

Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, October 19, 2021

Trustees Participating

Kristiina Almy
Erin Carroll
Brian Connolly (Chair)
Bruce Eckman
Christopher Kenney
Maximilien Klaisner
Susan Lepard
Mary McKenna
Frank Orlando

Other Participating

Library Director, Elizabeth Johnston
Select Board: Jeff Waldron, Eric Johnson
Landscape: Margaret Powicki, Mary O'Hara Moore
Sean Killeen: DPW Director

This was a virtual meeting conducted in connection with the Zoom Platform with call-in capability. Consistent with requirements, the meeting was being recorded and will thereafter be kept as an official Town record.

Call to Order

The meeting of the Library Trustees was called to order by Chairperson, Brian Connolly at 7:33pm.

Library Trustee Chair Report

Vote to approve minutes from meeting held on Sept 21, 2021, (amended) which were motioned, seconded, approved unanimously.

Vote to approve minutes from meeting held on August 17, 2021, (amended) which were motioned, seconded, approved unanimously.

Library Trustee Chair Report (Brian Connolly)

Open Letter went out October 4, 2021. 15-16 people provided comments. As a result of the letter, public filings are now easily available on the town website. Nextdoor had a petition, Trustee Chair spoke to the person who created the petition, Leland Hull, noting her intentions are right on target. Shared with Leland we will do another public forum when we know more. Need to know how much will it cost and when will it be done. We should know in ~2-4 weeks, when duct work estimates should be in). A Public Forum may be held late November and early December when we know this information. A Public Forum was held in December 2018 at the high school, with Library Building Project Presentation/Status and Q&A.

Public Meeting Training was held on October 13, 2021, a link to the recording will be sent to all Trustees. This training is different from the State training required for all Trustees. More training is available November 3rd for communications among town employees, volunteers, elected officials. Code of conduct review. Chair will send the link to the Trustees.

Chair thanks to Erin Carroll for the fantastic job over the past year as Recording Secretary.

Erin Carroll nominated Mary McKenna for Office of Recording Secretary, Seconded, Board approved unanimously.

Erin Carroll will investigate American Rescue Plan Act of 2021 (ARPA) for public library assistance.

Friends of the Library Report (Elizabeth Johnston)

The Friends annual appeal for the Fall is now in production. There were two well attended events early in October, a fall fitness event and a playground meetup where a lot of new families came out eager to meet people after moving to town during Covid. There is also a trick or treat event planned for Halloween weekend.

Subcommittee Reports

House Subcommittee Report (Chris Kenny)

LBC 10/4/21 Mtg Updates

BAA Materials Existing Conditions report: Issued to Town 10/13

BCG Materials

Payment Application #45r2 certified for \$120,536.74

Amount approved prior to deductions for liquidated damages,

Anticipated to be more than an additional 30 days

Mike McNulty (MM) to inform Elizabeth on final amount

Project Budget - No Update provided by CHA

CHA abatement, duct replacement work estimate pending

BAA Add Service #47- Proposal for Existing Conditions Survey for \$2,970

GC still controls the site, no work has been completed or accepted, report to reflect the current visual conditions of the Library > LBC voted for approval

OPM Progress Review/ Schedule /3-week look ahead

a. Progress per MM

i. Exterior

1. Areas re-hydroseeded
2. Curbs at sidewalk at bottom of stairs installed
3. Remaining sidewalk concrete placed
4. Back area regraded
5. Guardrail missing at wall
6. Planting to be rejected
7. Final paving 10/12 by Town (BAA to issue CO for scope credit)

ii. Interior- no major work

1. Missing Marker board
2. Exhaust fan
3. Accessibility issues

- 4. auto door openers
- b. Look Ahead
 - i. Work to complete list items being picked up
 - 1. Fire Protection systems
 - 2. Door hardware
 - 3. Misc. drywall patching & painting
 - c. Mtg with BCG, BAA, Building Inspector
 - i. Field Report #50 issued, details accessibility items from the walkthrough
 - ii. Other open items include:
 - 1. 1 line window headers to verify existing conditions,
 - a. BCG looking into completing without destructive measures
 - 2. Skylight Flashing failed water test,
 - a. (3) areas remain to be repaired
 - 3. LED lights at railings missing
 - 4. STS work for owner IT work being completed.
 - d. Dates needed for Falvey refinishing deliveries/ storage (tables & endcaps)
- b. Abatement & Duct Replacement Bidding
 - a. CCD 017 issued on 10/5 for Duct Replacement scope
 - i. BCG refusal letter received 10/6/21 claiming “directed work is outside the general scope of the Contract”
 - b. CHA estimate anticipated by 10/8, identifies value of work to the bidders & DCAMM certification limits
 - c. Per CHA Abatement bidding anticipated week of 10/18
 - i. (3) bids from DCAMM certified bidders, anticipated to take 3 weeks
 - 1. Site walk to be scheduled
 - ii. To follow:
 - 1. Acceptability confirmation
 - 2. Notice to proceed issuance
 - 3. 10 notification to DEP
 - 4. 2-3 weeks abatement
 - 5. 2-3 weeks demo
- c. Next LBC mtg on 11/1/21

Landscaping Subcommittee Report (Mary O’Hara Moore)

30-45 minute BOT meeting needed for landscape design approval (will be scheduled following meeting).

Several Trees on the campus really need attention.

Friends of Library donor cleaned up the Sawin statue.

Note - November 1, 2021 Cultural grants are due.

Sean Killeen and Margaret Powicki are great at coordinating all of this work.

Staircase Funding being sought from town.

Gifting – trees, landscapes, etc. waiting to see what funds may be available after we finish build.

The Sawin sign & Landscape Design plan have benefitted from a friends and family rate. Perhaps a match (\$2500)?

Really big change outside the library now - people think it’s open it looks so good!

Slides presented:

10.19.21 - Update for Library Trustees

- | | | | |
|---|---|---|---|
| 1 | 1. Library Site Landscape & Maintenance Plan | 5 | 6. ARP Funds |
| 1 | • Prepared by Hadley Berkowitz | 5 | • Sam Nelson drafting Grant request to replace failing front staircase (not in project) |
| 1 | • Review by Subcommittee 9/22 | 5 | • Town has \$800K+ for Infrastructure Projects |
| | ➤ Review by Trustees @ TBD | 5 | • Collecting 3 estimates - \$12-20K |
| | | 5 | • DPW Director is supportive |
| 2 | 2. Campus Site & Maintenance Plan | 5 | ➤ If awarded, Trustees to accept @ future meeting |
| 2 | • Prepared by Janet Walsh | | |
| 2 | • DPW Director is supportive | 6 | 7. Funding Items |
| 2 | • Review by Subcommittee 9/22 | 6 | • Subcommittee will recommend an updated Gift Policy to include Memorial Tree and plantings guidelines |
| 2 | ➤ Present to Trustees @ TBD | 6 | • Campaign Finishing Touches Fund, Landscape Endowment Funds to be discussed @ future mtg. |
| 3 | 4. Recommended Maintenance | 6 | ➤ Request that Trustees consider match on anonymous gift \$2,500 for restoration Sawin Sign and professional Library Landscape Design and Maintenance Plan and installation oversight in springtime |
| 3 | • Multiple Site walk notes w/estimates by Dick Stoner, Certified Arborist | 6 | ➤ Similar Campus Plan to be funded by DPW |
| 3 | • Sawin sign and Bronze Statue Restoration | | |
| 3 | • DPW Director and SHC supportive | | |
| 3 | ➤ Request to approve and identify funding | | |
| 4 | 5. Ongoing Weeding and Clean-up ☺☺☺☺ | | |

Tree recommendations

Bottom-line Summary of Dick Stoner's assessment of Library Trees

The large trees on site, especially the sugar maple at the new entrance, may have suffered damage from the construction, and it is uncertain how they might be affected. Best to keep these trees, monitor their health, and delay most pruning for now. The exception is for dead wood that threatens the new building; this should be pruned now. See Spring 2022 fertilization proposal (\$975)

Damaged or diseased trees that best be removed include:

- Dogwood to the left of the front entrance: (damaged)
- Elm to the right of the front entrance: (girdled roots)
- Dogwood near the new entrance: (poor health/damaged)
- Two ash trees along Sanger Street: (diseased)
- White pine growing alongside a red oak: (threatens vitality of the oak)

The large dogwood to the right of the front entrance is debatable.

Pro: The tree is a native, it is in pretty good health, it's lovely and well-shaped, and blooms beautifully.

Con: The tree is too close to the building, it needs pruning to keep from rubbing on the roof (which might distort its lovely shape), and its location impedes access to the top of the retaining wall (possibly blocking landscape clearing machinery).

Finance Subcommittee (Frank Orlando)

- 1) Elizabeth Johnston: Submitted a grant application last week to the Richard Saltonstall Charitable Foundation Operating Fund for Library – Frank Orlando and Steve Borgeson (former Board member) helped in this process. Hoping to receive \$400K for Operations. Endowment money from UBS will also contribute to Operations.
- 2) Frank Orlando: September UBS account results of \$2.511M dropped \$2.434M (subaccount up \$3000) - October may improve results.
- 3) Elizabeth Johnston: Sue Peirce memorial gifts for library Children's Wing continue to come in, \$4700. to date. Sending to Ted Webster at UBS for Endowment Fund. Will need to determine how we use the funds when donations are complete.

Chair: Thanks to Frank and Elizabeth for resuming fundraising. It's been dormant due to the building project but great to see this again.

Technology Committee

Subcommittee work has been stalled due to construction, however, ahead of construction:

- 1) Installed UPS, Firewall, Switch & ready Wireless access - test for coverage in old and new library areas
- 2) Went through library with Superior (IT subcontractor) what's left – conduits still need work.
- 3) Hardware is here and ready except for monitors, they are backordered with CDWG since June, still waiting for date. Video Conferencing Monitors needed asap.
[Post-meeting update: Monitors delivered October 26,2021]
- 4) Minuteman Library Network: Very positive meeting, in good shape. They are ready to enable network when we're ready.

Community Relations

Sue Lepard said the Open Letter posted on town website and Nextdoor was very transparent. On Nextdoor 19 emojis (positive & negative), 1 positive & 1 negative comment, and the petition mentioned earlier in this meeting (20 people signed petition).

BOT should continue with proactive communication and transparency.

Kristiina Almy: Agreed with Sue Lepard's comments. Consider the next communication at our next meeting.

Chair: Need ductwork timeline and especially cost before we can communicate any new information.

Considered responding to Nextdoor comments but no new information at present. The person who wrote Nextdoor petition is new to town and has young kids and wants to take them to the library.

Sue Lepard: Any spending impact needs to be reported to the town as soon as we know about it. Library Project should not become mixed up with other projects in town that did not get funding.

Surprised there was not more of a response to the letter. Comprehensive letter really helped.

Bruce Eckman: The letter was well written. Support the idea to respond when we have more information.

Mary Moore: Letter was excellent. Any feedback on the 93A letters on the town website? Good to see those up there, following up with legal remedies. Any feedback on those?

Jeff Waldron: May want to discuss those in Executive Session.

Chair: Neither local newspaper reported on the Open Letter or the documents on the town site.

Director and Assistant Director Reports

Liz returned from Family Leave.

FY'23 Budget draft will be started – due in December.

Annual Tree Fertilization occurred yesterday, part of Landscape Maintenance since building project began
Elizabeth distributed 2021 Sherborn Committees and Directories, let her know of any changes

Next Trustees' Meeting Scheduled: Nov. 16, 7:30 p.m. virtual.

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 and entered Executive Session 8.31 pm

Submitted,
Mary McKenna, Recording Secretary