

Minutes - JOINT VIRTUAL MEETING SHERBORN LIBRARY BOARD OF TRUSTEES LIBRARY BUILDING COMMITTEE Tuesday, May 19, 2020 7:30 pm Virtual Meeting

Virtual Meeting of Sherborn Library Board of Trustees May 19, 2020 Minutes

Trustees Participating: Mary Moore, Brian Connolly, Jennifer Searle, Kristiina Almy, Chris Kenney and Hank Rauch. Incoming Trustees: Max Klaisner, Erin Carroll. Others Participating: Library Director Elizabeth Johnston and Assistant Library Director Liz Anderson; Select Board Members Jeff Waldron and Eric Johnson; Advisory Members Stephen Leahy, Peter Gallitano, Beacon Architect Peter Byerly, CHA OPM Michael McNulty, DPW Director Sean Killeen, Friends of Library Chair Amy VanLangen, Library Building Committee

This was a Virtual Meeting conducted in connection with the Zoom Platform with call-in capability. It was announced that the meeting would be recorded and thereafter kept as an official Town record.

7:32 p.m. Call to Order, Mary O. Moore, Chair and announced that Brian Connolly, incoming Chair of Library Trustees would chair the meeting and Mary Moore would act as secretary for this meeting.

7:33 p.m. Call to Order, Jim Kolb, LBC Chair

Brian Connolly Reviewed Agenda. It was agreed to review project related items together for the benefit of the LBC members who may not wish to stay on for entire call.

No new topics were added.

1. Voting of Trustees Minutes – April 21, 2020. On motion duly made, with one minor correction with minor adjustment to clarify Comments made by Chris Kenney on page 3, the motion was seconded as amended and the Minutes were unanimously approved by voice vote, with no dissenting voices.

2. Voting of LBC Minutes – April 6 & April 27, 2020 – Motion was made to approve the minutes of the LBC. On motion duly made and seconded, the Minutes for these LBC meetings were unanimously approved by voice vote, with no dissenting voices.

3. Chair's reports – Brian Connolly asked Mary Moore & Jim Kolb to provide a Library Project Update.

Discussion around Surety and Town Counsel negation of Takeover agreement. Mary Moore said she had confirmed with Town Counsel the Select Board would sign the agreement with the Surety just as they had signed the Construction Contract with the previous Contractor. There was no requirement for approval by Trustees or LBC – she then asked if it made sense to ask the Trustees (and LBC) to vote in support of the Select Board's upcoming approval of the agreement. There was discussion with Select Board Member Eric Johnston and Select Board Member Jeff Waldron about whether there should be approval or recommendation by the Trustees and LBC before Select Board would approve the Takeover agreement. Jeff Waldron noted that he expected the Select Board would want to hear a recommendation from these groups and it was decided that if the agreement was ready for review and approval by the next Select Board meeting, the LBC and Trustees could attend the Executive Session to discuss. Trustee Hank Rauch noted that he would not be comfortable taking a vote to support an

agreement that they had not reviewed. LBC members Richard Littlefield and Roger Demler also felt that if a vote to support the Takeover agreement was requested, more information would be needed. Elizabeth Johnston and Jim Kolb took an action to keep both boards posted on the time and date of these meetings.

* b) CHA update c) Takeover agreement update d) Budget update e) Invoices for approval

Mike McNulty and Richard Marks noted that they had been in touch with Town Counsel and BAA in support of moving the Takeover agreement forward. They were currently reviewing a possible completion date of mid-December to see if that was feasible based on the Takeover agreement being executed in the near future. CHA also noted that they were updating the project budget and planned to review with a small group to clarify a few questions before sharing with LBC at next meeting.

As noted at the previous meeting, It was also reported that CHA is converting the former OPM's (DTI) information into its budget model so as to accurately capture soft costs, FFE costs, storage costs and IT costs. CHA is working closely to ensure all stored furniture is at one location and was awaiting confirmation from the vendors. They are also developing a communication protocol for information transmittal and decision making to include KP Law, the OPM, the LBS, and the appropriate Town representatives.

* 8:00 p.m. Finance Subcommittee: Treasurer's Report - H. Rauch a) Quarterly report Hank Rauch provided an update on the Finance b) Town Meeting Warrant Article, Prudent Investor Act c) SCCF issues - sublease, repair costs (M. Moore, B. Connolly) * d) Annual Town Meeting postponement & FY21

8:20 p.m. House Subcommittee: Chris Kenney a) Hartney Greymont tree care plan b) Library Project recommendations and status

8:30 p.m. Friends of the Library report – A. VanLangen

Amy provided a brief update on activities of the Friends including a virtual trivia night. She noted that due to COVID 19, there would be no summer concert series. The Friends have graciously funded a ZOOM license to the library for use to promote virtual programming during COVID 19. They are also hoping to fund a book return box that will enable the Staff to use it as a safe place to receive books during their initial phases of reopening.

8:40 p.m. Community Relations Committee: FAQ update – J. Searle & K. Almy

Jennifer noted that an updated April 2020 FAQ would be posted to the Library website

8:50 p.m. Library Director's & Assistant Director's Report E. Johnston: a) COVID-19 Reopening Plan (draft) b) Statement from the Mass. Board of Library Commissioners to the Governor's Reopening Advisory Board E. Anderson: Programs & services update

Director Elizabeth Johnston provided a thorough update (see attachment) with her report. The staff has been working diligently to develop a phased re-opening based on guidance from the MBLC and in conjunction with other Libraries. The Trustees applauded the efforts of the staff on their careful planning to safely re-open. There was discussion around support from the DPW Director and the cleaning/plexiglass and other precautions that are going into place for all other Town Buildings. Elizabeth confirmed that she has reached out to Sean Killeen to ensure he was aware of the plan to re-

open. In addition, she has notified Ernie at the SCC. Elizabeth is participating on the COVID team in town (along with some dept. heads from Dover) to carefully monitor and provide feedback on how the Library can be safely re-opened. The target date to begin Phase I: Curbside Pickup is June 8, 2020.

Assistant Library Director Liz Rowland provided an excellent update on programming that has occurred over the past month including Virtual activity in the Cookbook club, a new database called Kanopy, and a seed bank which has been very well received by residents. She also noted an increase in online borrowing during the stay-at-home order.

Elizabeth Johnston noted the upcoming meetings for both boards including the possibility of an Executive Session at the Select Board meeting which Elizabeth Johnston would proactively post for on the Town Calendar to meet the posting deadline. It was also confirmed that CHA would manage the LBC meetings with assistance from Elizabeth to understand the posting process with the Town Clerk.

9:20 p.m. Brian Connolly asked for a motion for Trustees to Adjourn, the motion was seconded and unanimously approved by voice vote, with no dissenting voices.

9:20 p.m. LBC vote to Adjourn – Jim Kolb asked for a motion for Trustees to Adjourn, the motion was seconded and unanimously approved by voice vote, with no dissenting voices.

Next Trustees' Meeting Scheduled: Tuesday, June 16, 7:30 PM

Next LBC meeting: Monday, June 1 time TBD