

Meeting of Sherborn Library Board of Trustees
March 3, 2020
(rescheduled from February 25, 2020 per Town Clerk)

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

Others Present: Library Director Elizabeth Johnston; Select Board Members Jeff Waldron and Eric Johnson; and DPW Director Sean Killeen; Frank Hess and Tara Hourihan

Call to Order: The meeting of the Library Trustees was called to order by Chairperson Mary Moore (Mary) at 7:30 P.M. To accommodate the attendance of visitors the Chair re-organized the agenda items such that the proposed Executive Session would be held at the end of the meeting.

Voting of Minutes: On motion duly made and seconded, the Minutes of December 17, 2019 were unanimously approved. On motion duly made and seconded, the Minutes of the January 21, 2020 meeting were unanimously approved.

Friends of the Library Report:

On behalf of the Friends, it was reported that Friends Chair, Amy VanLangen had given birth to a son, Theodore, and that the Friends were working with the Sherborn Community Center Foundation to brainstorm collaborative fund raising activities. A Trivia Night is scheduled for March 28th at the SCC. On April 3rd, there will be a Family Game Night. The Arts & Crafts Fair already has 50 vendors. The Used Book sale raised \$500.00 and the Friends are considering a 2 day Book Sale next year. The Friends have a Full Board and continue to be robust supporters of the Library and a great help with programming.

House Subcommittee Report:

Chris Kenney reported that BAA is assembling project related documentation and has submitted a proposal to continue its services. This would be valuable in connection with any procurement process if a new general contractor needs to be selected. DTI has also assembled documentation to turn over to the Town which list significant project changes and responsibilities. The Town has entered into a contract with the new OPM - Daedalus (corporate parent CHA). Richard Marks, and two other firm members are scheduled to attend the LBC's March 9th meeting. Requisition #35, the last requisition with Five Stars was for approximately \$57,000, but is not being processed in the absence of a general contractor. It was noted that MA public bidding law has a procedure for some filed subcontractors to be paid directly by the Town. It was noted that there were no pending bills from HVAC contractor Snowden or site contractor Derenzo.

Mary noted that a six month extension of the Library's lease with the SCC has been signed, which extends the term through August 31st - otherwise same terms and conditions with no mention of any ask for contribution toward SCC boiler costs.

Sean indicated that the Town had secured vacant building insurance as interim coverage to substitute for the builders' risk insurance previously carried by Five Star under the terms of its contract which is expected to be later supplied by any substitute general contractor.

It was further indicated that Five Star did not object to the Town's payment to HVAC subcontractor Snowden which had been performing work most recently. However, Snowden bills have not yet been presented for review to the LBC. If necessary, counsel will be contacted for advice on how to handle any subcontractor requests for direct payment. It is likely that engineers may need to assess the propriety of approving mechanical subcontractor invoices. Eric indicated that he would, once supplied with sufficient detail and assuming architect approval of the underlying work, to ask specific questions of counsel on these issues. It was clarified that David Williams and Jim Kolb are the major contact persons to direct the OPM moving forward.

There was a meeting with counsel for the surety on March 2, 2020 - more detail to be provided during Executive Session. The next LBC meeting is March 9, 2020.

Finance Subcommittee Report:

Hank Rauch distributed a soft copy of the Endowment Distribution Policy adopted in 2019 and a sheet showing the conforming calculations for determining the subsidizing contribution toward Library operating costs. Thereafter, after motion duly made and seconded it was unanimously voted to approve \$61,508 as the Library's FY 2021 Operating Cost subsidy (\$2,813 from the Dowse Memorial Fund and \$58,695 from the Saltonstall Operating Fund.)

Hank next discussed the proposed Warrant Article on use of the Prudent Investor standard for Library endowment funds. He had communications with the Treasurer, Heidi Doyle, about combining requests on this subject, but it appears that they will need to be handled as separate articles. Hank reported that he had reviewed draft articles that advisor Bartholomew had provided. He was waiting to hear some input from K-P Law. Jeff offered to help Hank make contact there. Hank will be presenting information about this at Advisory on March 11th, and with the Select Board on March 12th. Hank noted that any vote would still need a State House vote. It does not appear that the Library article will be handled on the Consent Agenda, but will have to be separately presented at Town Meeting.

Hank presented a quarterly update of the Library Endowment Funds in a different format that compared returns to market benchmarks.

Community Relations Report:

Jennifer reported that she had a brief preliminary conversation with Bill Keavany of the SCCF about a press release commending the SCCF for their support of the Library. Jennifer was also working on updating the FAQs announcing the new OPM - Daedalus (CHA).

Director's Report:

Elizabeth circulated a Budget Status Report showing amounts expended to date with a percentage comparison to the fiscal YTD expectation. Although, it shows a slight surplus comparatively, the Library is picking up some costs for building maintenance in the Library building. Looking ahead, it does not appear that there will be a repeat surplus in FY 21. It was discussed that some of the costs that Elizabeth has now absorbed in her operating budget should more properly be part of the construction budget. Elizabeth was asked to work with Sharon to move these costs back to the construction budget or at minimum segregate them for future use. Sean agreed that the Library should not be reducing their utility budget.

Elizabeth reviewed some of the storage issues arising out of the prior action step to move all stored materials to William Meyer. Elizabeth provided the Trustees with her recommendations on which vendors should now be paid, and which bills should continue to be held or disputed. On motion duly made and seconded, it was unanimously voted to follow Elizabeth's recommendation, and pay the Red Thread (\$4,838) and Environments at Work (\$1,010), but to continue to withhold the Office Resources (\$750) and WB Mason (\$3,801) bills. Particularly with respect to missing furniture involving a third party provider for W B Mason, Sean offered to help view the conditions of the stored material to make sure it was satisfactory. This may also become a new OPM task.

Information was provided that there was a WJE invoice for engineering expert work and a K-P Law bill that was to be included in Sharon's schedule of construction related costs and that DTI has asked for \$325 in additional payment for its work in connection with the stored furnishings.

Jeff reported that there was a Metrowest Coronavirus Task Force that was forming which may have some resources or directives in connection with the use of Library facilities. The MBLC is also providing standard protocol information.

Elizabeth confirmed that the MBLC had sent a two year extension of the grant contract. They continue to offer support. It was suggested that we should keep that in mind as necessary when dealing with the surety.

Town Caucus and a slate of nominees was circulated. Although Mary's term is ending, she graciously and generously offered to act as an ex officio member of the LBC as it was agreed by all that her institutional knowledge would be invaluable.

Town Budgeting was discussed, with upcoming meetings at Advisory on March 11, with the Select Board on March 12, and the full public Warrant on March 14. On motion, duly made and seconded it was voted to authorize Mary and Elizabeth to communicate a budget request change that included (i) a 2% COLA increase to Elizabeth's salary, (ii) correction to the aide salaries to increase them to minimum wage, (iii) a reduction for three months based on the three recently added, but as yet unfilled, positions; provided that there was adequate provisions for other anticipated costs - ie storage, computers - as may be reasonably prudent, and so long as the utility budget remained as presented.

Executive Session:

Following a reading of the relevant section of M.G.L.c. 30A as set forth hereinafter, and the Chair's declaration of detrimental effect, a roll call vote was held at approximately 8:30 p.m. on a Motion to Adjourn to Executive Session under M.G.L.c.30A § 21(a)(3["to discuss strategy with respect to threatened potential litigation if an open session may have a detrimental effect on the litigating position of the Town and the Chair so declares"] with the intention not to return to public session at the conclusion of the Executive Session as follows:

Mary Moore - Yes	Jim Murphy - Yes
Jennifer Searle - Yes	Bruce Eckman - Yes
Brian Connolly - Yes	Hank Rauch - Yes
Chris Kenney - Yes	Kristiina Almy - Yes

As will be indicated in the Executive Session Minutes, the meeting was adjourned at approximately 9:01 PM.

Upcoming Meetings:

Next Scheduled Trustees' Meeting: Tuesday, March 17, 7:30 PM
Next Scheduled LBC Meeting: Monday, March 9, 2020, 7PM
Construction Site Meetings - None Presently Scheduled

Materials Distributed at or in advance of the Meeting:

1. Agenda;
2. Sherborn Library Endowment Distribution Information;
3. Sherborn Library Endowment Distribution Policy;
4. Sherborn Library Endowment Values with Benchmarks;
5. Sherborn Library Budget Status Report;
6. Director's Report;
7. Caucus Nominee Information.

Respectfully submitted,
Jim Murphy
Recording Secretary