

Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, August 18, 2020

Trustees Participating

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

Other Participating

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Select Board Members, Jeff Waldron and Eric Johnson; Peter Gallitano, Sean Killeen, Margo Powicki, Lois Alexander, Tom Trainor, 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 7.32p.

Chair Report

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

Brian provided a brief recap on the most recent Select Board meeting where CHA provided an update on the building project. He felt it was a good, positive discussion. He further noted there has been progress made including Covid guidelines implemented, demo for remediation and masonry is underway, revised mockup underway, and the parking lot paving and curbing was replaced. The current substantial completion date is 2/8/21, final completion in April 2021.

Brian commented that at the Annual Town Meeting there were no objectives or challenges to our budget or article. Kudos to Sean, Jackie, and all others involved in all the logistical elements of hosting at the DPW. Others commented that they, too, had a positive experience. There were 108 total in attendance. Sean noted that said we got 80 cars in parking lot.

Chris noted the communication has improved vastly, much more transparent, and open. Incumbent upon LBC and others to review and ask relevant questions.

Brian noted that Frank and Erin toured the Library with the help of Elizabeth and others. Erin shared she was impressed with the space and what has been completed to date, despite how it may appear on the outside. Frank took pictures on the tour and expressed some concern that there was not a lot of activity happening while there. Elizabeth will work to set up additional tours for those that would like one. Elizabeth is waiting for the mockup of masonry.

Friends of the Library Report

Elizabeth spoke in Amy's absence. The donated book drop is in place and the FOTSL meetings begin again in September.

Subcommittee Reports

House Subcommittee & Library Building Committee

Chris reviewed activities from the last LBC meeting. They received a proposal from McNulty Construction to continue work with BAA. Electrical work will also begin. The masonry mockup is underway as well as masonry and waterproofing remediation work being done. The permitting and decision as to whether Five Star should remain on permit is still being discussion. CHA is working to update the budget for the LBC. There were some change proposals made by Five Star that were rejected, so they need to be reviewed.

Regarding OPM communications – McNulty has contacted all vendors regarding the CHA takeover. CHA will issue a meeting calendar for the LBC. Notes are now being shared with LBC, which has been a vast improvement. CHA will check with MA State regarding Five Star decertification as well as identify site areas that need attention.

There was no July pay application. August is next pay application which will be submitted at the next LBC meeting.

Elizabeth shared that she submitted the new schedule of construction to the Mass Library Board of Commissioners. Based on substantial completion date, we will receive final grant of \$728k will be issued in FY22, rather than FY21. This information will need to be communicated with the Finance office. Elizabeth and Hank will work together to ensure proper planning is done in regard to the budget.

Finance Subcommittee

Hank reiterated the passage of Article 12 at the ATM. The final step will be to petition the state legislature. Select Board is empowered to get in front of General Court. Jeff said it likely must go through house of reps and state senate and will follow up for clarification on process.

Hank shared the quarterly financial update across all accounts. For past fiscal year, the main account held at UBS returned 4.7% in a portfolio of ~60% equity // 40% short term FI & Cash equivalents. The account held under Treasurer returned 2.7%.

Trustees voted to increase the donation from Saltonstall fund, and hope to allocate the capital appropriately in line with construction completion. There are additional monies that have been donated through the FOTSL and other sources that are earmarked (per the donor) for specifics relating to the teen media space, mural, and finishing touches.

Community Relations

Kristiina and Max will work on an update to FAQs. Max suggested reviewing past questions that have yet to be answered, also could potentially highlight milestones, projects, etc. to look forward to.

Elizabeth added that the Library did develop a long-range strategic plan, as well as annual action plans. She encouraged the Trustees to think about revisiting the plans at an appropriate time to look at the strategic plan. There was also a capacity study completed that noted where are we flourishing and falling short (i.e. finance, personnel, etc.).

Frank suggested that communicating when the Library is set to open, key milestones and new features (vs. old library), would be well received.

Bruce suggested that we will need to rethink space considering Covid, as it will very likely impact space planning. Brian agreed and noted it will be important to think through how we re-introduce the library.

Director and Assistant Director Reports

Elizabeth shared that the library would continue with curbside pick up through September. Some libraries are allowing visitors into certain areas, but in our circumstances, our space is likely too small for visitors to come in and maintain safety protocols. Speaking with staff, the next step will likely be the transition from curbside to picking up books in lobby, which will be important as the weather changes.

The library received plexiglass and other necessary items to protect staff workers and maintain important protocols, and the staff will continue to adapt, as necessary. She added that they continue to get accolades from many patrons. Elizabeth commended staff for all the work done by staff.

Regarding the budget, several items ordered were delayed due to Covid, so the funds for those items will shift to “encumbered funds” and will be charged through to FY2021.

Liz shared that the database of eBook usage has increased by over 30% for Sherborn residents. Also, the Library has had nearly 1,000 curbside pickups, which is very good for a small town. Liz and the staff continue to monitor and share information with other libraries within the Minuteman network and noted only 5 or 6 libraries are open in a minimal way.

Unfinished Business

Library SCCF Lease

Brian outlined the history of the occupancy and lease agreement, and extension with the Sherborn Community Center. Discussion remains around the decision of the lease expiration, potential rent increases, as well as penalties that could be incurred based on the written contract.

Jeff suggested that this is something that should be brought to the Select Board and could be addressed in an executive session at the next Select Board meeting.

Others noted that Advisory and the Finance Director should also be aware of this discussion as it could impact future budgeting needs and operating costs. All agree that Trustees and Town needs to be realistic about what the move-in date will be as it will take some time to fully vacate the SCC.

Sherborn Historical Society:

George Fiske shared, via email, that the SHS estimates a need for 2,300 sq ft and would like to do a walk-through of the Library to see the potential space and options. Brian will work with George to confirm a date for the walk through.

Executive Session

Called to order. 9.15pm.

Executive Session motioned to close session. 9.32pm

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

Meeting was adjourned at 9.37pm.

Submitted, Erin Carroll, Recording Secretary