

**Minutes
Sherborn Library Board of Trustees
November 21, 2017**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Brian Connolly, Bruce Eckman, Chris Kenney, Hank Rauch, Lisa Schwarz, Jennifer Searle

Also present: Brendan Daly, Ariana Delaney, Sean Killeen, Jim Kolb, Liz Rowland, Jeff Waldron

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:30 P.M

Voting of Minutes:

The minutes of the Trustees' meetings held on October 10 and October 17, 2017 were reviewed and approved unanimously.

Community Center Lease Extension: (MM) Discussions with the Community Center on extending the Library's lease have continued. The Trustees and Library staff acknowledged how supportive the Community Center staff has been and discussed ways to recognize the Community Center in Library activities and communications.

Stewardship Letters: (MM) Letters describing the status of the construction project and other Library matters were sent to four major donors on November 21.

Friends of the Library Report: Ariana Delaney (AD)

The Welcoming Committee meetup event held at the Heritage on November 2 was well received. A "Little Free Library" has been set up at the Sherborn Playground. The "Friendsgiving" event held November 11 had 119 attendees, a 30% increase over 2016. Gross proceeds from the event were \$6,000.

The annual appeal letter will be mailed the week after Thanksgiving.

The Friends have been working with the Sherborn Recreation Department on using the Jameson baseball fields for the 2018 Arts & Craft Fair, but an alternative site may also be needed. There was discussion of using the Library's grounds, as construction work is scheduled to be completed by May 1.

AD presented MM with a check for \$20,000 as The Friends' annual gift to the Library, to be used to fund the mural in the new wing and other interiors improvements.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

CK briefed the Trustees that at the October 30 LBC meeting, Five Star Building Corporation (FSBC) reported the project was one to two weeks behind the newly created schedule, however as of November 21, the work had caught up to that new schedule. The next major milestone will be having the structure "water tight" by the first week in February. The foundation work is complete, the roof tile removal work was completed November 6 and the well repair work is complete. The fire suppression tank location is being voted on by the Planning Board on November 21. Mulch has been applied to all the trees and tree removal and pruning was

completed in early October. The generator location is still an open issue and the decision will result in some of the project costs changing.

As requested last month by the Trustees, CK distributed a schedule showing projected cost exposures, listing 13 items that, in total, could increase costs by \$405,522. The Trustees reviewed the schedule and discussed how to determine which parties would be liable for these costs, should they be incurred.

Payment Requisition 10 for \$166,998 has been approved by the LBC.

Sherborn Library Interior Committee (SLIC) updates:

The SLIC has discussed forming a Landscape subcommittee. Sketches for the Tree House should be received soon from Peter Byerly of BAA. Robert Evans was paid \$3,750 to secure his services for painting the mural in the new wing. The SLIC will work with Mr. Evans in arranging the painting activities.

There were no matters to be voted on, however action items discussed were drafting a letter to FSBC to discuss which parties bear the costs associated with delays in the project. The Massachusetts Board of Library Commissioners may also be consulted, given their experience in library construction projects. The Trustees also discussed continued communication with the Town over the generator, pump house, water tank, parking areas and other construction topics of shared interest.

Community Relations Committee: Jennifer Searle (JS)

JS said two press releases on the Library Construction Project was distributed in late October and were picked up in both local newspapers. An updated set of FAQs has also been posted on the Library's website.

JS reported that overall design of the new website was in good shape and edits and changes to content continue to be made. A demonstration may be ready within a few weeks.

Policy Review Subcommittee: Brian Connolly (BC)

Drafts of the Internet Use and Meeting Room (temporary) Policy were distributed. Barbara Ambros has volunteered to serve on the Policy Review Subcommittee. The Trustees were asked to provide feedback on these policies and discussed reaching out to various community groups for their input.

New Business

EJ distributed a draft of copy of the FY 2019 Proposed Operating Budget for Sherborn Library, which must be completed by December 31, 2017. Budgeting building maintenance and utilities costs were budgeted at the 2017 budgeted amounts, given it's not known what they will be in the new building. Jeff Waldron advised that analyses be done to more accurately estimate these expenses for the new building and include those estimates in the budget, with the goal being to make the budget as realistic as possible.

The Trustees adjourned at 9:32 P.M.

Upcoming Meetings:

Library Building Committee, December 4, 2017 at 7:00 P.M. at the Police Station

Library Trustees, December 19, 2017 at 7:30 P.M. at the Police Station

Construction Site Meetings, Ongoing – Thursdays 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 October 10, 2017
3. Minutes from Library Trustees Meeting held October 17, 2017
3. Construction Project Cost Exposures
4. FY 2019 Proposed Budget for Sherborn Library
5. FY 2016 & 2015 Massachusetts Public Library Operating Budgets:
Comparable Communities
6. Town of Sherborn Capital Budget Request Form
7. Sherborn Library Internet Use Policy Draft
8. Sherborn Library Meeting Room Policy (temporary) Draft