

**Virtual Meeting of Sherborn Library Board of Trustees
June 16, 2020 Minutes**

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

Others Participating for all or part of the meeting: Library Director Elizabeth Johnston and Assistant Library Director Liz Anderson; Select Board Member Jeff Waldron, Friends of Library Chair Amy VanLangen, George Fiske, Margo Powicki, Tom Trainor, Richard Littlefield, Adam Page, Max Klaisner, Erin Carroll, Natalie Weare, and Peter Gallitano.

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 7:34P.M. Brian read through the posted Agenda and indicating that Town Counsel, Rick Holland would be joining the meeting at 7:45 to give a summary and update of the Takeover Agreement with the Surety.

Voting of Minutes Deferred: Brian indicated that consideration of the Minutes of the May 19, 2020 Trustee Meeting would be deferred to the next Meeting to give the Trustees additional time to review them.

Chair Report: Brian reported that the issue of payment for boiler replacement at the Community Center had been referred to Town Counsel for further comment, and that if Town Counsel did not disagree, payment of the \$11,745 bill, even though it may be considered a capital improvement, would be paid. Elizabeth confirmed that the invoice had been processed from her end and sent for payment.

Brian reported on discussions that he had with Peter Gallitano, the Advisory Liaison. The discussed topic was whether the Library budget should be on the basis of a re-hiring scenario with an anticipated December date or anticipated March date. With concerns about MBLC waiver issues, it was agreed to go with the December based scenario.

Brian reminded the Trustees of the upcoming June 23rd Town Election which will result in the election of three new Trustees who will then take over once sworn in, and will be able to fully participate as voting members at the July meeting. Brian indicated that the Annual Town Meeting was scheduled for August 25th, and it appears, subject to upcoming Select Board action, that it will be a single meeting for all eligible and vetted warrant articles, rather than being broken into pieces. Jeff Waldron related anecdotally that other Towns who had held virtual meetings had greater participation virtually and that had added to the length of time of the meetings, in part due to longer than anticipated sign in times.

Brian discussed the treatment of the trees around the Library to be accomplished by Hartney Greymont. Elizabeth confirmed that the full program had been contracted for and begun. Hank reminded the Trustees that the costs were hoped to be split between the Landscape Endowment and the Town - either as part of the construction project or otherwise. Elizabeth reported that Hartney Greymont has agreed to add at no additional cost an evaluation of the condition of the trees which she will share with the Trustees once completed and received.

Friends of the Library Report: Amy reported that the Trustees had held a Virtual Trivia Night and raised \$1200 which will be used in connection with the Library Book Drop. Amy also reported that separate traditional fundraising aside, the donations received year over year were largely consistent. It was indicated that planning would be beginning in September with some new recruits as the Friends transitioned anew.

House Subcommittee Report - Library Project Update:

Chris indicated that the Takeover Agreement, to be more fully described by Town Counsel Rick Holland, was the biggest item to bring forward to the Trustees.

Chris said that there was not much else to report about since the last meeting as activity principally was with the Town Counsel and OPM about the Takeover Agreement. Chris indicated that the future schedule for the project was predicated on the signing of the Takeover Agreement and the mobilization of the contractor. He indicated that the budget was still being developed by CHA as they completed the conversion of the DTI information. Elizabeth indicated that she had recently received KP Law Invoice (\$6,357.04), CHA Invoice (\$7,000.00) and Wm B. Meyer Storage Invoice and had supplied that information for inclusion in the updated budget. All of the furniture is now at Wm B. Meyer, but the issue of some damaged delivered furniture still needs some resolution.

At this juncture, Town Counsel Rick Holland joined the virtual meeting and related that the Takeover Agreement had been signed by the Surety and was in a form to be signed by the Select Board (or potentially by David Williams as authorized signatory).

The high points of the Takeover Agreement were:

1. The Surety has memorialized its agreement, amongst its available options, to fully and properly complete the project using its agents and independent contractors. This elective choice was the best of the options for the Town.
2. It has been agreed that the Town may deduct \$257,115.80 of additional design and architectural administrative costs arising out of defects/failure of performance attributable to Five Star. (This \$257,115.80 amount had previously been charged to the Town and paid by the Town in the processed applications for payments that preceded Five Star's termination).

3. The Town is reserving rights it may have against Five Star to initiate litigation for recovery of delay damages and damages caused as a result of misalignment of the Library. This will be subsequently discussed by the Select Board in Executive Session.
4. The new substantial completion date is February 1, 2021 excluding the final paving coat and landscaping which has a substantial completion date for these weather impacted items of April 15, 2021.
5. All other rights of the Town not subject to the Takeover Agreement are reserved.

In response to questions by the Trustees, Attorney Holland indicated that there were no specific limitations on the number of contractors on site as this Covid related consideration was known when arriving at the February 1, 2021 substantial completion date. Attorney Holland indicated that over and above the \$257,115.80 amount referenced above, the remaining contract balance for the Surety's use to complete the project was \$1,931,008.64, so functionally, the Surety would need to pay out \$2,188,123.44 overall.

A brief discussion was held as to whether it was necessary for the Trustees to vote to approve the Takeover Agreement. The sentiment of the Trustees was that no vote should be taken as the terms of the Takeover Agreement had not actually been reviewed or made available to all of the Trustees, and that ultimately the Select Board had the authority, without the Trustees action or affirmance, to enter into the Takeover Agreement alone. Mary reported that she was in support of the Takeover Agreement, as were Building Committee chair Jim Kolb, and the other members of the smaller working group in the Town who had been working to more rapidly move the terms of the Takeover Agreement forward to its present form.

Attorney Holland was thanked for his helpful summary and then left the meeting.

Finance Subcommittee: Hank reported that the delivery of the Library Endowment funds FY 2020 subsidy of Library Expenses was in process and expected to be received sometime next week. The amount of the gift was \$61,017.00; \$4,071.00 from the Dowse Memorial Fund, and \$56,946.00 from the Saltonstall Operating Fund.

Community Relations: Kristiina indicated that there were no recently completed activities to report, but that a new FAQ would come out in the near future.

Director and Assistant Director Reports:

Elizabeth provided a summary of the FY2020 expenditures. She reported that 77.84% of the Personnel budget had been expended and that 88.01% of the Expense budget had been expended, which included within that calculation the \$11,745 boiler replacement bill. She anticipated that there would be an approximate \$60,000 turnback attributable to the unhired personnel, and approximately \$5,100

from the Expense budget. Mary congratulated Elizabeth on her continued excellence in managing the budgeting for the Library and the luxury it has long provided the Trustees in their elected roles.

Liz reported on the Library's experience with the phased re-opening, currently limited to 3 Library staff present at any one time, and scheduled curbside pick-up of materials, and controlled drop-off through a designated Community Center partially opened window. Liz, like Elizabeth, was enthusiastic about the progress to date, relating the excitement of immediate renewed demand for Library materials, and the planned use of new more user friendly software to schedule the pick-ups. Again, the Library Staff has modeled and delivered a gold standard of inventiveness, flexibility and creativity in serving the Town. Elizabeth noted that she had noticed an uptick in self improvement books being sought by patrons - an uplifting realization that the best in ones' self will bring out the best in others as well.

Liz provided the Trustees with information about the Minuteman deliveries being made, and reported on receipt of a grant to support and enhance an online Summer Reading program that will have new invented ways to facilitate familiar cycles of logging books read and getting prize rewards in these unique times. Liz reported that the Sherborn Library was either ahead of or at least on par with other local libraries in delivering services.

Looking forward, as the Library Staff always does well, it is anticipated that the rest of the summer will likely still be limited to curbside pick-up as it is not yet ready for patrons to enter the Community Center space as even the plexiglass needed for the front of the circulation desk is on back order, and the size and layout of the Community Center makes social distancing challenging at best.

In response to a question as to whether there was anything that the Library needed that the Trustees could assist with it was requested that it would be helpful to know when cleaning of the Library had occurred and it was agreed that this request would be communicated through Sean Killeen to the cleaning crews and that the Library would prepare a simple "we were here" type sheet to be initialed with time and date. Jeff also commented that COVID costs for cleaning were likely reimbursable through either FEMA (first 75% of eligible costs) and the CARES Act (remainder of cost not covered by FEMA).

New Business:

Sherborn Historical Society - The Sherborn Historical Society and its museum have recently moved out of their basement level space in Town Hall to accommodate the Town Hall's need for more space so as to comply with increased social distancing needs arising out of the COVID-19 pandemic. The Historical Society is looking to identify new quarters, as they have moved several times over the years. One of the locations that has been discussed is the shell space in the Library basement, which was the former space used in part for Friends of the Library programming.

Careful thinking about the shell space and relationship to the current Library project will need to balance and consider various comments and concerns raised at the meeting which included:

- possibility of added educational opportunities for Townspeople, given the synergy between the Museum and Library
- need to verify whether MBLC grant agreement limits or restricts use of Library building by another Town Board or Committee or organization
- timing of consideration of Museum use whilst the Library Project has yet to be completed and the Library's own use for the space may not yet be fully known
- benefit of treatment of Library building on par with other Town buildings
- need for greater detail on infrastructure of shell space, particularly as it relates to climate control aspects of any shell space use
- extent of available shell space having in mind Library's need for staging, Friends of Library materials, maker space works in progress, tutor demand
- extent and detail of Museum ask

It was generally recognized by all that this topic not in any way impede the progress of construction soon to be revived and that if it were to go forward at some subsequent time that the Town would be responsible for any costs and would not be folded into the ongoing Library project.

Recognizing that 3 new Trustees are coming in next month, Brian verbalized the prospect of some Trustees and some Historical Society members forming a group or committee to discuss next steps in light of this information. George Fiske on behalf of the Historical Society was amenable to this possibility.

Reorganization of Trustee Offices and Committees:

Brian articulated the need to reorganize the Trustees' Offices and Committees. He indicated he would be circulating information to the soon to be elected Trustees and the holdover Trustees and encouraged all to consider the openings and their interests and capabilities. Bruce suggested that the soon to be Trustees contact information be provided so that they might be able to learn more about the various committees and their functions. It was again acknowledged by others that the Technology Committee was the coolest committee.

Recognition:

Outgoing Trustees, Jennifer Searle (6 years), Jim Murphy (8 years) and Mary Moore (9 years, 2 terms as Chair) were recognized by their fellow Trustees and Elizabeth for their service as Trustees.

The following books were purchased for the Library in Jennifer and Jim's names:

Jennifer - America's Great Hiking Trails: Appalachian, Pacific Crest, Continental Divide, North Country, Ice Age, Potomac Heritage, Florida, Natchez Trace, Arizona, Pacific Northwest, New England by Karen Berger, with photographs by Bart Smith, and forward by Bill McKibbin.

Jim – The Speeches & Writings of Abraham Lincoln, 1832 – 1865, in a two-volume boxed set, published by the Library of America.

A conference chair with the Library seal was purchased in Mary's name.

Elizabeth read her personalized, moving and beautifully prepared remarks about the outgoing Trustees - of which further description could not measure in these minutes. Mary shared tribute to the other Trustees and Library Staff in what will be a hard to replicate gold standard way. Other Trustees also recognized the outgoing Trustees.

Thereafter, upon motion duly made by Mary and seconded by Jim, the Trustees voted to adjourn at 9:07 PM.

Upcoming Meeting: The next meeting of the Trustees is scheduled for July 21.

Materials Available in advance of the Meeting:

1. Agenda;
2. Draft Library Meeting Minutes of May 19, 2020.

Respectfully submitted,

Jim Murphy

Recording Secretary

What a blessing it has been to meet and work with you all.