

**Virtual Meeting of Sherborn Library Board of Trustees
(Joint Virtual Meeting with LBC - Library Building Committee)
March 24, 2020**

Trustees Participating: Mary Moore, Jennifer Searle, Brian Connolly, Kristiina Almy, Bruce Eckman, Chris Kenney, Jim Murphy, and Hank Rauch.

LBC Members Participating: Jim Kolb, Libby Yon, Alexis Madison, Mark Brown, Richard Littlefield, Heather Willis, Roger Demler, Chris Kenney*.

Others Participating: Library Director Elizabeth Johnston*; Select Board Member Jeff Waldron; Beacon Architects Peter Byerly & Rich Ryan, CHA OPMs Richard Marks and Michael McNulty, DPW Director Sean Killeen, and Town Administrator David Williams.*

*Chris Kenney is a Trustee and a Member of the LBC. Elizabeth Johnston and David Williams are ex-officio Members of the LBC.

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 Trustees and for the LBC. It was announced that the meeting would be recorded and thereafter kept as an official Town record.

Call to Order: The meeting of the Library Trustees was called to order by Chairperson Mary Moore at 6:38 P.M. Mary thanked the participants for their continued efforts in support of the Library and the Library Project.

Voting of Minutes: On motion duly made and seconded, the Minutes of March 3, 2020 were unanimously approved. A roll call of the names of all the participating Trustees was made. Separately, the LBC voted on their own Minutes of March 9, 2020.

Library Project Update:

Mary provided an update with respect to the information that needed to be provided to the surety in advance of its decision with respect to the bond claim. There were four areas for which information was to be provided:

1. Building Dimensions;
2. Campus grading issues;
3. Roof connector and related roof issues;
4. Underlayment and waterproofing.

Building dimensions: With respect to this area, Peter Byerly is to have sketches ready tomorrow March 25, 2020 for transmittal. These sketches will be technical, primarily cross-sections that will show the differences between drawn conditions and present conditions, and will address (i) how subsequent work would be constructed and relatedly (ii) how that would affect pricing of that work. Although primarily aesthetic in nature, the differences will have both interior and exterior effects on the design. The LBC and the Trustees will be asked to vote as to whether or not to accept the current conditions or reject them. Town Counsel is urging prompt action on this decision. As reflected in prior meeting minutes, the Trustees are rightfully hesitant to take action until they have a fuller and firmer sense of the effect of the changes, and had even hoped that it was possible to have a guided walk through of the building before making decisions on this subject. As some of the building elements that would depict these differences more plainly are still not present, Peter Byerly offered to create an accompanying narrative to his sketches with illustrative materials to assist the LBC and the Trustees in their future decisions. This second set of materials - narrative with illustrative materials - will likely take another 1-2 weeks to be complete. Recognizing the need to move this issue forward while still reserving the right of review, it was agreed that the first set of materials - sketches anticipated to be ready on March 25 - be forwarded not only to the Town and LBC, but also to the surety with the notation that the sketches have not yet been approved by the Trustees.

Campus grading issue: This area relates to the fact that the site contractor failed to follow the grading plan such that there is an approximate 10 inch difference between what was drawn and the current conditions. As a result, the intended sloped walkways to the lower and first floor entrances of the Library would not be ADA Compliant. Given this circumstance there are two alternatives. Either re-grade the non-compliant site work and keep the intended design, (original design as modified by CR17), or change the design to one with a series of railed ramps. If the railed ramp design is used it will reduce other areas of the design, including, but not limited to the outdoor terrace. Both Peter Byerly and Sean Killeen recommended that we stay with the intended design. Sean also noted that the railed ramp solution may well be more expensive than the return to the intended design. David Williams sought and received confirmation that the intended design would be ADA Compliant. Mary Moore and Jim Kolb, and others at the meeting were in support of the intended design. It was noted that since this work was previously rejected, the LBC need not take any additional action on this item at this time. The architect and OPM would communicate this consensus.

Roof connector and related roof issues: A report from consulting engineer SGH (Simpson Gumpertz & Heger) is available to be provided to the surety. Expert Tom Ewing will also be doing an analysis of the report. There are certainly leaks that will have to be addressed. OPM Mike McNulty asked for and is to be provided a copy of the SGH report.

Underlayment and Waterproofing: Five Star has belatedly released a Grace report dated November 5, 2019 detailing the underlayment and waterproofing issues, including but not limited to defective workmanship, over-exposure, and non-adherence. It appears that primarily this is more below grade, but will have some effect on the peel and stick locations. This Grace report will be provided to the surety. OPM Mike McNulty asked for and is to be provided a copy of the Grace report.

CHA OPMs Richard Marks and Mike McNulty summarized their efforts to get up to date since their retention on or about March 13, 2020. They have been provided with copies of relevant correspondence, had identified for them major issues of concern, done a building walk through, and had access to the reports of the prior OPM. They requested that to the extent approved by Town Counsel that they in addition to the SGH and Grace Reports, that they also be provided a copy of the Beacon Architectural Associates report of March 5, 2020 which had previously been provided to the surety. It is the goal that a regular communication cadence be established, once this investigatory phase has been completed

It is anticipated that with information on the four items reported above that the surety will then have sufficient information as to its decision as to which of the available options it will take under the provisions of the bond.

Mary thanked all for their work and indicated that the balance of the meeting would relate to other Library Trustee business. Peter Byerly, Richard Marks and Mike McNulty, and any other non-Trustees who wanted to exit the meeting were so informed.

Finance Subcommittee Report:

Hank Rauch indicated that he had reviewed and made appropriate edits to the form of a Warrant Article which if adopted would more clearly give the Library Treasurer and the Town Treasurer who were in custody of Endowment Funds the ability to invest those funds under the Prudent Investor standard rather than under a more restrictive standard. On motion duly moved and seconded, the Trustee participating unanimously voted to submit the Article to Town Meeting for favorable action. A roll call of the votes was taken to confirm the unanimity expressed.

Hank was thanked for his able efforts in moving this forward.

Library Director's Report:

Elizabeth verbally provided the attached written report about the stellar and remarkable efforts of her and her staff to provide exemplary service to the Town and its citizens in these trying and unexpected times. Elizabeth indicated her intention to email the written report to Mary, Brian and Jim to facilitate the production of accurate minutes.

Elizabeth and Sean agreed to talk off-line about the appropriate plan for cleaning and sanitizing the Library's leased space at the Community Center.

During the course of the meeting there was discussion about the Covid-19 virus and the Town's decision to close Town Hall, the Library, Trustees of Reservation, and the fields so as to meet the guidelines on social distancing and protect the citizenry.

The next scheduled Trustees' meeting is April 21, 2020 now scheduled for 7:30. As we get closer to that date, information will be provided as to whether it too will be conducted as a virtual meeting. To the extent that an earlier Trustee meeting, or joint meeting with the LBC becomes necessary, Elizabeth and Mary will communicate this need and identify possible meeting dates, times and methods.

On motion duly made and seconded, it was unanimously voted to adjourn the meeting at 7:29 p.m. with the wish and hope to stay well.

Upcoming Meetings:

Next Scheduled Trustees' Meeting: Tuesday, April 21, 7:30 PM

Materials Available in advance of the Meeting:

1. Agenda;
2. draft Library Meeting Minutes of March 3, 2020.
3. Final Warrant Article language – Prudent Investor Act

Materials Distributed after the Meeting to Recording Secretary and attached to these minutes:

3. One page Library Director's Report.

Respectfully submitted,
Jim Murphy
Recording Secretary