

Minutes
Sherborn Library Board of Trustees
July 19, 2016

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Stacey Brandon, Brian Connolly, Chris Kenney, Jennifer Searle

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:35 P.M., with Brian Connolly appointed as recording secretary.

Voting of Minutes:

The minutes of the Trustees' meeting held on June 21, 2016 were reviewed and approved unanimously.

Presentation to Board of Selectmen:

A slide deck with the latest information on the construction project was presented to the Board of Selectmen on July 17 by Mary Moore and Chris Kenney and was well received. There will be a follow up presentation at the July 27 Board of Selectman's meeting. In advance of the July 27 Board of Selectmen meeting, the Trustees discussed meeting with individual members of the Board of Selectmen, the Town Administrator and other public officials to describe to them the recent history of site plan changes and how they have been discussed and reviewed over the past few months.

Friends of Library Report: EJ

In anticipation of the move to the Community Center, the Friends of the Library closet has been cleaned out. George Fiske has volunteered space in his barn to store materials during the construction.

Subcommittee Reports:

Capital Campaign: MM

A meeting will be held July 21 to discuss ideas for the next round of the Capital Campaign to help support the Building Project. CK mentioned that when the updated project plan is submitted we will have a better understanding of projects costs.

House Subcommittee & Library Building Committee (LBC):

The recent LBC meeting resulted in a planned location of the generator and other movement of plans. The Planning Board is set to meet August 10, 2016, with final plans for that meeting due July 27. Meetings with various town departments are to be scheduled as close as possible to the Planning Board Meeting.

Given the additional time needed to review changes to the site plans with various town committees, the schedule for awarding the construction bid has moved from September (as per the May 16 schedule estimate) to December (as per the July 11 schedule estimate).

The new site map will be completed by July 21, after which it will be included in the July 27 presentation to the Board of Selectmen.

Community Center Lease: MM

A walkthrough of the Community Center with structural engineers took place on July 11, to assess any structural enforcement that may be needed to store books.

The Community Center lease preparation work continues and a discussion ensued on the timing of the lease depending on the receiving bids and when construction commences.

Community Relations Committee: JS

Articles on the Library's copper beech tree and an article on the gifts from the Boggestow Garden Club and the Friends of the Sherborn Library were published in both local newspapers. The July 13 Board of Selectmen presentation was posted on both the Town and Library websites, along with updates to the FAQs on the construction project. Another article on the preparing and cleaning of the Library will be submitted to the newspapers in late July.

Finance Subcommittee: EJ & MM

EJ handed out the Sherborn Endowment Fund Balances Snapshot prepared by Trustee Jim Murphy and reviewed the movements of money from the Main Account to the SUB Account in anticipation of the call for funds for the construction project.

JS signed the Reconciliation.

Personnel Subcommittee: SB

As the building project activities escalate there will be a need for additional administrative support for the Library Director and Trustees. A discussion ensued of what support was needed and how it would be funded. MM asked that options be reviewed at the August Trustees meeting and presented for decision at the September Trustees meeting, following a discussion and recommendation at the Personnel Subcommittee.

The Library Director's employment contract was submitted to the Personnel Subcommittee and renewed for another year.

Library Director's Report: EJ

Annual statistics on book circulation and program attendance are being compiled and preliminary reports are that both have increased.

Logistical preparations for the move and temporary relocation to the Community Center are ongoing. The collection will be rearranged and organized in advance of the move and it's expected the collection will be reduced and a dumpster has been recently placed on the Library grounds. Volunteers may be enlisted to help prepare and remove items from the library in advance of construction.

Staff preparation has begun and will become more tangible one the construction schedule becomes more specific, following when bids are received.

Unfinished Business:

SB is working on a grant application to help fund the Library web site upgrade.

A grant request for \$20,000 from the Middlesex Savings Bank is being prepared in advance of the August 1 submission date.

New Business:

None

The Trustees adjourned at 8:41 P.M.

Next meeting scheduled for August 16, 2016 at the Sherborn Town Hall

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held June 21, 2016
3. Library Renovation and Addition Project Itinerary: July 11, 2016 Update
4. Library Option 3 Site Map June 30, 2016
5. Library Furniture Pan Maps and Shelving Capacity Summary
6. Sherborn Endowment Fund Balances Snapshot at June 30, 2016
7. Minute from Sherborn Library Building Committee held June 13, 2016
8. Materials reviewed by the Library Building Committee meeting held July 11, 2016
9. GIA Option 3 Alternative June 15, 2016
10. Library Renovation and Addition Project Itinerary: May 16, 2016 Update