

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

**Tuesday, September 15, 2020**

### **Trustees Participating**

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

### **Other Participating**

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Select Board Members, Jeff Waldron, Margo Powicki, Sean Killeen, Susan Tyler, Amy VanLangen.

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 7:34pm.

### **Chair Report**

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

Brian discussed the need for a new Trustee, due to L. Schwartz stepping away. The role will be posted by the town and it can be filled by appointment until next election. Brian encouraged new people to apply and asked the Trustees to think of others that would bring a good set of skills, etc. Appointment is Joint decision between Select board and Trustees.

Jeff Waldron added that Lisa resigns to Town Clerk. Her term expires May 2021, so appointment will be short.

Brian discussed the SCCF Lease Agreement. On September 14<sup>th</sup> in executive session, discussion with Select Board regarding the SCCF lease. SCCF had annual meeting yesterday, they are comfortable with extension as written. The lease will be through May 31, 2021 and then will go month to month. Library will give 60 days' notice. No change to base rent. SCCF waived the emergency repairs Section 3.2.2 of the Sublease regarding the Library responsibilities.

Vote to approve lease extension, motioned, seconded, and unanimously approved.

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

Amy shared that the Friends held their first meeting of the year last week and are actively brainstorming innovative ideas to fundraise, including rethinking the annual appeal in light of Covid.

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

Chris shared that the most recent LBC meeting was on Monday, September 9<sup>th</sup>. The team partially approved mockup inside the building and will continue to proceed with masonry. There was a credit for design services of \$257,116, and a current change order \$78,829, BAA approved \$19,000 of pending change requests including flashing, skylight testing, some fire protection. For design services, there was a revision which resulted in a \$63,000 reduction of costs. The total targeted cost to date is \$14,198,241. Net adjusted amount: \$2.27million

OPM Communications: Chris shared McNulty discussed the below grade waterproofing replacement, masonry, and the roofing, though McNulty believes the roof should be replaced. In addition, there have been meetings regarding the windows and glass, which can be a 4-6-week lead time. Currently, the installation is expected to be in mid-November. No action items or votes at meeting. Pay application was not presented. The next LBC Committee meeting will be held on October 5<sup>th</sup>.

Of note, the LBC meetings are open to the public and all residents are encouraged to attend.

### **Finance Subcommittee**

No updates. Elizabeth will update on budget.

### **Community Relations**

Kristiina and Max are in the process of reviewing and updating FAQs, as well as soliciting new FAQs for website.

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

Elizabeth shared the budget which has been reconciled with the Finance director. FY20 had a surplus which was returned to the town. The Library saved capital in the print book collection and ran a deficit in e-book due to usage in Covid, but budget remained the same.

Elizabeth reported an unexpected expense. The Assistant Town Administrator sent a bill for \$532.00 town cleaning services while in community center for the month of August, charging \$133/week. Elizabeth's understanding is that the agreement made with the SCCF was to use the same cleaning service since there is usage of the common space, but that the Town's cleaning service covers staff office, trash, quick vacuuming of area rugs. Elizabeth's main concern is the increased cost of ~\$6k/yea, which is not included in the budget for FY 2021.

Jeff suggested to contact Peter Gallitano regarding the allocation of costs. Sean also agreed that it is best to discuss with Advisory.

Elizabeth noted that future care of the Library will be a part-time building attendant, which was approved by the Town. S/he will help with facilities, public meeting room, liaison with DPW, assist with the move, assist with overall supervision of library and be a steward of the building. This is an \$18/hour position.

Elizabeth stated that due to Covid, the Library will continue with curbside service through at least October. Space is limited to allow in-house visitors. The next incremental step towards allowing people inside, will be to step into lobby for pick up and potentially browsing, but there will be no access to bathrooms.

Liz shared that the database of eBook usage has increased by over 30% for Sherborn residents. Also, the Library has had close to 2,000 curbside pickups, which is very good for a small town. Feedback from residents including that people miss browsing, so the team has created page on the website for virtual browsing as well as adding flyers in curbside pickup bag. Also, the Library has made "make and take" craft bags for kids. A new study that came out of The Realm Project focused on how library collections are being sanitized and quarantined. The Sherborn Library will follow suit. The book drop has been a great addition. In addition, Liz shared there are three (3) seniors working at the Library. She is pleased to have the new team members and it is great that the community continues to be involved.

### **Unfinished Business**

#### **Sherborn Historical Society:**

Brian shared that he and others toured the Library with the SHS to get a better sense of space. The Library/SHS small group has had a follow up call since and encouraged the SHS to present the Trustees with a mockup layout, space needs, etc.

The Trustees suggested the Library does the same in preparation for a discussion at the October Trustees meeting.

Brian discussed the Personnel Evaluation Process, which was previously led by Jennifer Searle. Erin Carroll will lead the process this year and will contact the Town Administrator as well as Jennifer to learn more about the

evaluation and requirements. Under the supervision of an elected Board, the personnel evaluation must be done in a public meeting.

Brian noted the next Trustee meeting will be held on Tuesday, October 20, 2020.

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

Meeting was adjourned at 8.50pm.

Submitted,

Erin Carroll, Recording Secretary