

**Minutes
Sherborn Library Board of Trustees
May 15, 2018**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle
Also present: Ariana Delaney, Liz Rowland, Jeff Waldron, Libby Yon

Call to Order:

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

Chris Kenney, Bruce Eckman, Hank Rauch, and Lisa Schwarz were congratulated on being elected to the Library Board of Trustees.

The Trustees discussed the May 10 joint meeting with the Select Board, Trustees and Library Building Committee.

Voting of Minutes:

The minutes of the Trustees' meetings held on April 23, 2018 were reviewed and approved unanimously.

Friends of the Library Report: Ariana Delaney (AD)

The annual Arts & Craft Fair was held at Jameson Fields on May 12, with 53 vendor booths (30 less than last year), 17 community booths and 17 children booths. Logistics were better than last year. Preliminarily, revenue was \$12,000, down 25% from last year.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

The latest estimated project completion date is October 26, but dependent on Massachusetts Department of Environmental Protection (DEP) lifting the Cease and Desist (C&D) order and other contingencies, including ordering and receiving the new generator. The written response to the DEPs questions was submitted May 4. The Trustees discussed strategies for communicating with the DEP to encourage them to act quickly on lifting the C&D.

Five Star Construction (FSC) has released subcontractors and taken over the site work. Jim Kolb of the LBC has requested a meeting with FSC's president to discuss personnel issues.

Cost estimates for the revised site plan continue to be developed and are needed before it can be presented for vote to the Select Board.

The new roof tiles and sky lights are due to be received May 21, and Mark Brown of the LBC has been highly engaged with those subcontractors.

Beacon Architectural Associates will be working with a wood restorer to fix water damage incurred in March from the lack of weather protection.

The Trustees voted and approved Payment Requisition 16 for \$302,930. To date, 47% of the total construction costs have been approved.

An April 23 schedule of pending changes totaling \$451,233 was distributed and discussed.

Sherborn Library Interior Committee (SLIC) updates:

No updated was provided at the most recent LBC meeting.

Finance Subcommittee: Jim Murphy (JM) and Hank Rauch (HR)

HR discussed work being done on developing guidelines with the Town on management and authority over the Library endowment funds. JM had prepared a simple report on fund balances and performance for the Town Treasurer. The Trustees discussed documenting endowment management policies, understanding the Town auditors' role and expectations and developing a memorandum of understanding with the Town on Library endowment funds management and oversight.

Community Relations Committee: Jennifer Searle (JS)

On May 15, a letter was sent to Town leadership and posted on the Library website that provided a construction update and a recent photograph of the site.

Policy Review Subcommittee: Brian Connolly (BC)

MM requested that we have a room reservation policy by August, as with the larger facility there will be demand on rooms. EJ confirmed that the Trustees, not the Town, have the authority to manage room use in the Library.

Library Director's Report: Elizabeth Johnston (EJ)

EJ distributed the Director's report and noted that the MBLC will issue the early construction grant payment using their FY 2018 surplus funds.

Upcoming programs include summer reading activities and "The History of the English Language" lecture by Heather Littlefield.

Hartney-Greymont is willing to provide additional tree service, at no charge, for some other trees on the Town campus.

The Trustees discussed conducting additional tours of the Library while under construction, as well as assuring that enough cabling capacity for future technology needs is included in the construction plans.

New Business:

None

The Trustees adjourned at 8:45 P.M.

Upcoming Meetings:

Library Building Committee, June 4, 2018 at 7:00 P.M. at the Police Station

Library Trustees, Tuesday June 19, 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 April 23, 2018
3. Library Construction Project Budget and Projected Cost Exposures: May 15, 2018
4. Director's Report: May 15, 2018