

**Minutes**  
**Sherborn Library Board of Trustees**  
**August 16, 2016**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Stacey Brandon, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle  
Also present: Steve Borgeson, Abby Fiske, Barbara Kantorski

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:30 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on July 19, 2016 were reviewed and approved unanimously.

Presentation to Selectmen:

MM provided an update from the July 27 Selectmen's meeting. The project site plan was presented, and there were many questions about Town Campus parking and other concerns about the project's impact during and after construction. MM provided follow up to the Selectmen on a couple of their key concerns and we appear to be in good shape for the site work moving forward.

MM suggested and read a proposed letter to the editor in response to local press reports about this meeting which had an unfavorable slant. The Trustees were highly supportive of sending the letter!

Friends of the Library Report: Abby Fiske

The friends are on summer vacation so not much to report. Summer concert series went well but there were some issues with a food truck vendor that didn't show up. Kelly Hodge has agreed to coordinate this program again next summer.

Subcommittee Reports

Capital Campaign: Steve Borgeson (SBO)

First meeting of the reconstituted capital campaign team was held on July 21. SBO wanted to verify with the Trustees that this is a "finishing touches" campaign and get their input on what we should be raising money for. The committee is expecting to raise targeted funds for technology, landscaping, furnishings, and permanent endowment (hopefully general funds or into existing specific accounts). Also looking for guidance on how much money to raise. Looking to launch this round of fundraising once the initial stages of construction are under way. We want to make sure giving to the library is communicated more widely to expand participation, coordinate with the Friends and keep a development/stewardship fundraising program going long term to support the library over the long haul as the current endowment has done with this project.

House Subcommittee: Chris Kenney (CK)

The above capital campaign conversation led to a discussion of the current project cost estimate. CK notes that we will have a 75% cost estimate at the end of August. The current budget is set at \$8.693 million. There are some concerns about the contingency being too low and that landscaping and technology are currently under budgeted relative to what we think is likely. Jim Murphy (JM) has been looking at various endowment funds to help bridge any issues. The Trustees discussed that our base technology investment should be sufficient to meet all of the basic needs and be ready for additional tech investment once we have a chance to live in the space and validate the finishing touches for our final investments.

Library Building Committee (LBC) Update

The most recent meeting was held on August 8; no schedule change since last update so still on track from a timing perspective. Roger Demler went through all design docs on key components with the engineers up in Andover for the physical plant.

CK noted four action items for the Trustees came out of the meeting. First, additional service costs for the sub-surface utility mapping of \$20,700 (added service request 4), which the Town will cover half. The Trustees voted unanimously to approve added service request 4. Second, site design additional service to analyze the retention area, generator siting and underground storage tank for the fire suppression system (added service request 5). Third, GIA additional Planning Board meeting costs for the revised site plan (added service request 7). The Trustees voted unanimously to approve \$16,020 for added service requests 5 & 7. Last, the LBC requests approval to select WSP as the commissioning service provider with a bid at \$18,750 vs. the budget of \$24,000. The Trustees voted unanimously to approve this request.

The fire suppression system and generator has been sited and should be favorable in terms of ease of construction, low profile site lines and overall impact on the Town Campus. The option three drainage plan (most cost effective) should work for the project and the existing drainage pond will only need to expand by 10%-15%.

#### Planning Board (PB) meeting, August 10

CK noted that the meeting went well. It was mostly focused on site plan updates; half of the comments were administrative and the rest related to answering questions on the updated plans. The PB voted for a continuance and will review the final, updated project plans at their meeting on August 30. One of the follow ups is a parking logistics plan during construction. The PB will look into long range parking planning around the town hall building, which is not part of the library project, but we have worked closely with the Town so our project aligns with a long range Town Campus plan.

#### Sherborn Community Center (SCC) structural needs

Design and cost estimate for added structural work was sent around to the Trustees in advance of the meeting tonight. Planning for the space set up is ongoing and the library staff has been providing their feedback to shape the layout. Need to evaluate a lease option for the structural supports as it might be lower cost. We have been asked to attend the next SCC Board meeting to answer questions and provide an update on how the project is progressing.

#### Community Relations: Jennifer Searle

There has been one news story since the last Trustees meeting on finds from the library clean out.

#### Finance Subcommittee: JM

No update

#### Personnel Subcommittee: Stacey Brandon (SB)

JM noted a recent court case on public employee evaluation and the need for an open meeting for the verbal part of a review. The written evaluation does not need to be part of the public record. Trustees should bring their completed copy of the review form to the next meeting. SB noted that she has sent the updated contract for the Library Director to the Town Administrator and Personnel Board, and will attend the next Personnel Board meeting to provide an update.

#### Library Director's Report: Elizabeth Johnston (EJ)

EJ handed out her monthly report and commented on key items.

EJ made a special point to thank the PB and Gino Carlucci for their professionalism and the cooperation they have shown to the Library as we work on the project.

### Unfinished Business

#### Library web site upgrade

SB coordinated with the Friends of the Library and their Treasurer Leigh Yeary to put together an RFP for a grant from Middlesex to upgrade the web site. We are asking for \$20,000 to do all that we are looking for to upgrade the web site. October response expected.

### New Business

Special Town Meeting scheduled for October 24, 2016. Do we want to ask for the larger generator to upgrade the facility to be an emergency shelter? The Trustees discussed various strategies and timing constraints to consider this and potentially build it into the Town budget process. MM to follow up with David Williams to confirm timeline and add request to list of capital items for Board of Selectmen to consider on the Warrant.

The Trustees adjourned at 9:05 P.M.

Next Trustees' meeting scheduled for September 20, 2016, 7:30 P.M. at Sherborn Town Hall

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

#### Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the Library Trustees Meeting held on July 19, 2016
3. Project Budget as of August 16, 2016
4. Library Director's Report – August 16, 2016