

Sherborn Library Board of Trustees
June 18, 2019

Trustees Present: Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Bruce Eckman, Chris Kenney, Jennifer Searle, Lisa Schwarz

Also present: Elizabeth Johnston, Jeff Waldron

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 May 21, 2019 were reviewed and approved unanimously.

Chair's Report: Mary Moore (MM)

MM referenced the Board of Library Trustees 2018-2019 Officers and Standing Committees document and asked that the Trustees be prepared to discuss succession planning and new assignments at the July Board of Trustees Meetings.

Friends of the Sherborn Library Report: Elizabeth Johnston (EJ)

On June 13, the Friends held their last meeting of the year. They have seven new Board members. The Friends Senior Awards were given to four graduating Dover Sherborn students who had worked at the Library. The Friends have purchased museum passes for the Library for the Institute of Contemporary Art, The JFK Library in Boston and Harvard's Art Museum. The Summer Concert Series is set with four performances scheduled, beginning July 10.

Amy VanLangen is the new Friends President and Kaitlin Dunham will serve as Immediate Past President.

Directors Report: Elizabeth Johnston (EJ)

EJ reported that the Library will be experimenting with new Summer Hours, with the same number of hours over the course of a week, but staying open later on Wednesday and closing earlier on Friday. The Library will track attendance during the new schedule's hours and consider the results in establishing any future schedule changes.

EJ reported that the Library is still on track to meet its budget and also spend the required 16% on books. EJ has begun to include the Sherborn Community Center lease costs in the operating budget.

Subcommittee Reports:

Treasurer's Report:

No update this month. The Library made its annual gift to the Town's operating budget in June, which this year was \$46,933.

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

Based on the most recent schedule, the estimated project completion date continues to be October 4, 2019, but remains dependent on many contingencies. The major contingency is

whether the completed masonry work is deemed deficient and has to be completely redone. If it does, the estimated project completion date is February 2020, based on the availability of the proper style brick.

Exterior Issues:

BAA sent Objection Letter #4 on the quality of the masonry work, and the mason contractor has responded. The LBC is waiting for Town Counsel to formally document the response requirement to objection letters. There continues to be problems found with the masonry work, and a key next step is to determine if interior work can be started before the masonry problems are remediated.

The structural engineer has found some problems with the grounding of electrical wiring that will need to be fixed.

The fire suppression tank will now be installed after the proper materials are placed at the bottom of the excavated area. Jim Kolb is going to reach out to DTI to have them oversee the testing of the fire suppression tank installation, as it is DTI's accountability.

The roof has moisture getting trapped between the layers of different materials and needs to be fixed.

Interior Issues:

Moisture monitoring equipment is in place and the interior has been properly dehumidified.

The LBC wants to have independent surveyors review the structural layout and both exterior and interior work. The informal working group (STAG) is exploring hiring independent experts to review all the interior work.

Payment Requisition #29 for \$155,351 was approved by the LBC on June 11, 2019.

CK distributed an updated budget as of June 3, 2019 that showed a proposed budget adjustment increase of \$297,636, with \$177,744 for architectural services through November 2019 and \$127,870 for management support and services.

The Trustees discussed pushing back hard on the hours being billed by the OPM and the Clerk of the Works. Neither of them are finding or communicating the project's construction problems, resulting in delays and cost overruns. One option discussed was finding another Clerk of the Works. Mary Moore will talk to David Williams to increase the urgency in finding a new Clerk of the Works as well as reach out to Eric Johnson, Jim Kolb and others for suggestions.

Change Order #16 for \$51,595, for work that has been completed has been recommended for approval by the LBC and the Trustees voted to approve the payment for Change Order #16.

Superior Electrical, the IT and cabling vendor, has developed a new plan for increased Wi-Fi and reduced cabling to reflect changes in technology since the original technology plan was created over two years ago. DTI's June invoice for \$11,780 should remove the IT walk through costs, as the OPM added no value, including not being able to produce notes from the original walk through and plans, resulting in additional rework.

Community Relations & Communications Subcommittee: Jennifer Searle (JS)

JS reported that Town Counsel has advised not to post any new FAQs regarding the construction project on the Library's website. The Trustees discussed the pro's and con's of not communicating an update on the construction project and decided not to currently produce any new public communications.

Unfinished Business:

None.

New Business:

Jeff Waldron distributed a one page schedule of an Estimate of Sherborn Library Project Bonding Needs – As of June 17, 2019 that he had also provided to Sharon MacPherson and Heidi Doyle. The Trustees discussed whether to increase contingency costs, given the monthly carrying costs for project management, storage, leasing the Sherborn Community Center and other monthly expenses.

The Town is working with KP Law to get legal experts in masonry, mold/mildew damage and other construction forensic work to provide an additional opinion on the quality of the construction project work done.

Executive Session:

The Trustees elected to defer holding an Executive Session until the July Trustees meeting.

The Trustees adjourned at 8:34 P.M.

Upcoming Meetings:

Library Building Committee, July 1, 2019 at 7:00 P.M. at the Sherborn Community Center
Library Trustees, July 16, 2019 at 7:30 P.M. at the Sherborn Community Center
Construction Site Meetings, Ongoing – Tuesdays 1:00 P.M. at the Town Hall

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at or in advance of the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held May 21, 2019
3. Board of Library Trustees 2018-19 Directory and Officers and Standing Committees
4. Project Plan Budget dated June 3, 2019
5. Estimate of Sherborn Library Project Bonding Needs – As of June 17, 2019