

Sherborn Library Board of Trustees

Tuesday, October 18, 2022

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)

Chris Kenney Motioned to Adjourn the public meeting and move to Executive Session, Sue Lepard Seconded, Erin Carroll (Aye), Brian Connolly (Chair) (Aye), Christopher Kenney (Aye), Sue Lepard (Aye), Mary McKenna (Aye), Seth Molloy (Aye), Tom Van Langen (Aye).

Adjourned to Executive Session 7:32PM

Roll Call Vote taken to return to Public Session at 7:48 PM

Trustees Participating

Erin Carroll

Brian Connolly (Chair)

Christopher Kenney

Maximilien Klaisner

Sue Lepard

Mary McKenna

Seth Molloy

Tom VanLangen

Other Participating

Elizabeth Johnston (Library Director)

Deb Siefiring (Finance Director)

Heidi Doyle (Town Treasurer)

Jeff Waldron (Select Board)

Sean Killeen (DPW)

Margo Powicki (Landscaping)

Irene Saranteas-Bassalee (Friends of Sherborn Library)

Liz Anderson (Library)

Chair Report (Brian Connolly, Chair)

Motion to Accept the Sept 20, 2022 Public Meeting Minutes?

Chris Kenney Motioned, Erin Carroll Seconded, Unanimous Approval.

Lots to cover in this meeting, so this section will be brief. 60 days to the re-opening! Planning is underway.

Elizabeth Johnston is retiring Dec 2, 2022. Extended a week to make the opening transition go well.

Retirement party right after the ribbon cutting Dec 17, 2022.

Erin Carrol is doing great work planning the search for a new Director. She will give an update later in the meeting.

Chris Kenney is Trustee representative for Sherborn Sustainability Committee Climate Resilience group.

Brian Connolly, Frank Orlando, and Natalie Weare (Advisory Committee liaison) will help Liz Anderson through the budget process in December this year.

Friends of the Library Report (Irene Saranteas Bassalee, Friends President)

Oct 15 - first Welcome event for families at the playground well attended.

Oct 22 - Trunk or Treat coming up this Saturday.

Nov 4 – Fall Social - another Welcome event for adults at the Heritage.

Friendsgiving is returning Nov 19 at the Holliston Historical Society.

The Friends Appeal will go out after Thanksgiving.

House Subcommittee & Library Building Committee (Chris Kenney)

LBC 10/3/22 Mtg Updates

- a. BCG Materials
 - a. None
- b. Invoices and Requisitions
 - a. Apex Pay Application #4 for work completed through 9/30/22 for the new ductwork (approx. 98% complete)
 - i. LBC voted to approve in the amount of \$63,801.05
 - b. Beacon Architectural Associates (BAA) for construction Architectural Service provided through July including consultant Green Engineering, for site lighting, wrap up of sitework ahead of building completion, and outstanding punchlist items and NV5 for shop drawing and submittals review from Apex
 - i. LBC voted to approve in the amount of \$20,311.38
 - c. Beacon Architectural Associates (BAA) for construction Architectural Service provided through Aug including consultant Green Engr for punchlist items and finalizing lighting and NV5 for ductwork CA
 - i. LBC voted to approve in the amount of \$15,613.75
 - d. Accubrite (chandelier vendor) for reinstallation, lift rental and extended storage
 - i. LBC voted to approve in the amount of \$991.93
 - e. Rustic (Fire Protection System subcontractor) for removal and reinstallation of fire protection sprinkler heads to allow for abatement and ductwork installation
 - i. LBC voted to approve in the amount of \$1,043.29
- c. OPM Reported Progress Review/ Schedule
 - a. Progress
 - i. Leak at skylight was investigated, BCG indicating the rain was a special event, CHA, BAA reviewing report and will respond. Regardless of source, Town not accepting leaking skylight. Issue needs to be resolved before replacement carpet is installed. (subsequent to mtg, Town performed own investigation to determine source of leak)
 - ii. Apex has completed the duct installation except a (2) locations, where they are awaiting ceilings (anticipated w/o 10/3 or 10/10)
 - iii. New floor grills have been ordered, existing ones in place to allow HVAC testing and balancing and will be swapped out upon delivery.
 - iv. Installation of building signage is ongoing., all info BCG needs has been provided.
 - v. IT work – Superior working on status of the system, all wireless access points but (2) exterior points have been installed.
 - vi. Testing and balancing of the air & water mechanical system within the children’s room and addition is underway, reinstalling the sensors in the new duct also underway and commissioning to resume.
 - b. Schedule
 - i. CHA indicating 11/9 as the Temp certificate of Occupancy (TCO) date with move-in anticipated by 11/27.
 - ii. BAA (P. Byerley) to review all required documentation for the building inspector’s sign-off

1. P. Byerley explained outstanding items exit signs with accessibility symbols, stair guards should not be an issue to delay the TCO
- iii. CHA working on move-in coordination, meetings occurring, Stefura in contact with mover, William B. Meyer for the racks.
- iv. Elizabeth mentioned a communication with the MBLC for a ribbon cutting potentially on 12/16.
- v. OPM asked for a schedule update with % complete filled in.

d. Project Budget

- a. No major changes
- b. Weekly updates being discussed with Town Finance Director and Town Treasurer
- c. After mtg, updated version dated 10/12 provided.
 - i. General Construction Value decreased by (\$9, 932)
 - ii. Info/telcom systems increased by \$ 5,839
 - iii. Fixtures, Furnishing and Equipment increased by \$35, 925 (for Jul & Aug architectural services)

1. Budget showing a net increase of \$31,832

e. Landscape group

- a. Library site clean-up day on 10/29, 8-12
 - i. Mary and Sam to provide coffee and cider donuts for volunteers

Next LBC mtg on 11/7 @ 6PM

Finance Subcommittee (Frank Orlando)

Endowment activity for Q3 2022

Endowment segment	June 30 Value	Q3 Mkt Changes	Donation to Construction	Other Activity	Sept 30 Value
UBS main acct	\$2,254,834	(\$104,724)	(\$149,014)	0	\$2,001,096
UBS Sub acct ^b	\$238,107	\$698	0	\$1,000	\$237,615
				(\$2,190)	
Town held funds	\$273,640	(\$895)	(\$169,000)		\$103,745
Totals	\$2,766,581	(\$104,921)	(\$318,014)	(\$1,190)	\$2,342,456

• Note: Sub acct had a \$1000 donation and payed \$2190 for landscaping

Donation was from Garden Club; Paid out for Landscaping

Continue to meet weekly with Town Treasurer, Accountant and Manager

No material changes recently

Grant Activity (Elizabeth Johnston): Second half of Richard Saltonstall Charitable Foundation grant (\$200K)

Application is being reviewed, meeting this month. If approved, grant comes in December 2022.

Brian Connolly: Elizabeth gave three of the Richard Saltonstall Charitable Foundation Trustees a tour of the new library in August.

Technology Committee (Frank Orlando)

#1

IT status

- IT wiring is complete Both IT rooms are powered up
- All Wireless AP are powered and "Guest" is active
- We have coverage on patio despite no outside WAP
- Kevin has bid on server migration and Desktop installation
- A team, Liz, Brendan and Seth, are develop strategy for HW and SW for use at main entrance TV display panel

#2

Most AV equipment ordered, soliciting bids from installers

#3

Telephone migration

- We have contracted with Harbor Networks to extend the Town Hall VOIP phone system to the library.
- Handsets are on order. They are expected later this month.
- Elizabeth is working on the locations, call in messages and mail box setups.

Elizabeth Johnston: Still unclear as to what library will need to assume phone costs – not in budget. Data line costs for Verizon services need to be obtained and added to budget later this year.

Community Relations (Maximilien Klaisner, Sue Lepard)

We have a date for Ribbon cutting: Saturday Dec 17 Program, time, etc. TBD (likely 1:30PM)

Who owns the invite list? What is the invite format?

Elizabeth Johnston: We could use of Friends of the Library Appeal for a Save the Date! Message, it goes to every household in Sherborn

Brian Connolly will work with Mary Moore to get the invitee list: name, titles, email, phone number

Needed within three weeks to meet the deadline.

Chris Kenney: May want to start with Celebration of Donors, and Groundbreaking lists to start.

Elizabeth sent an Opening Checklist and Max has converted to an action list. The next step is for each item to be assigned dates and owners. This will provide the schedule to work to.

Time is key here, evites would be helpful to save time, paper. Need a phone number for RSVPs.

Discussion about use of evites. Flexible, fast. Issues around invite going to Spam folder. Can check up with RSVPs, especially for VIP guests.

Table at Ribbon cutting for naming opportunities? Right before the holidays, people may want to direct their giving that way. Also information at the desk when open. Finance Committee would need to review this suggestion to make clear where the dollars are going. Can add to the checklist either way.

Elizabeth Johnston: Ribbon Cutting is open to the specific invitees and the public if they want to watch.

Ribbon Cutting publicity: Friends Appeal, Website, NextDoor, Dover Sherborn local papers

Elizabeth Johnston is getting sample programs from other libraries opening celebration programs this week.

Likely to start at 1:30PM if all VIPs available, so if a snow day, Sunday would be the same time.

Many smaller groups are meeting to pull these opening events together.

Long-Range Planning Committee Updates (Mary McKenna, Elizabeth Johnston)

Elizabeth Johnston: Draft of five year plan was distributed to the Trustees. Need a vote on this document, as it allows for programmatic state grants if we get it filed this year.

Mary McKenna: This is a living document; we review and revise as needed over the next five years.

Q: Will the state monitor the plan such that if we miss any 2022 items is that a problem?

A: (Elizabeth Johnston) Action Plans allow revisions to the plan. You can pick up items missed in a previous year. We send in the Action Plans to state.

Motion to Approve Sue Lepard, Seconded by Frank Orlando, Unanimous Approval.

Meeting Room Policy Documents (Liz Anderson)

Waiting to get in the building before imposing any rents – want to see demand, and who's using the rooms.

Two documents reflect two processes to reserve rooms (Meeting Rooms vs Study Rooms). Meeting Room require more information, a more extensive form.

We'll use the same software we use today to reserve museum passes to reserve rooms online; software is ready.

Q: Will Memorial Services be allowed? Policy says no private functions booked by individuals.

A: Usually handled by Community Center, it's a big part of what they do, We'll monitor to see if there's a need.

Q: Quiet Study Rooms: Can we change the name to Collaboration or Group study rooms? They don't have to quiet in there do they?

A: Yes, good suggestion, groups are not expected to be quiet in these rooms.

Q: Can people use rooms for regular business meetings?

A: There are limits are set in the document. (Note – two hours per day limit.) Will start with limits then loosen up if they're not necessary. Booking is required. We do want to encourage multi-use: Business, school work, social groups, research, etc.

Will add to Study Room Policy: Director reserves right to reject any reservation. (Currently in Meeting Room Policy.)

Will post on display boards daily reservations. Still working this out.

Liz Anderson will bring back revisions in policies at November meeting for a vote.

Q. How many study rooms are there? A. Currently two for public use.

Liz will bring back updated Policy to November Trustees meeting for review and vote.

Personnel Committee (Erin Carroll)

New Director Hire Committee: Erin Carroll, Seth Molloy, Tom VanLangen, Mary McKenna

Search Timeline presented: Goal is new Director hired in Q1 2023

Next Steps: Finalize the job description; Interim Director appointed; Post the role – 1 month but may go longer; Create Interview Methodology & Scorecard; ; Interviews; References

Many other towns have openings right now so there is a fair amount of competition.

Don't always have control over the process but we have targets. Current schedule is aspirational but would be a great outcome so we'll work toward it.

If the Trustees have any questions about the process, feel free to reach out to Erin Carroll.

Will be as transparent as possible with the Library Trustees. With that in mind, we need a place to share documents.

Can we get a shared Google drive for all search related documents? Brian Connolly will check with Town.

Library Director and Assistant Director Reports

Elizabeth Johnston (Library Director)

Requested UBS checks for four chairs for Trustees conference room and Weezie Fund gift for Phase 1 Landscaping

Expenditures can be reported to Town in real time now, new process.

Children's Librarian position is posted – applications due Oct 21.

Elizabeth created Month by Month calendar for Director role

FY'24 budget: draft in November underway. The budget us due at the end of the year.

Investigating gas service contract – combine with the schools? No estimate available for usage in new building.

Liz Anderson (Asst Library Director)

Working with Hadley Berkowitz and Mary Moore on the Landscaping update for the website.

Several Cultural Council grant applications sent in this week by librarians.

Also, a new grant source application was submitted: Cultural Sector Recovery Grant (\$5K-75K grants)

Self-Check machines arriving and will be ready to go when we open, using Meescan on an iPad.

Brian Connolly: This is all getting exciting. We're sixty days out from the ribbon cutting, and I appreciate all the work you all of you are doing. If there are no other questions, I'll take a motion to adjourn.

Sue Lepard Motioned to Adjourn ; Erin Carroll Seconded, Unanimous Approval.

Vote to Adjourn 9:13PM

Next Trustees' Meeting: Nov 15, 7:30PM