7/1/19 LBC meeting which showed increase of \$265,050 bringing the total budget forecast to \$11,106,032 which is close to the the value presented at the Public Forum in December 2018.
- c. Material testing line item has increased – MM noted that it appears these were never included in original budget estimate eg. Waterproofing testing (\$12K) per the OPM.
- d. CK reported:
  - i. no change orders were presented at the July 1 LBC meeting.
  - ii. 22,000 gallon water storage Tank has been installed and tested
  - iii. Some interior work continues but not all moving forward due to masonry Issues that are still to be resolved. There was a meeting with FSBC, CSI, BAA, Surety to review masonry problems which includes 4 key concerns:
    - 1. Geometry
    - 2. Appearance
    - 3. Insulation
    - 4. Location of Brick related to the brick shelf

We are awaiting resolution from FSBC on the proposed remedy

- e. CK reported that an open item/CR regarding the Transformer – seems to be resolved
- f. MM noted that there was a permit amendment to change the Type of Construction permit VB building type. BAA was working with Building Inspector.

**5. Community Relations: Communication and website updates – J. Searle & K. Almy**

- a. Some discussion and agreement to provide an FAQ update noting areas of progress and where work has slowed.

**Director's Report**

EJ reported that Liz Rowland will return to work full time in September.

EJ provided a Financial report and noted there were a few encumbered invoices for FY19. The Library turned back \$77,973.57 to the town which was a bit higher than anticipated due to salary savings.

Programming continues to be very strong and EJ will report out on usage statistics in September. Although numbers are good, the overall usage continues to track down about 1/3 due to collection being smaller. Some discussion about challenges of keeping patrons/public engaged before and after new Library opens.

MM mentioned inquiry from COA regarding Meeting Room use – she reported that she pointed Ani G. to the room use policy on line. EJ reported that the policy was reviewed by the COA for their feedback

before it was finalized. Suggestion to work on some sort of outreach to dispel misunderstanding that there will be a charge for use of the rooms. The policy will be the same as it was before, with no fee charged for non-profit groups to use the library.

#### **6. Discussion of Project Management & Supervision**

#### **7. BAA Additional Fee & DTI Extension**

- a. MM reported that a review of invoices received from BAA, via DTI on 6/27 had been done.
- b. MM reported that a fee extension from DTI had been received in June and was being reviewed.

#### **8. New Business**

HR reported that Westborough Library representatives came to talk with HR, EJ about our experience with the project. It was a productive meeting, they were impressed with our Friends group and they will come back to meet with Friends via EJ in the fall.

#### **9. Topics not reasonably anticipated by the Chair 48-hours in advance**

None

#### **10. Confirmed that the next Trustee meeting will be held on August 20<sup>th</sup>.**

Trustees' Motion to Adjourn to Executive Session Not to Return to Public Session – Roll Call Vote \*  
“M.G.L. Chapter 30A, Section 21(a)(3) To discuss strategy with respect to threatened potential litigation if an open meeting may have a detrimental effect on the litigating position of the Town, and the Chair so declares.”

#### **Roll Call Vote was taken at 8:30.**

The Board will not return to public session.

Next Trustees' Meeting Scheduled: Tuesday, August 20, 7:30 PM, SCC Next LBC meeting: Monday, 8/5, 7 PM Construction Site Meetings, Ongoing – Tuesdays 1:00 PM, Town Hall \* Vote required Agenda item timing is approximate.