

Sherborn Library Board of Trustees
March 19, 2019

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

Also present: Eric Johnson, Elizabeth Johnston, Liz Rowland, Jeff Waldron

Call to Order:

The meeting was called to order by Mary Moore (MM) at 7:32 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on February 19, 2019 were reviewed and approved unanimously.

Chair's Report: Mary Moore (MM)

MM has met with the Sherborn Community Center (SCC) to discuss extending the Library's lease until the end of 2019. The Trustees voted and approved to extend the terms of the existing lease, or better, for up to an additional year.

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

The Friends have identified eight 8 prospective Board members. Kaitlin Dunham will be stepping down as Co-President and is being succeeded by Amy VanLangen.

The Arts & Crafts Fair has 75 vendors signed up and the Friends are also looking to recruit artists, restaurants and other prospective exhibitors.

Trivia Night is scheduled for March 30.

Subcommittee Reports:

Treasurer's Report: Jim Murphy (JM)

JM distributed the Sherborn Library Endowment Fund Balances Snapshot as of February 28, 2019. The report included \$284,335 that is proposed to be given as a gift to the Town to help offset Library building construction costs. JM would like to have that donation made before the end of the fiscal year. JM also pointed out that \$237,669 has been identified as the funds to be transferred to the custody of the Town Treasurer for the benefit of the Sherborn Library.

JM reported that at the Advisory Committee Meeting on March 16, the Library's fiscal year 2020 budget was approved. The budget submitted had been reduced by the cost of 3 employees for six months, assuming they would not be needed until the Library re-opens.

Endowment Subcommittee (JM)

JM reported that Bartholomew & Company was recommended by UBS as the advisor for the Library endowment funds that would be placed under Town Custody. Hank Rauch had done a due diligence review of Bartholomew & Company and had sent a memo to the Library Trustees reviewing his findings and recommendation.

The Trustees voted on and approved the following Motion: The Sherborn Library Trustees appoint Bartholomew & Company as the investment manager for the Town Custody Library

Funds, currently comprising the General/Miscellaneous Funds [including the Greenwood and Richardson Funds] and the Weeks Estate Fund, and instruct the Library Treasurer and Town Treasurer to take all necessary steps to transfer these funds into Bartholomew & Company's care in the same investment strategy currently used for Legal List accounts of the Town of Sherborn.

House Subcommittee: Chris Kenney (CK)
Library Building Committee (LBC) updates:

Base on a schedule dated February 22, the latest estimated project completion date is September 12, 2019, but remains dependent on many contingencies and dependencies.

The enveloping to make the building weather tight remains a significant issue. The building inspector is looking for proof the insulation has been installed properly. Beacon Architectural Associates (BAA) also has to sign off on any construction that has been done by Five Star Building Corp. (FSBC).

FSBC has hired an agency to laser scan the building to see if the building has been built to specifications. There appear to be major discrepancies between the cut outs made for the windows and the actual size of the windows. In addition, the skylight curb appears to be not flashed properly, however FSBC disagrees.

BAA is sending a letter to FSBC rejecting the roof due to leakage with a request that the subcontractor show that it has been installed properly. They will also be rejecting some of the masonry work that was not installed per specification.

DTI has received a letter from FSBC's attorney stating that FSBC is unable to perform their work until allowed by the Town.

On March 18 the temperature of the brick was not warm enough for the masons to do their work because FSBC had not left the internal heating on over the weekend.

Requisition #26 has been received for \$95,737. There are also pending change orders of \$101,645 and there will also be a few other change orders that will be coming. At the next Library Trustees meeting, current change orders and pending change orders will need to be reviewed as part of a budgeting exercise.

Four companies have submitted final bids for the electrical work.

Community Relations & Communications Subcommittee: Jennifer Searle (JS)
Liz Rowland provided an update on the Sherborn Library joining Burbio, an online service which enables users to follow the calendars of different community organizations, including the local schools as well as the Town.

Unfinished Business

The Town Caucus was held on March 7, with Kristiina Almy, Brian Connolly and Bruce Eckman all endorsed by the Town Caucus as candidates for Library Trustee in the May 2019 election.

New Business:

The Trustees discussed BAAs unpaid fees for 2018 and proposed fees for 2019. Jim Kolb has been negotiating with BAA and they will be submitting a bill for \$131,000, which is significantly less than the \$500,000 they had requested. For 2019, BAA will charge a monthly fee for construction administration that will be supported by new billing software which allows them to itemize billing for hours worked and other cost details. The next step is to have BAA submit a new contract proposal to the Town Select Board.

The Trustees discussed how to best manage the contract extension for DTI.

Directors Report: Elizabeth Johnston (EJ)

The interim staffing plan for Liz Rowland's maternity leave has been approved by the Town.

Hartney Greymont has provided their annual tree care proposal. The Trustees and other attendees discussed whether some of the cost would be reimbursed by FSBC, as some of the recommended additional tree services were the result of the construction project, EJ was advised to request separate bills from Hartney Greymont for services related to the construction work, for which FSBC will be asked to pay.

Liz Rowland reported that a popular program coming up is "The Value of Old & Rare Books" with Ken Gloss of the Brattle Book Shop on March 21. The Library has also received a grant from the Sherborn Cultural Council that will be used for a pastel painting program.

Motion to Adjourn Public Meeting

At 8:32 P.M. the Trustees voted and approved a motion to adjourn the Public Meeting and enter Executive Session.

Public Meeting Reconvene

The Trustees voted and approved a motion to reconvene the Public Meeting.

The Trustees adjourned at 8:55 P.M.

Upcoming Meetings:

Library Building Committee, April 1, 2019 at 7:00 P.M. at the Sherborn Community Center
Library Trustees, April 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 February 19, 2019
3. Sherborn Library Endowment Fund Balances Snapshot as of February 28 2019
4. Bartholomew & Company Capabilities Brochure
5. Due Diligence notes on Bartholomew & Company
6. Omnibus Budget section of Town Meeting Warrant
7. Town of Sherborn 2019-2020 Library Budget