

MEETING LIBRARY BOARD OF TRUSTEES MINUTES
Tuesday, June 20, 2023, 7:30 PM
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)

Roll Call Vote to Adjourn to Executive Session 7:32PM

Thais Bessa (Yes), Erin Carroll (Yes), Brian Connolly (Chair) (Yes), Chris Kenney (Yes), Sue Lepard (Yes), Mary McKenna (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:44PM

Trustees Participating

Thais Bessa
Erin Carroll
Brian Connolly (Chair)
Chris Kenney
Sue Lepard
Mary McKenna
Frank Orlando
Tom VanLangen

Other Participating

Liz Anderson (Library Director)
Irene Saranteas Bassalee (Friends)
Heidi Doyle (Town Treasurer)
Deb Sieftring (Finance Director)
Eric Johnson (Select Board)
Jeff Waldron (Select Board)
Margo Powicki (Landscaping)
Mary O'Hara Moore (Landscaping)

Chair's Report

Chair motioned to approve minutes from May 16, 2023 Board of Trustees meeting minutes.

Sue Lepard Moved, Chris Kenney Seconded, Approved Unanimously.

Welcome to Thais Bessa, new Trustee

Pictures are available from Ribbon Cutting. Will send printed photos in mail to donors.

Fiscal Year end - refresh committees and officers:

Nominate Sue Lepard for Recording Secretary replacing Mary McKenna

Brian Connolly Motioned, Mary McKenna Seconded, Approved Unanimously

Nominate Frank Orlando to continue another year as Treasurer

Brian Connolly Motioned, Sue Lepard Seconded, Approved Unanimously

Nominate Brian Connolly to continue as Board Chair

Chris Kenney Motioned, Carroll Seconded, Approved Unanimously

- House Committee has vacancies
- Community Relations Committee has vacancies

Feel free if anyone would like to join any committees. You can serve on more than one committee.

Friends Report (Irene Saranteas Bassalee)

Treasurer's Revenue from Craft Fair ~\$9,152

Letter from Irene Saranteas Bassalee/Friends will be arriving this week in mailboxes

Summer Concert Series is starting next week, with three more to follow, with food trucks as well

Liz Anderson: Thanks so much for all the hard work for the Friends, such successful events!

Library Building Committee (Chris Kenney)

LBC 6/5/23 Mtg Update

- a. Invoices and Requisitions
 - a. BAA Invoice 20-784-2023-04 dated 5/31/23 for services provided through April
 - i. Includes CA, GC errors, town counsel support, & consultants in the amount of \$15,305.00
 - 1. LBC voted on approval for payment
 - b. CHA Invoice No.'s 39202-25 dated 5/5/23 for OPM services for April in the amount of \$10,800
 - i. Back-up letter dated 6/5/23 provided
 - ii. CHA developing a contract amendment for a winding down of services
 - 1. LBC approved for payment
 - c. Falvey Finishing invoice # 45227 dated 2/28/23 for \$600 to recut end panels
 - i. LBC approved for payment
- b. OPM Reported Progress Review/ Schedule/Issues (CHA)
 - a. Leak at Skylight
 - i. Wiss Janey report distributed
 - 1. BAA expected plan & procedures for remediation including mason involvement
 - a. Awaiting responses from BCG & travelers
 - b. Water intrusion at 6.9 line
 - i. Mtg on site with BCG BAA, Town, etc. anticipated end of week of 6/5 or early week of 6/12
 - 1. Goal to develop plan for 6.9 line fix
 - c. MBLC engagement
 - i. Financials finalized, forwarded to MBLC
 - d. FF&E items
 - i. Missing desktop found, delivered
 - ii. Desk & Storage cabinet remain missing
 - 1. CHA (TG) continues to work with Mike at Meyers on damaged and missing items
 - a. Item replacement pending, discussions on going
 - iii. Stack seating carts delivered
 - iv. WB Mason missing furniture items reordered, delivery TBD
- c. Operational issues from Library personnel
 - a. Acoustical issues between 2nd flr Teen rm and 1st flr reading room
 - i. BAA to advise on intended separation
 - b. HVAC controls, efficiency an issue
 - i. MC to review with NV5 and the commissioning agent
 - c. Mural Schedule
 - i. Muralist anticipated to finish up in MI by the end of June
 - 1. Engagement letter pending
 - d. SLIC subcommittee mtg on 6/7

Next LBC mtg on 7/10

Q. Any update on Podium - No Progress - but September is the likely date

Q. Doors for Cabinets - contacted them for an update, expect to hear back this week

Landscaping Subcommittee (Mary O'Hara Moore)

Tonight's update

- 1) **Library Landscape** Installed
 - Invoices paid (thank you Frank and Liz)
 - Benches Installed (thank you DPW)
 - Watering plan implemented (thank you Sam, Alfredo)
 - Magnolia Tree cost donated
 - Patio Furnishings Recommendation
- 2) **Now we need to talk about annual maintenance**
 - Recommend plan be approved by Fall 2023 and funded/amended annually
 - Maintenance Plan
 - Monthly weeding during summer (June-Sep)
 - Deadheading (summer/fall)
 - Mulching (spring)
 - Pruning (spring/fall)
 - Please review - we will ask for support in June or July
- 3) Town Campus ARPA Grant approved for \$135K- new hillside steps comprise \$36,000 of this amount. Design is finalized - needs to go to bid (DPW/Town Admin) - hopefully fall installation

Hadley Berkowitz Maintenance Plan needs a discussion: ~\$10K annual

Landscaping Endowment Fund might help this (not large enough to fund right now, but that is the goal)

Garden Club might be able to help, also potentially the Friends.

Landscaping Subcommittee would get three estimates - present in August for Go/No Go

The Saltonstall Endowment Fund would be a good fit (Brian Connolly and Frank Orlando will discuss)

Q. Any warranties on implementation? A. Some plants didn't make it, so we are asking for replacements

Alfredo (new Library Building Attendant) has been very helpful

Library Policies (Tom VanLangen/Mary McKenna)

Presented the Reconsideration policy included in meeting invite.

Form is largely a copy of from the ALA

YA book was challenged in Dover MA

Challenger must identify themselves and live in Sherborn.

Director is the first recourse.

If they want to appeal the decision, goes to Board of Trustees.

Jeff Waldron: Need to be cautious in supporting any cause, need to treat all causes equally.

Q. Options for challenge: Tom VanLangen - start a dialog, if necessary, can move to Liz Anderson to continue, and finally to the Board for more discussion if necessary.

Nice that it is tied to the ALA policy.

Motion to approve Materials Selection Policy

Frank Orlando Moved, Sue Lepard Seconded, Approved Unanimously.

Thais Bessa offered to discuss gender issues with Library staff - she handles this topic professionally.

Finance Subcommittee (Frank Orlando, Liz Anderson)

~\$60K monthly burn rate on Construction Project

May Endowments/Funds \$132K upside

Final state grant funds arrived for project.

Town funds - new rules - we have \$107K: Frank Orlando recommends keeping as is.

Financial update

- Endowment May 202
 - Appreciation
 - Donation
 - Expenses
- State Grant
- Town Held Funds update
 - Prudent Investor discussion
- We continue to meet with Town Officials weekly on construction financials
 - We have a monthly burn rate of ~\$60,000.

Endowment activity for May 2023

- Market Value/Div/Interest ~\$132,000
- Donations ~ \$7,725
- Payments ~ \$70,000 most for landscape

Filtered by : Date: 04/01/2023-06/15/2023 Activity Type: FEE DEPOSIT WITHDRAWAL Money Market Exclude

Account	Date	Activity	Description	Bymt	Cause	Qty	Amount	Prnt	Prntnt	Account No
JJ 38921	05/18/2023	DEPOSIT	LOCAL CHECK				\$50.00			Sherborn Main
JJ 38921	05/18/2023	DEPOSIT	LOCAL CHECK				\$50.00			Sherborn Main
JJ 38921	05/18/2023	DEPOSIT	LOCAL CHECK				\$150.00			Sherborn Main
JJ 38922	05/08/2023	WITHDRAWAL	CHECK # 0002376000 TO Landscape Forms Inc.				(89,273.98)			Sherborn Sub
JJ 38922	05/16/2023	WITHDRAWAL	CHECK # 0002372411 TO Elizabeth Anderson				(5,151.48)			Sherborn Sub
JJ 38922	05/15/2023	WITHDRAWAL	CHECK # 0002375948 TO Elizabeth Anderson				(9,168.71)			Sherborn Sub
JJ 38922	05/16/2023	WITHDRAWAL	CHECK # 0002377759 TO B W Giovannella & Sons Inc				(7,430.00)			Sherborn Sub
JJ 38922	05/16/2023	WITHDRAWAL	CHECK # 0002377460 TO B W Giovannella & Sons Inc				(2,280.00)			Sherborn Sub
JJ 38922	05/16/2023	DEPOSIT	LOCAL CHECK				\$7,500.00			Sherborn Sub
JJ 38922	05/23/2023	WITHDRAWAL	CHECK # 0002376299 TO B W Giovannella & Sons Inc				(9,776.00)			Sherborn Sub
JJ 38922	05/23/2023	WITHDRAWAL	CHECK # 0002376082 TO B W Giovannella & Sons Inc				(2,105.01)			Sherborn Sub
JJ 38922	05/23/2023	WITHDRAWAL	CHECK # 0002376260 TO B W Giovannella & Sons Inc				(8,714.90)			Sherborn Sub
JJ 38922	05/23/2023	WITHDRAWAL	CHECK # 0002376264 TO B W Giovannella & Sons Inc				(332,000.00)			Sherborn Sub

State Grant – last \$363K

- Liz and Tom have been working with the State
- **THE FUNDS ARRIVED AND Deposited!**

Town Held Funds update/discussion

- The State has changed the requirements for our town held funds
 - \$107,000
- Until the change the funds had to be in low risk/low return investments
- We can now move the funds to a more balanced investment strategy
 - We are holding the funds as they are due to the high current interest rates
 - Suggest we vote to split funds 50/50 equity and bonds

Library Budget: (Liz Anderson)

Sent an updated budget to the Board, ~\$40,000 will be returned to Town: Late hires, Interim Director open, Attendant was open for some time.

Community Center Lease Agreement responsibilities (Cleaning, etc.) wrapped up.

IT Subcommittee (Frank Orlando)

Last IT switch installed.

Security Inside/Outside Library being investigated; will review with Police Dept.

Personnel Subcommittee (Erin Carroll)

Liz Anderson will be formally evaluated by Board.

Erin Carroll sent the Board necessary documents: Overview of Process, Evaluation Form, Example of Previous Evaluation Aspirational timeline - complete by July Board meeting, if possible, if not August is fine.

Jeff Waldron: Town is updating their policies, procedures, records. Dianne Moores will help.

Historical Society Updates (Brian Connolly/Chris Kenney)

~1550 square feet in basement being evaluated for Historical Society - the architect sent a proposal to George Fiske (President) and Chris Kenney (Library Building Committee).

Feasibility study would come next, review with the Board.

Jeff Waldron: Original Dowse Library had dedicated space for Historical Society, the Town is obligated to pay for design and construction in the current library.

Question: Access? Being reviewed now.

Jeff Waldron: Would be great to be open for 350th Sherborn Anniversary next year.

Library Director Report (Liz Anderson)

Library job descriptions under review with Dianne Moores and Jeremy Marsette.

Hired Interim Director Jess George, currently the Children's Librarian.

Will think hard about how we backfill and currently handle the change.

Maureen Hayes is moving out of state, will be leaving mid-July, posted for new Teen Librarian.

Assistants are off to college and will need to be replaced.

COA discussion: Looking for Senior Center space. Estimated meeting 4 times a week, 9a-1p. Rooms are already booked so this schedule not possible - looking at other spaces in town.

Next Trustees' Meeting is July 18, 2023

Vote to Adjourn 9:04 PM

Erin Carroll Motioned to Adjourn, Chris Kenney Seconded, Unanimous Approval.