

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

**Tuesday, December 15, 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 Members Jeff Waldron, Eric Johnson, Natalie Weare, Advisory Liaison, Margo Powicki, Sean Killeen, Mary Moore

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 7.32pm.

### **Chair Report**

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

Brian discussed the updated construction schedule sent by Jim Kolb, which noted headway made in November, with a substantial completion date of March 26<sup>th</sup>. It was agreed there is a need to continue to challenge the estimates and ensure they are realistic. Elizabeth distributed a report which is sent daily, and most recently included photos of the roof, which could be used in next Q&A.

The Annual Town Meeting schedule has been released. The Library's review with Advisory Committee will be held 2/3, and public hearings will be 3/20-3/22. The ATM will be held on April 27<sup>th</sup>. With those dates announced, the Trustees can decide when a public session may be held to share relevant updates with residents.

Library Building Committee update: A well-suited candidate has been identified and is considering the position. Ideally the Trustees can vote on this at the next meeting.

The Trustee sub-committee considered two candidates for the Trustee vacancy. Vicki Rellas has served on a variety of Boards/Committees, including Advisory, and has been active in town activities. Sue Lepard is new to town, most recently lived in Wellesley, and has a background in communication and marketing. She has a desire to get involved in the community. The sub-committee recommended Vicki Rellas based on the current construction project, her knowledge of the various constituents, and strong financial acumen, which will be additive when Hank steps away after serving his term in the spring. The Trustees would like to stay in touch with Sue and suggested she may be able to help in other ways such as marketing or joining the Friends.

A vote was taken to nominate Vicki Rellas as Trustee which was motioned, seconded, approved unanimously. The Select Board meeting on Thursday, December 17<sup>th</sup> at 7pm needs to be attended by a quorum of Library Trustees to approve Vicki's candidacy.

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

In Amy's absence, Elizabeth shared the Annual Appeal has raised \$7,000 to date. There is also a special donation of \$4,000 that will be made in the next two weeks. FOTSL continues to discuss options for programs to be held in the spring.

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

Chris shared notes from the most recent LBC meeting, held December 7th.

There were no new updates from BAA, Beacon Consulting Group and no project budget update was shared.

Invoiced:

- CHA: \$10,800 monthly invoice was discussed and conditionally approved, pending backup of hours
- \$660 Don Turner Consulting approved
- CHA is reviewing the BAA invoice, so not presented.
- OPM: Mike McNulty report
  - Report sent by Elizabeth was shared by McNulty of photographs, masonry, flashing, siding, painting underway, ceiling installation, granite curb.
  - Ave. 15 workers per day on site
  - 3 week look ahead: curtain wall on critical path, fabrication of framing underway, interior work including painting and ceiling grid underway, vinyl flooring scheduled to start and mill work installation is TBD pending delivery
  - OPM is tracking and documenting the changes week to week
  - Change order:
    - #152 for \$5k for stair modifications
    - #156: \$6,129 to remove concrete slab
    - #157: \$5,195 ledge removal for site lighting
    - #158 is for the specific cutting of bricks to create uniform and clean appearance

LBC requested BAA provide narrative to support these change requests.

Elizabeth shared a few items for coordination including tables in storage that need to be refinished, questions regarding lighting, IT coordination, and the chandelier from main reading space.

MBLC participated in the meeting and questioned pace of construction since the takeover agreement. It was also noted that the final payment will not be made this year and is conditional upon contract completion.

Since the LBC meeting, a schedule update was received, and substantial completion is March 26, 2021 and final completion on May 4, 2021. There was additional discussion regarding the building's readiness for inclement weather and reengagement on use of sustainable cleaning and maintenance for the building.

## **Finance Subcommittee**

Hank shared that the auditors in Town are conducting an annual audit and they requested documents for the Library's investment accounts and activity.

Elizabeth shared budget. The wages were updated for a 2% COLA, 262 working days in year, for all staff, except Elizabeth. The budget includes full funding for staff of new library, including 3 new positions. There are some unknowns regarding expenses having not been in the building for five years, so estimates were made where needed. Spoke with Advisory about town funding the maintained costs of the building, such as maintaining inspections, essential public safety facets of building. Additional costs will be added to the budget which will be maintained by Trustees. There is discussion with relevant town constituents as to the potential for the Library's proportional electricity and fuel costs to be centralized with the town.

Proposed operating budget for FY 22 \$594,819. There was additional discussion regarding tree maintenance and how to assign appropriate costs in present and future years.

Elizabeth asked for motion to approve the FY 22 proposed budget. The motion was seconded and approved.

### **Community Relations**

Kristiina and Max completed FAQ and posted on Library website, NextDoor and town website. Thank you to Frank for sharing the photos.

Regarding the potential public session held, Mary Moore reviewed the old slides and had made updates as appropriate. There was discussion regarding the presentation of cost estimates and expectations. The Trustees agreed the presentation should be holistic and transparent, and should include the many benefits the new library, environment, and campus will provide.

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

Elizabeth shared that all the annual reviews for the Library staff have been completed. In addition, the Library will have shorted hours over the holidays.

### **Unfinished Business**

#### **Sherborn Historical Society**

Elizabeth shared she has received three examples of libraries that are in design developments and the maker spaces were near the children's areas. She was advised to visit the Sudbury Library which is akin to what Sherborn Library has in mind. Brian noted there is more work to be done and it will continue to be a focus.

Brian thanked all for their continued work and support for the Library, acknowledging 2020 was a challenging year.

Close public session of meeting. 8.59p

### **Executive Session**

Called to order: 9:00pm

Executive Session motioned to close session: 9:24pm

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

Meeting was adjourned at 9:25pm.

Submitted,

Erin Carroll, Recording Secretary