

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

**Tuesday, April 20, 2021**

### **Trustees Participating**

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

Not present: Vicki Rellas, Bruce Eckman

### **Other Participating**

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Amy VanLangen, Jeff Waldron and Eric Johnson, Select Board members; Sean Killeen, Mary Moore, Martha Mahard, George Fiske, Margaret Powicki.

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 amended minutes, which were motioned, seconded, approved unanimously.

### **Chair Report**

Brian shared he & Elizabeth did a walk through of the Library with the MBLC. Much progress has been made on the interior and exterior which made for a positive experience. Town Caucus was held last Sunday and the Library has three Trustees on the ballot: Chris Kenney, Vicki Rellas, and Sue Lepard. Sue recently moved to Sherborn from Wellesley and has a strong background in public relations and communications. Transition for the Treasurer position, and other roles on the Board, will be discussed next meeting. Upcoming town meetings include the Annual Town Meeting to be held on May 15<sup>th</sup> and the Town Election to be held on June 15<sup>th</sup>.

Brian shared Elizabeth registered all the Trustees for the MBLC emails and materials. There are a few spring Library Trustee orientation webinars that are available and are a good source of information. Also, April 16<sup>th</sup> was National Library Day and Brian thanked both Elizabeth and Liz for all their work. Brian noted that the Library is 8-12 weeks away from opening which will require various workstreams to be managed and necessary support across functions for a successful opening.

Brian reminded the Trustees of the Code of Conduct and Civil Discourse for Trustee Meetings and noted the importance of the Rules of Order.

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

Amy VanLangen shared that FOTSL is planning a scavenger hunt activity that will be held in town. They will also 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 April 5, 2021.

Invoiced:

- BAA: Invoice from January: \$27,288.75 (\$6,000 was assist town counsel regarding various change requests). Invoice from February: \$24,390 (\$5,000 was to assist town counsel efforts). Both were voted and approved.

- No CHA invoice.
- BCG: Application for payment #41 was \$193,400.04 and approved. Application for payment #42 and #43 were returned to BCG for additional comments/information.
  - Balance to finish is \$1,279,378.11.
- Additional expenses that needed to be approved included data cabling for IT, various alarm cabling systems, furniture storage, and refinishing. Roof consultant invoice was not voted on and sent to David Williams for approval.
- OPM: Mike McNulty report
  - Progress update: Reports on exterior work, including patio, curbing, sidewalks, and steps. Interior work included lobby floor area, various efforts in the children's wing, and kitchen.
  - SL 16 was received, comments sent back to BCG. Substantial Completion Date is May 28<sup>th</sup>. Concerns were raised regarding elevator, fire pump, HVAC system.
  - SL 17 was expected on April 16<sup>th</sup>. Since then, it has been received and comments sent back.
  - No budget update.
- Post LBC: some discussion about landscaping. There is a small landscape enhancement budget put aside that should be considered so area is prepared for future planting.
- Tree care maintenance – annual contract proposal from Hartney Greymont - \$5,582. Landscaping Endowment Fund, per Hank, has a balance of \$91,598, which can help support the trees and other maintenance needs. Additional discussion regarding allocation of capital for tree maintenance and care sourced at the town level or from the Library budget continued.
- Brian took a vote to approve the Hartney Greymont contract proposal, which was motioned, seconded, and approved unanimously.
- Mary Moore encouraged Trustees to consider previous groups that had come forward with interest in participating on a landscaping committee including the Garden Club. Mary offered to organize an ad hoc landscaping committee to work with relevant parties to address needs in the short term.

### **Finance Subcommittee**

Brian shared that the Library Budget was approved at the Advisory Meeting. Hank provided an update on the performance of the Endowment funds, which continues to be strong following the most recent quarter (12/31 – 3/31). The main account, which invested in the market, was up 4% during the quarter and is up 19% fiscal year to date. The entirety of the Endowment, some of which is not invested in the market, is up 16.3% fiscal year to date. We continue to work with state legislatures to have the Prudent Investor Standard approved, as voted on in August at Town Meeting.

### **Technology Committee**

Frank has worked with various constituents to address needs including wiring, PCs, projectors, software, telcom, and general connectivity to the system and power sources. Hank shared information on the monies reserved for IT in the project budget, which may need to be reviewed to assure there is adequate capital reserved. Additional discussion regarding the management of the technology post opening continued.

### **Building Reopening**

Max has collated a comprehensive list of items to track regarding the opening, which includes 14 different workstreams, which has been shared with the reopening committee. He suggested two, 2 hour working sessions to review and prioritize tasks. He noted it is important to confirm the best way to escalate any problems or challenges to best expediate and work through.

### **Community Relations**

Kristiina and Max will generate an updated FAQ, inclusive of photos, with a suggestion to highlight interior work. Jeff Waldron suggested highlighting some of the features and resources that can be accessed by the community, including the community room equipped with A/V equipment, a kitchen, etc.

Liz inquired about the information being shared across various media platforms including Facebook and Instagram, both active accounts for the Library. The Trustees agreed to share photos and updates via those mediums as well.

### **Sherborn Historical Society**

Brian shared that the MLBC made a few recommendations during the tour regarding the use of the space and ensuring it is an active museum vs. storage space, agreement on maintenance and operations, etc.

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

Elizabeth shared operating budget and expenses to date. Historically, the average spending at this time in the year is ~73%, though our actual expenditures are ~62% due to a number of unfilled positions. In May, Elizabeth will be posting the three new positions that were funded for the new Library. In July, Children's Librarian Cheryl Ouellette will be retiring after 23 years. Her position will be posted in July. Also, Liz Anderson will be taking a leave in the summer. Elizabeth continues to drive progress on the interior finishes and furnishings and estimates it will take 6 – 8 working days for William B. Meyer movers to move us back into the Library from the SCC.

Liz shared that the FOTSL generously donated some technology and software to help with a soft opening, including a meeting/appointment scheduling program and a self-checkout app. The Library staff is planning for two (2) 30-minute time slots for browsing. Liz shared she is speaking at a conference regarding COVID challenges and new buildings.

George Fiske thanked both Elizabeth and Liz for their help in organizing and hosting a joint program with the Sherborn Historical Society.

Brian closed public session of meeting at 9.06pm.

### **Executive Session**

Called to order: 9:07pm

Meeting was adjourned at 9:38pm

Submitted,

Erin Carroll, Recording Secretary