

**Meeting of Sherborn Library Board of Trustees
November 19, 2019**

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

Others Present:

Library Director Elizabeth Johnston; Assistant Director/Public Services Librarian Liz Anderson

Members of Select Board: Jeff Waldron, Eric Johnson

DPW Director Sean Killeen

Advisory Liaison Natalie Weare

Call to Order: The meeting of the Library Trustees was called to order by Mary Moore (MM) at 7:30 P.M.

Voting of Minutes:

Thereafter, the amended minutes of April 16, 2019 minutes were reviewed (so as to address the need to specifically list the names and roll call votes to enter Executive Session), and a motion was made and duly seconded and the present Trustees voted unanimously to adopt the amended April 16, 2019 minutes. Next, after review of the draft October 15, 2019 minutes, on motion moved and seconded, the present Trustees voted unanimously to adopt the minutes of October 15, 2019.

Chair's Report:

MM commented on recent social media posting, primarily in Next Door Sherborn that were harsh in their assessment of the Library renovation project, including but not limited to the leadership and direction of the project. Mary related that she had personally contacted the writer and reviewed constructively with him, accountability, transparency, and decision-making concepts. She explained some of the fire wall issues involved in aspects of the project that have been the subject of non-public executive sessions conducted by the Trustees and the Select Board. Mary again exhibited tact and grace and leadership and she encouraged other Trustees to engage our fellow Sherborn neighbors in order to give candid responses to inquiries, to the extent possible given the limits of the public process when litigation is the basis for non-public more detailed strategic discussions and decisions.

MM reported that the rejected brick masonry work had been removed and that more detail would be provided during the later planned Executive Session.

MM also recounted a very positive and reaffirming interaction that Elizabeth had with a recent visitor to the Library who donated an art book, and then once informed that his sister had been a long time friend and supporter of the Library, graciously offered to donate a museum pass and \$5,000 to the Friends in her memory. Mary observed that the repository of good will that Elizabeth and the Library has created is particularly energizing for all connected to the Library - past, present and future.

MM relayed that she had been in contact with Bill Keavany of the Sherborn Community Center Foundation about the Library's lease that currently runs to February 2020. It was agreed that a subgroup would convene with Bill and other SCCF board members. Mary, Jim , Hank and Brian agreed to be part of the sub-group and to pick a date after the meeting that might work for such a meeting.

Friends of the Library Report:

On behalf of the Friends, Elizabeth Johnston reported that the Friends had been reviewing their budget and plan to have in place, for the benefit of the Library and the Sherborn community, comparable programming as in prior years. The Friends also will conduct a Used Book Sale. The Friends were also interested in seeing whether it would be of value to create in conjunction with the Library a social media presence via Instagram or otherwise. Liz Anderson shared input and additional context on this subject. The consensus of the Trustees was that this was a subject worth exploring and that adopting a Social Media policy in that conjunction was warranted. A goal of adopting a social media policy by February was discussed. It was also noted that the policy should consider the recent trend experienced by other public bodies of filming, or phone camera use and the need to address any potential risks created thereby.

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 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 to return to public session at the conclusion of the Executive Session as follows:

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

Return from Executive Session:

After roll call voting to end the executive session (as will be reflected in the Executive Session minutes) the Trustees returned to Public Session.

House Subcommittee Report:

Trustee Chris Kenney (CK) reported the following:

- A further request to Five Star for an updated completion schedule was made on November 4th.
- Work performed included painting and emergency generator exhaust installation and some pump house conduit; the masonry subcontractor CSI removed the rejected brick.
- The site grade is off; options include either re-doing it or revise drawings to the as-built condition; however, in some areas accessibility considerations and requirements will require that work to be re-done.
- Some attempts to make the building temporarily weather tight have been made; however, water infiltration is still an issue and continues to be observed.
- There continues to be a concern about the masonry, even if the subcontractor CSI is willing to re-install as there are interconnected issues relating to the insulation in that area of the project and the M line of the roof.
- Problems with the roof - both the connector roof and possibly other areas.
- Five Star continues to send RFIs (requests for information); BAA has been replying, many of them are issues previously rejected.
- Last Requisition was approximately \$60,000 mostly related to the generator.
- DTI has supplied an updated listing of change orders and change order requests, including rejected change order request by Five Star for extended general conditions (\$1.4m).

The Trustees indicated that it would be beneficial if DTI's listing of open change orders and change order requests differentiated the rejected change orders so that the LBC and Trustees could get a more accurate sense of likely project costs. It was also reinforced that good documentation and organization of documents was essential in connection with Five Star and any litigation that may ensue.

Finance Subcommittee Report:

It was moved and seconded to have the Treasurer Hank Rauch issue a check to Hartney Greymont in the amount of \$1957.00 from the Landscape Endowment for the Copper Beech periodic treatments. Trustees voted unanimously in favor.

Elizabeth reported that based on an indicated 2% COLA for employee salaries and a level funding of expenses as the communicated guideline from Advisory that she had put together a draft budget for the Trustees review. This will be brought forward for voted action at the December Trustee meeting. There was discussion about when the renovated Library would open and the impact that may have in the presentation of the Library's budget by the time of the March Saturday Advisory Public Hearing. There was also discussion about the estimated operating costs of the renovated Library; Elizabeth continues to obtain information related to

building expenses from Sherborn town buildings and other renovated Libraries to meaningful gauge and estimate these expenses.

Hank reported that Hank, Jim and Jennifer had held an endowment review meeting with Ted Webster, the Library's investment manager on November 17. Hank provided a useful recap of the returns earned and investments held.

A short reprise of the Memorandum of Understanding was discussed as it appears to now have been implemented.

Community Relations Report:

Jennifer Searle (JS) reported that the FAQ for October had been posted. It was discussed that it may be beneficial to identify the fire walls around Executive Session as information that may explain to those interested the balance that needs to be achieved between public disclosure and private strategic considerations.

New Business:

Elizabeth had provided to the Trustees a copy of the Capital Budget Committee Capital Request Guidance for FY 21. It was the consensus that until the renovated Library was open and operating, it was unlikely that any Capital Budget request was going to be made.

Elizabeth also brought forward that the MBLC had been providing useful educational information about various subjects that may be of interest to the Trustees; with one of the most recent being on Foundations. The Trustees were encouraged to avail themselves of this resource.

The next meeting of the Trustees in December 17, 2019. MM put down a marker that the meeting could be concluded within an hour. Time will tell.

Motion to Adjourn:

Upon motion duly made and seconded, the Trustees unanimously voted to adjourn at 8:54 P.M.

Upcoming Meetings:

Next Scheduled Trustees' Meeting: Tuesday, December 17, 7:30 PM, SCC
Next Scheduled LBC Meeting: Monday, December 2, 2019, 7PM, TBD
Construction Site Meetings, Ongoing - Tuesdays, 1PM, Town Hall

Materials Distributed at or in advance of the Meeting:

1. Agenda
2. Amended Minutes for the Trustee Meeting of April 16, 2019;
3. Draft Minutes for the Trustee Meeting of October 15, 2019;
4. Preliminary Draft of FY2021 Budget dated 11/7/19
5. Capital Budget Committee Capital Request Guidance for FY 21

Respectfully submitted,
Jim Murphy
Recording Secretary