

## **Virtual Meeting of Sherborn Library Board of Trustees**

**Tuesday, November 17, 2020**

### **Trustees Participating**

Brian Connolly, Maximilien Klaisner, Erin Carroll, Christopher Kenney, Hank Rauch, Kristiina Almy, Frank Orlando, Bruce Eckman.

### **Other Participating**

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Select Board Member Jeff Waldron, Margo Powicki, Sean Killeen, Mary Moore, Adam Page, George Fiske,

This was a virtual meeting conducted in connection with the Zoom Platform with call-in capability. Consistent with requirements, the meeting was being recorded and will thereafter be kept as an official Town record.

### **Call to Order**

The meeting of the Library Trustees was called to order by Chairperson, Brian Connolly at 7.31pm.

### **Chair Report**

Brian took a vote to approve minutes, which were motioned, seconded, approved unanimously.

Brian provided an update on the Trustee vacancy. The vacancy was posted, and two applications were submitted and will be reviewed. Brian would like to have a subcommittee created to discuss the applicants and bring a nomination to the Select Board at the December 8<sup>th</sup> meeting. If approved, this will be considered a joint-appointment, and would be confirmed in December for the remainder of the term. Hank Rauch, Brian Connolly, and Frank Orlando will be the nominating committee.

There is also a vacancy on the LBC, as current member, Libby Yon, will be relocating out of town. For this vacancy, the Trustees are responsible for nominating and selecting new Committee member, so ideas and suggestions were requested. Based on the duration and status of the project, Jeff noted that it may be helpful to find a candidate with a construction background.

### **Friends of the Library Report**

Amy shared the Annual Appeal was mailed recently. Amy thanked Brian for attending the recent FOTSL meeting and discussing the SHS update. Others shared positive feedback on the Appeal. Amy and the FOTSL Board are working through options and alternatives for additional events.

### **House Subcommittee & Library Building Committee**

Chris shared notes from the most recent LBC meeting, held November 2<sup>nd</sup>.

BAA updates:

- Per Architect: Masonry moving along slowly, building 3-week look ahead was not tied to overall schedule

Beacon Consulting Group:

- Waterproofing complete, brick complete, roof repairs complete (except flashing), soffits repaired, and cedar siding is being installed (Meeting #160)
- 3 week look ahead included curtain wall frames, finishing and painting drywall, granite curbing installation, and sidewalk grading and placement

Project Budget: No update provided

Invoiced:

- BAA: August invoice for \$29,945 approved, September invoice for \$28,505 approved.
- CHA: September invoice for \$10,000 approved
- Rec #37 was approved for \$18,776
- OPM: Mike McNulty
  - BCG provided update on 9/29
  - BAA & CHA will provide comments on change requests.
  - Noted the previous schedule update did not provide a critical path that could be used to analyze the project schedule progress; also noted in the review comments as well as at the OAC meetings.
  - Noted that a recovery plan recovery scheduled has not been submitted to date by BCG

Additional topics discussed included energy incentive funding, which OPM indicated timing was appropriate for application. Jeff suggested contacting the Sustainability Coordinator, if helpful. Questions relating to the heating systems and how system is set up throughout the building, including the basement, which currently does not have heat.

Mary Moore asked about site safety and tree protection. She remains concerned about this and raised it with both Jim Kolb and David Williams. She recommends we ensure BAA is complying with the requirements as per the contract. Chris noted BAA should be noting the non-conformance in their notes and reports.

Mary will be participating in the town clean-up day after Thanksgiving and will be covering the Sanger Street area.

### **Finance Subcommittee**

Hank shared a quarterly update on investment accounts, with the total value of the accounts increasing approximately \$102k, mainly driven by performance in the UBS main account.

No material activity beyond market value change in account.

### **Community Relations**

Kristiina and Max are reviewing and updating FAQs and will be posting to the Library website soon. They will review photos taken of the interior and work to incorporate them in the update. There was additional discussion on scheduling a public meeting to provide residents a general update on the project, budget and to answer questions.

### **Director and Assistant Director Reports**

Elizabeth shared the Library staff rearranged the space in the SCC so the Library can host a few people to step inside from the weather and participate in limited browsing (minimal access). The staff decided to wait to open that space until after the holidays and are adequately prepared with necessary supplies. Bruce noted the importance of remaining vigilant with the spread of the virus. Jeff noted there is a Covid task force in town and they are actively monitoring the situation.

## **Unfinished Business**

### **Sherborn Historical Society**

Brian provided an update for the Trustees. The SHS subcommittee met with Elizabeth and the Library staff to discuss their needs and intentions for the unfinished space in the basement. Brian also met with FOTSL to share an update. FOTSL has follow up questions and would like to be part of the working group going forward.

The Library will work on a needs analysis and together will discuss a rough design. Brian created a timeline to guide the discussion in the coming months with the expectation of working towards an agreement on the usage of the space and memorandum of understanding. George Fiske shared historical documents regarding the gift to the town, which Brian will share with Trustees.

### **Budget**

Elizabeth discussed the budget following a productive call with Advisory Committee, including some items related to the new Library for the town to consider. Elizabeth shared an updated copy of the proposed FY 22 budget, which will be voted on at the December meeting. Additional discussion regarding the utilities and how they will be accounted for or shared among departments with the Town. Trustees will review the budget document for December meeting.

### **Performance Appraisal**

Erin reviewed Elizabeth's performance appraisal. Elizabeth has been in her current role for 32 years and has maintained an "Outstanding" rating for the FY 19/20. Of note, Elizabeth is dependable, provides outstanding leadership and mentorship to the staff, consistently demonstrates expertise in her field, actively participates and is engaged in all ongoing Library construction updates, and led the Library through the unexpected challenges faced due to the pandemic.

Mary Moore shared a letter (attached) and commended Elizabeth on her continued extraordinary performance.

### **Executive Session**

Called to order: 8:41 pm

Executive Session motioned to close session: 8:56pm

Brian motioned to the adjourn the meeting. The motion was seconded and voted unanimously.

Meeting was adjourned at 8:57 pm.

Submitted,

Erin Carroll, Recording Secretary