

Sherborn Library Board of Trustees
Tuesday, September 21, 2021

Library Board of Trustees Participating

Brian Connolly, Erin Carroll, Christopher Kenney, Kristiina Almy, Frank Orlando, Bruce Eckman, Mary McKenna

Absent: Frank Orlando, Sue Lepard, Maximillen Klaisner

Also Present

Jeff Waldron (Town of Sherborn), Elizabeth Johnston (Library Director), Amy VanLangen (President, FOTSL)
Mary Moore (ex-officio, Landscape Committee)

This was a virtual meeting conducted in connection with the Zoom Platform with call-in capability. Roll calls were taken to establish the presence of a quorum for the LBT. Consistent with requirements, the meeting was being recorded and will thereafter be kept as an official Town record.

Call to Order

The meeting was called to order at 7:30 pm. LBT held a vote to approve minutes for the August 2, 2021 meeting, which were motioned, seconded, approved unanimously.

Library Trustee Chair Report

Erin will be transitioning as Secretary after serving in the role for the last year. Brian requested that any Trustee with an interest in the Secretary role, please contact him.

On October 13th, a virtual training session will be run by town council regarding ethics, conflicts of interest, and open meeting laws. All Trustees are encouraged to attend.

The next LBC meeting is October 4th and Trustees are encouraged to attend. Trustees can also participate in the Executive Sessions.

Brian shared that the abatement is intertwined with legal strategy, which is a very sensitive litigation scenario. We will be discussing all things relating to the project planning and work in the Executive Session.

Friends of the Library Report

Amy VanLangen shared that FOTSL is holding a fundraising event, "Fall for Fitness" on Sunday, October 3rd at Jamieson Field.

LBC Chair Report - Chris

Library Building Committee met on September 8th. Chris shared the below update:

- BAA Materials
 - 9/13/21 letter to BCG re Window Installation Issues
 - Documented construction conditions do not conform with contract documents or approved shop drawings
 - 9/20/21 letter to BCG re Exterior Cedar Color match
 - Recommends accepting the even weathered color in lieu of staining
- BCG Materials
 - None

- Comments provided; Payment Application #45 anticipated last week
 - Application #46 (Jun), #47 (Jul), & #48 (Aug) pending submission
- Project Budget
 - CHA updated Budget dated 8/26/21
 - Open Change Requests increase \$42,880
 - Architect's services (thru June '22) increase \$22,568
 - OPM services (thru June '22) increase \$15,000
 - Current Forecast **\$13,461,423** (excludes abatement, duct replacement work)
- Invoices and Requisitions
 - BAA Invoices
 - July 21 services dated September 3, 2021 for **\$34,263.50**
 - LBC voted approval for payment
 - August 21 services Dated September 3, 2021 for **\$36,050.00**
 - LBC voted approval for payment
 - Add Service #46- Abatement & Duct Replacement package preparation dated 8/20/21
 - For providing bid sets, totals **\$13,680**
 - LBC voted for approval
 - CHA invoice
 - Invoice Backup information provided 8/26/21
 - Abatement & Duct replacement estimate at **\$5,000**
 - Recommendation (BC/JK/CK) made to release CHA on 9/9
 - Goal to have a professional estimate to evaluate bids
- OPM Progress Review/ Schedule /3-week look ahead
 - Issues
 - Window acceptance pending
 - Work to complete list for interior items developed
 - Retest skylight pending flashing fix
 - Septic system evaluation pending vacuum evacuation
 - Landscaping incomplete, damaged
 - Progress (Chris shared updated images of the progress)
 - Wall caps in
- Abatement & Duct Replacement Bidding
 - CHA bid list provided 9/10/21
 - Recommendation of 4-5 bidders to Town pending
- Next LBC mtg on 10/4

Elizabeth spoke about planning for the move and communicating with the moving company.

Brian shared that the Planning commission is advocating for sidewalk on Sawin Street.

Mary Moore provided an update for the landscape committee (PowerPoint slides attached).

Jeff suggested the Trustees research the ARPA (American Rescue Plan) Funds that may be available to the Library for a variety of needs. Erin has volunteered to research opportunities for the Library in regard to the ARPA funds.

Finance Subcommittee & Director and Assistant Director Report

Elizabeth provided an update on MLBC grant, payment schedule as well as FY 2021 Final Expenditures. Elizabeth noted that certain items are now charged to Town: Electric, Fuel, Fire extinguishers, Elevator Inspection, HVAC, Alarm maintenance.

The Library saw a pent up demand for summer reading program and had 182 children signed up this season. The Library partnered with Beanstalk, an app that helps manage reading goals among other things. Liz is returning from maternity leave October 1st.

Brian provided a Treasury update and has worked with Heidi Doyle, the Town Treasurer to help her forecast the borrowing needs for the Library. Excluding the duct work, we have \$950k additional funding needed to complete the project. We were able to deduct from this number the \$400k currently retained from the builder, the withheld liquidated damages of \$200k, and the advance of the MLBC grant of \$363k, so we are very close to covering the amount in total. We expect Heidi to recommend that we roll over the 1.6m short-term borrowing that we did and was approved earlier this year.

Technology Subcommittee

The committee continues their progress on securing all the necessary equipment, though the help of various volunteers. Several items are delayed due to supply chain challenges.

Community Relations

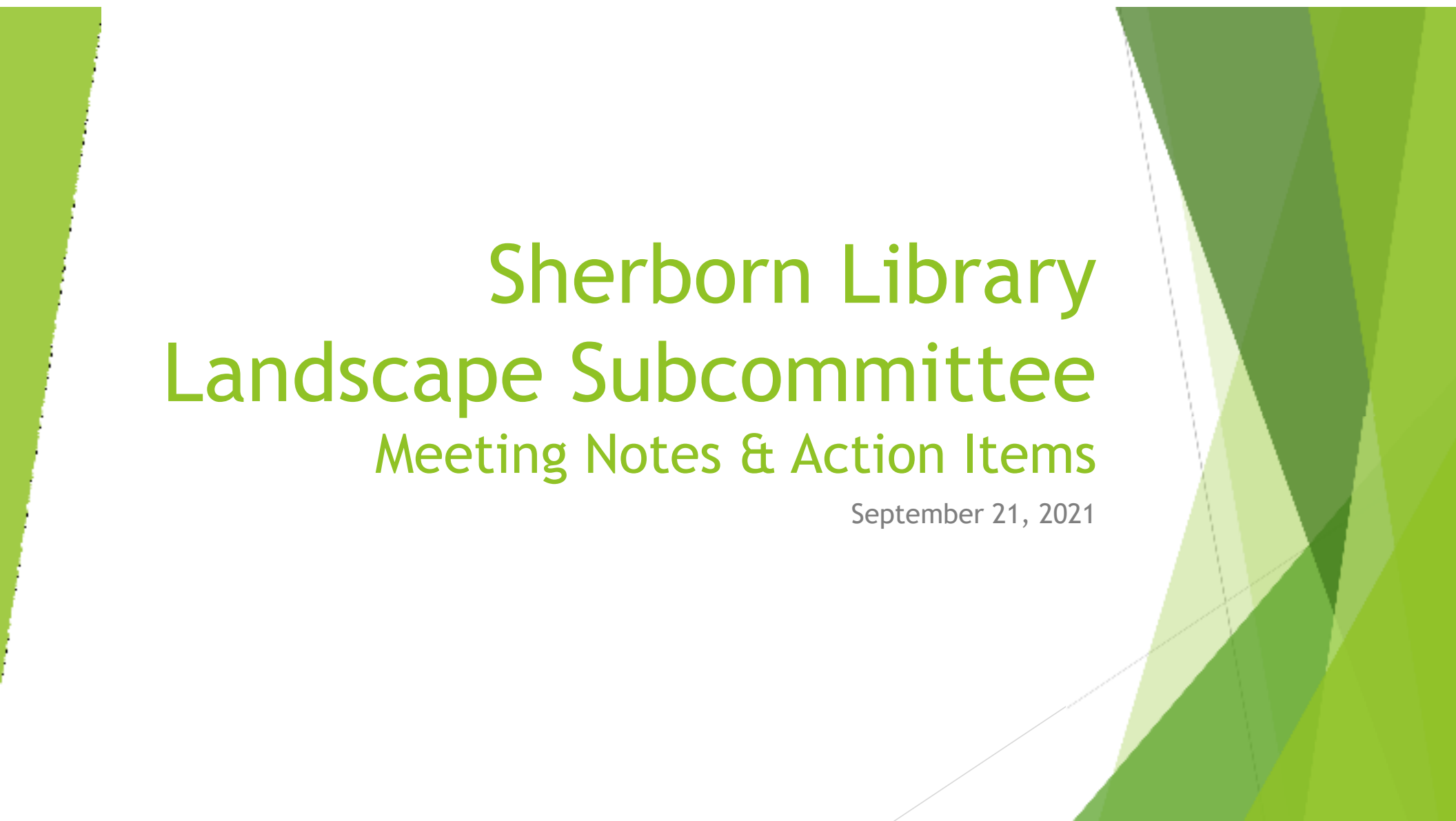
No update.

Executive Session

Roll Call was taken to exit open session and enter executive session at 8:26pm.

Meeting was adjourned at 9.15p

Submitted,
Erin Carroll, Recording Secretary



Sherborn Library Landscape Subcommittee

Meeting Notes & Action Items

September 21, 2021

9.21.21 - Update for Library Trustees

1. Library Site Landscape & Maintenance Plan

- Prepared by Hadley Berkowitz
- Review by Subcommittee 9/22
- Review by Trustees @ Oct. Mtg

2. Campus Site Plan

- Prepared by Janet Walsh
- DPW Director is supportive
- Review by Subcommittee 9/22
- Present to Trustees @ Oct. Mtg

4. Recommended Maintenance

- Multiple Site walk notes w/estimates by Dick Stoner, Certified Arborist
- Sawin sign and Bronze Statue Restoration
- Present to Trustees @ Oct. Meeting

5. Ongoing Weeding and Clean-up

6. ARP Funds

- Sam Nelson drafting Grant request to replace failing front staircase (not in project)
- Town has \$800K+ for Infrastructure Projects
- Collecting 3 estimates ~\$12-20K
- DPW Director is supportive
- If awarded, Trustees to accept @ future meeting

7. Funding Items

- Subcommittee will recommend an updated Gift Policy to include Memorial Tree and plantings guidelines
- Campaign Finishing Touches Fund
- Landscape Endowment Funds
- Available Budget to be discussed and approved by Trustees @ future meeting (s)

Appendix Slides



- ▶ Overgrown weeds/untended beds and 4 years of neglect, poor protection during construction

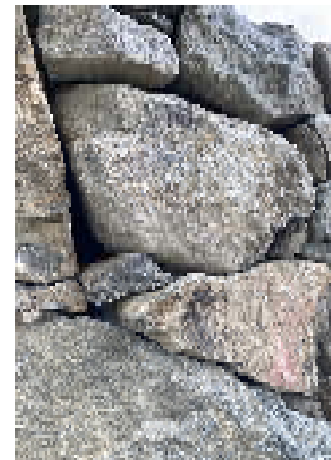
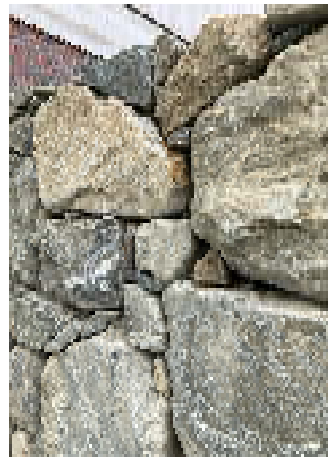


- ▶ Overgrown weeds/untended beds and 4 years of neglect, poor protection during construction
- ▶ 4 'weeding days' with volunteers
- ▶ Need DPW support to maintain moving forward



► Copper downspout made too short, does not connect. Rain water eroding soil at the foundation. This can cause serious damage.

► Retaining walls are really sloppily built. In the photos, all of these smaller rocks in the wall are not cemented and are simply loose, so kids can (and will) pull them out of the wall, leaving even larger gaps.



► Overgrown weeds/untended beds and 4 years of neglect, poor protection during construction



► Overgrown weeds/untended beds and 4 years of neglect, poor protection during construction



Subcommittee goals

Library Landscape subcommittee is being formed to support the Library Trustees House Committee Chair. The Library House Committee duties are to advise the Trustees on matters affecting the physical plant and grounds of the Library.

- Subcommittee will provide a long-term recommendation to Trustees for matters related to the landscaping and maintenance of Library grounds including a formal design to include plantings, trees, hardscape, pathways.
- Duration of subcommittee will be determined by Trustees/House Chair

Subcommittee goals

- Subcommittee may also provide recommendations to Trustees on matters related to annual and seasonal clean-up, tree protection, etc. as needed to ensure the site is well maintained and so that any costs are well understood by Trustees, Town, Donors, etc.
- Subcommittee may also provide recommendations to the Trustees on how a policy to manage naming /donation opportunities for memorial trees, beds, benches, endowed maintenance, etc.
- Subcommittee may also provide recommendations to the Trustees on how to best compliment/supplement town campus landscaping work by DPW to the benefit of patrons and taxpayers.

Subcommittee - potential division of Work/Roles

- ▶ Town Informs
 - ▶ Trustee House Chair - Chris K.
 - ▶ Library Director - EJ
 - ▶ DPW - Sean K.

- ▶ Trees - Dick -- goal would be to document with Dick on what Trustees might want to do re: immediate work (pruning, deep watering, summer maintenance for Shrubs and Trees around Library)
 - ▶ Note: Good to get inventory of invasives that we want to start to remove (HB)
 - ▶ Note: consult with Tony C. and Sean re: inventory they've already done (MP)

- ▶ Design
 - ▶ Hadley (library plan)
 - ▶ Janet (campus plan & maintenance)

- Other
 - ▶ Sam Nelson, Co Chair with Mary Moore to ensure task completion
 - ▶ Margo - holistic approach to Campus makes sense and aligns with earlier town improvement recs
 - ▶ Work on where the funding will come from - policies and endowment availability - (coordinate with EJ)
 - ▶ Patio Furniture - Abby - Mary to send list of inventory from EJ

- ▶ PR/Outreach
 - ▶ Carole (Why Native Matters) - coordinate with Hadley/Janet as needed to leverage material they may have
 - ▶ Doug Tallamy Webinar/ Wellesley - collection of books/media/programs/ garden club coordination ?
 - ▶ Margo (History; Daffodil Trail, Sawin, COA) - next steps - Mary to share info re: Sawin sign with Trustees / recommendations for DPW - remove for restoration so ready for reopening (MP, MM)
 - ▶ Help from Max K/Kristiina A. - Coordinate with Trustees on messaging and Reopening