

JOINT VIRTUAL MEETING LIBRARY BUILDING COMMITTEE & LIBRARY TRUSTEES AGENDA

Tuesday, January 17, 2023

Virtual Meeting

Adjourn to Executive Session

Adjourn to Executive Session under the following exemptions, not to return to Open Session.

Item 1: To discuss strategy with respect to threatened potential litigation if the Chair so declares that an open meeting may have a detrimental effect on the litigating position of the Select Board and Town, and the Chair does so declare, to discuss the Town Library pursuant to M.G.L. Chapter 30A, Sections 21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007)

Adjourn to Executive Session 7:34PM

Brian Connolly, Trustees Chair – Roll Call Vote

Erin Carroll (Yes), Brian Connolly (Chair) (Yes), Christopher Kenney (Yes), Maximilien Klaisner (Yes), Sue Lepard (Yes), Mary McKenna (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Jim Kolb, LBC Chair – Roll Call Vote

Jim Kolb (Chair) (Yes), Adam Page (Yes), Alexis Madison (Yes), Mark Brown (Yes), Richard Littlefield (Yes), Christopher Kenney (Yes)

Return to Public Session 7:45PM

LBC Members Participating

Jim Kolb (Chair)

Adam Page

Alexis Madison

Mark Brown

Richard Littlefield

Chris Kenney

Trustees Participating

Erin Carroll

Brian Connolly (Chair)

Christopher Kenney

Maximilien Klaisner

Sue Lepard

Mary McKenna

Seth Molloy

Frank Orlando

Tom VanLangen

Other Participating

Liz Anderson (Interim Library Director)

Heidi Doyle (Town Treasurer)

Jeff Waldron (Select Board)

Sean Killeen (DPW)

Courtney Williams (Friends of Sherborn Library)

Deb Siefiring (Interim Finance Director)
Margo Powicki (Landscaping Subcommittee)

Jim Kolb (LBC Committee Chair)

Items may be taken out of order

- a. Invoices for approval
- b. Requisition Review

Jim Kolb: Motion to Adjourn LBC Meeting 8:05PM
Motioned, Seconded, Unanimous Approval

Chair Report (Brian Connolly, Chair)

Motion to Accept the December 20, 2022 Public Meeting Minutes
Frank Orlando: Change final line to Next Meeting is January 17, 2023
Motioned, Seconded, Unanimous Approval

Personnel Committee will have open meeting questions, Liz Anderson is the final candidate for Library Director position. She has been recommended by the Trustees Personnel Committee for the role.

Liz Anderson reviewed budget with Advisory Committee. Awaiting feedback. Jeff Waldron will also provide feedback.

Jan 25, 2023 Walk Through of library addition with MBLC.

Maura Deedy of MBLC recommends Trustee Board Self Evaluation. Will wait until we are in the new building.

Heidi Doyle (Town Treasurer): Request motion to approve Heidi Doyle to oversee funds with Prudent Investor Rule; she needs this for auditors to move funds.

Q. IS this consistent with UBS? A. Yes

Motion to direct the Town Treasurer to follow the Prudent Investor Rule for the Library Trust Funds in the Town's custody per Chapter 336 of State Acts of 2022

Motioned, Seconded, Unanimous Approval

Friends of the Library Report (Courtney Williams, Friends Treasurer)

Winter Appeal: \$24,225 to date (looking excellent, \$5K ahead in 2021 at this time)

WinterFest (Children's event) March 4 in Library or Community Center; Book Sale March 24-26;

Arts & Craft Fair May 13 on the Library grounds - early registration started for Craft Fair, great vendor reception

Personnel Committee & Director Search Committee (Erin Carroll)

New Library Director Search Process:

Candidate package and scorecards were distributed before this Board meeting

4 candidates: 60 minute Zoom interviews

2 semifinalists: 75 minute Zoom interviews

Unanimous vote: 1 Finalist – Liz Anderson

Personnel Committee has some questions to start, and then we will open it up

Q. The website is the Library's portal to our community. Can you share any experiences with overall design, content, etc. for library websites. Not the week to week management/updates, but more the current ideas and future possible services for public library website.

A. Website was in the midst of an update in 2017 when I joined with a \$20,000 grant from the Middlesex Bank. Great improvement, but constant evaluation showed updates were needed and they have been added since the redesign. But moving forward, there are no books or references to books on our website. There are streaming services that provide this so staff wouldn't have to constantly update it.

I want to highlight discovery. Mirror the experience of being in the library.

Also, you always need users to evaluate the website and the experience, and we will make sure that is done.

Q. How would you assess the quality of the collection that has been in storage for six years at the library if you assumed the role of Director?

I've been thinking about this for some time. I've been working with Minuteman on this as well. We can't use circulation figures, etc. So we could compare to MLN as a whole. We can use an assessment tools. We have also come up with some charts to show spend to circulation. We need to assess how much money we're spending in each area and align spending with circulation moving forward.

Q. The delays to construction and budget for the library have created a negative sentiment in the town - what is the game plan to help rebuild that trust?

I've been brainstorming on this: How to regain the trust of Sherborn, that is the question. Jump in and really show up with programs and services. Show gratitude to town and to the staff. Smaller events to celebrate the library, per the Friends feedback. New digital displays will highlight the staff and new programs, services. Also, apply for grants to work across various town groups. So many great events will be returning to the library, the Fair, Summer Reading, movie nights, concerts, etc. Welcome people back to the space!

Q. What's your long-term vision for the Sherborn Public Library?

It is very exciting to get back in the building in the short term. Maker space has a lot of excitement. We also have more Teen Services, and the Youth Services Librarian is new. Think about improving Tween Services. The Treehouse has a lot possibilities for crafts/programs. How can we use state funding to highlight the programs/projects we have underway? Use Landscaping work introducing community to Butterfly Garden, Sustainable Plantings, etc. I'll work with the staff for ideas and to get these ideas off the ground.

No additional questions from Board members.

Brian Connolly: Trustees have the responsibility to hire the new Library Director.

Motion to Approve Offering Liz Anderson the position of Library Director.

Motioned, Seconded, Unanimous Approval

Jeff Waldron: Thanks to the Committee and welcome Liz, I'm a huge supporter. We can announce at the Select Board meeting tomorrow night.

Liz Anderson: Thank you. I'm really excited about next steps, I know have big shoes to fill coming after Elizabeth. I'm really looking forward to it.

Library Building Committee (Chris Kenney)

LBC 1/9/23 Mtg Update

a. Invoices and Requisitions

a. WSP Invoice # 1247704 dated 12/22/22 for services provided Nov19-Dec 16 (Commissioning Services) in the amount of \$2,000

i. 90% complete

1. LBC approved for payment

- b. Pavilion Flooring Application for Payment dated 11/29/22 for carpeting material, installation etc. through 11/30/22 in the amount of \$53, 143
 - i. Balance of contract (retainage) is \$2,797
 - ii. BAA has issued the punch list
 - 1. LBC approved for payment
- c. Falvey Invoice # 44973 dated 11/18/22 for (8) end panel refinishing services provided through Stefura in the amount of \$840
 - i. LBC approved for payment
- d. Snowden Invoice # 1545 dated 12/15/22 for remobilization/labor for HVAC controls reinstallation and replacement/installation of damaged, missing controls in the amount of \$10,374
 - i. LBC approved for payment
- e. BCG Pay Application # 50r1
 - i. deferred to 1/17 joint LBC/Trustee meeting to allow time for review
- b. OPM Reported Progress Review/ Schedule (CHA)
 - a. Schedule/Progress
 - i. TCO achieved on 12/14 (conditional)
 - ii. Move-in to begin 1/5 & 1/6
 - iii. AV install wall displays, projector, speakers, wiring, etc. ongoing
 - iv. Cold water booster pump started
 - v. Owner training for HVAC controls remain, scheduled for 1/14
 - vi. Apex duct sleeve completed in rm 106, leaks sealed, balancing completed, and report is under review
 - vii. Apex firestopping at ductwork ongoing, Duct smoke detector rewired, Apex reinstalling ceiling tiles
 - viii. Final cleaning underway with BCG
 - b. Certificate of Substantial Completion
 - i. Open to town (move-in, etc.)
 - ii. General Public?
 - 1. Pending resolution of town watermain connection
 - c. Move Coordination
 - i. Ongoing, began 12/26 & 12/27
 - ii. Tucker Library (shelving) anticipated week of 1/16
 - iii. Stefura working with Furniture vendors on assembly, installations
 - iv. WB Meyer to load books on shelves through Jan.
 - v. Any damages to pieces from storage remains a risk
 - vi. Antique clock delivery scheduled for 1/11 (occurred)
- c. CHA Project Budget
 - a. No budget update provided
 - b. Regular weekly meetings with town ongoing
 - c. MBLC walkthrough scheduled for 1/19
 - i. Final payment pending walkthrough
- d. Mural
 - a. Robert Evans availability pending completion of mural out of state

Next LBC mtg on 2/6

Q. How do we submit insurance claims for if there is any damage to items in storage?

A. Start by getting documentation from CHA. They would reach out and provide notice.

Community Relations (Maximilien Klaisner, Sue Lepard)

Max Klaisner: Library Opening Plan is ready with a six week lead up schedule once we have the date.

Sue Lepard: Friends are dependent on date/time for opening to provide/approve budget.

Do we have a budget? Need more discussion this week.

Max Klaisner: Are we looking at March/April now? Frank Orlando: Feb 13 is currently our move-in date.

Max Klaisner: Looking at end of March/early April for Ribbon cutting: Go/No Go at the next Trustees meeting.

Western Ave items not moved back yet.

Next Trustees' Meeting is February 21, 2023.

Vote to Adjourn 9:18 PM

Motioned to Adjourn; Seconded, Unanimous Approval.