

Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, March 16, 2021

Trustees Participating

Brian Connolly, Maximilien Klaisner, Erin Carroll, Christopher Kenney, Hank Rauch, Kristiina Almy, Frank Orlando
Bruce Eckman (joined @ 8.18p)

Not present: Vicki Rellas

Other Participating

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Amy VanLangen, Jeff Waldron, Select Board member, Sean Killeen, Mary Moore, Martha Mahard, George Fiske, Margaret Powicki, Christina Killeen, Kitty Sturgis.

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 7.33pm.

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

Chair Report

Brian shared an update from the March 4th Select Board meeting where funding was approved for \$1.6 million. The Trustees will update the Select Board on March 18th on budget, plans, and litigation. The Advisory meeting will be held on April 10, 2021, Town Caucus on April 11 at Pine Hill School, ATM on April 15th, and Annual Town Election on June 15th. Lastly, there was a brief conversation regarding the best date to schedule a Library update for the town.

Friends of the Library Report

Amy VanLangen did not have an update. FOTSL will be planning an event around the opening of the Library.

House Subcommittee & Library Building Committee

Chris shared notes from the most recent LBC meeting, held March 1st.

Invoiced:

- BCG: Application for payment #41 – Pay application for \$193,400.04, which leaves a balance of \$1,279,378.11. It was determined to move this discussion into executive session. No vote taken.
- Questions regarding the credit of \$257,116 and how it would be applied. McNulty will review and it can potentially be incorporated into March's pay application.
- OPM: Mike McNulty report
 - Progress update: Exterior cedar siding installation continuing, glass was installed in February (with few exceptions), interior progress being made (pleased with quality of work).
 - SL16: Update was anticipated to be issued at meeting on March 3rd.
 - Written response to SL15 was issued and rejected the time extension request from contractor.
 - Additional discussion regarding timing concerns, final testing, and inspections.
 - 2.26.21 Budget Update

- General Contractor adjusted – credit of \$191,927.
- Added:
 - Construction contingency: \$100k
 - Soft Costs: \$150k
- OPM & CA services were extended to July, based on a April 30th completion.
- Project needs to carry costs of extension for builders risk policy of \$33k/year.
- Legal fees were to be reviewed further and additional information needed to be gathered.
- \$65k for site utilities and septic was originally in budget but dropped at some point. Money was recommended to be added back in.
- Other topics discussed were LEED Registration, IT & AV, FF&E.
- No action or votes taken; convened into exec session.

Finance Subcommittee

Hank asked for a vote regarding the annual Endowment distribution which supplements the Town budget. The Trustees created a distribution policy (4.5% trailing 5-year value of the Dowse and Saltonstall operating fund). Hank motioned to approve a transfer of \$62,092 to supplement the FY22 Operating Fund (\$1,209 Dowse, \$60,883 Saltonstall). Brian seconded and Trustees voted unanimously in support (Bruce and Vicki not present).

Mary Moore complemented Hank for the work he has done to streamline and create efficiencies for this process.

Building Reopening

Max shared a plan for the various workstreams, which need to be reviewed and pressure tested. Once reviewed, tasks and responsibilities will be assigned. Elizabeth contacted the moving company and is working on IT. All were encouraged to focus on the next 100 days to ensure a smooth re-opening.

Community Relations

A construction update, including photos, were posted online. Trustees continue to work through details that can be shared regarding milestones and budget.

Sherborn Historical Society

Brian presented collective thoughts and feedback regarding the SHS being located in the basement of the Library. Brian outlines the pros and cons, as well as other topics and questions that would need to be addressed and agreed to later. The history of the relationship between the Library and SHS was also revisited for context. There was significant due diligence completed regarding the potential agreement between the Library and SHS, and many constituents were consulted in the process.

The Trustees engaged in a constructive, though productive, conversation regarding various topics including the timing of the decision, allocating costs, timing of the SHS buildout, overtaxing resources, and ensuring Library staff has adequate time and space to move in and get settled.

Brian motioned to allow the SHS to occupy up to 1,800 square feet in the Lower Level of the Library subject to:

- No funding from the Library Construction Budget used to fund SHS build out in Library
- SHS build out should not interfere with Library construction, or else the Library/Town risks claim by builder
- Before SHS build out begins, completion of Memorandum of Understanding between Town, Library, and SHS that would address governance, oversight, and costs
- Agree to work in good faith in creating an operating manual that would cover hours, security and access, staffing, event scheduling, maintenance, etc.

- Before moving, completion of a Written Agreement between the Library and SHS as required by Massachusetts Board of Library Commissioner that would address operations and governance
- Limited further engagement by Library staff and Trustees until Library opens

The vote was seconded by Frank and approved unanimously.

Director and Assistant Director Reports

Elizabeth shared Dot Widmayer, a Library supporter and Wellesley College biology professor, recently passed away. In her honor, the Library received a donation from her book club to purchase children's books on the sciences. Elizabeth will share the tree care plan ahead of the next Trustee meeting and has been working with the IT consultants on design and infrastructure.

Liz continues to work through different plans regarding moving back to the Library. In April, the Library staff will likely return to a regular schedule with staffing. The Library has continued to see an increase in demand.

Brian closed public session of meeting. 9.06pm

Executive Session

Called to order: 9:07pm

Executive Session motioned to close session: 9:38pm

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

Meeting was adjourned at 9:38pm

Submitted,

Erin Carroll, Recording Secretary