

Minutes
Sherborn Library Board of Trustees
February 21, 2017

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

Also present: Steve Borgeson

Call to Order:

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

Voting of Minutes:

The minutes of the Trustees' meeting held on January 17, 2017 were reviewed and approved unanimously.

Friends of Library Report: Elizabeth Johnston (EJ)

The final tally for the amount raised by 2016 annual campaign was \$25,661. While the Library is under construction, the Summer Concert Series will be held at the Unitarian Church and the annual Craft Fair will be held at Jameson Field. Upcoming programs include a dog sled demonstration on March 18 and Trivia Night on April 1.

Subcommittee Reports:

Library Capital Campaign: Steve Borgeson (SB)

Nothing to report and an update will be placed on the agenda for the next Trustees meeting.

Finance Subcommittee: Jim Murphy (JM)

The presentation made to the Advisory Committee in January on the Library's financial plan and budget was well received. There were questions about the Library's use of the operating subsidiary and whether to raise the operating subsidy amount from the Saltonstall Fund.

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

A construction kickoff meeting was held January 31 and included a discussion of developing a full project schedule. A payment requisition of \$159,695 from the General Contractors was approved. There is a need to do cost breakdown between MBLC grant and the Town's funding. In addition, a drawdown of cash schedule is being developed. A LEED certification checklist is in place for all materials being brought on site for the construction.

The rock ledge removal baseline costs are being disputed between Five Star Construction, the general contractor, and the selected subcontractor regarding how much material will be removed and for what cost. The Inspector General for the project will be reviewing the claims. Despite this dispute, the work for removing the rock ledge will commence as planned on February 27, with appropriate advance notification to the Town and nearby neighbors.

The site construction plan has been updated to include the creation of additional parking spaces for cars during the construction period, as well as additional temporary parking for construction equipment.

A discussion ensued about ensuring all town constituencies were communicated to well in advance and frequently about the changes that would be happening on and near the site during the construction period. There is a need to identify a single point of contact between the Town and Five Star Construction to enable good communications.

The LBC has reviewed an allotment increase in certain budget line items and will establish a governance process on who can authorize an allotment increase based on the dollar amount and type of the change.

Bids for the building's elevator have now been received, after none had been received in the original bid process. They are within range of the original estimated costs.

Sherborn Library Interiors Committee (SLIC) has been working with BAA on the additional work requested to for improving the interior design. They plan to make a presentation to the LBC on March 6 with a proposal for funding and design choices.

Community Relations Committee: Jennifer Searle (JS)

The ceremonial ground-breaking ceremony on January 28 was a success, with high attendance from the community and good coverage in the local newspapers.

Additional FAQs about the ledge removal will be posted on the Library's and Town's websites before the work begins. There was discussion of promoting the ledge removal as an educational experience by having a geologist explain what was discovered through the process.

Personnel Subcommittee: Stacey Brandon (SB)

SB reported that the job descriptions of the proposed new positions were reviewed at the Town's Personnel Board meeting and the Board was supportive, understanding that the expanded library would be understaffed. There was further discussion around the facility maintenance role and the need to coordinate with the Town as its related to a broader issue begin considers for the overall Town's building maintenance needs. The case will be presented at the March 18th Advisory Committee meeting.

Library Director's Report: EJ

Library 2.0 Policy on Library facility usage continues to be developed, particularly focusing on the use of the Library's facility use by community organizations activities and private businesses.

Programming continues to be very active during the construction period, including events in March on the theme of commemorating Henry David Thoreau's 200th birthday.

Unfinished Business:

SB reported that the website designer came back with a first pass design for review on February 26, following which it will be further updated. The Trustees discussed the \$3,500 budget line item for web site maintenance and asked for further research to see if it would it be more cost effective to go with an hourly billing rate.

SB mentioned reviving the concept of establishing a Memorandum of Understanding with the Town to clarify certain roles, responsibilities and funding between of the Town and Library, including facility maintenance support. A discussion ensued around the need for continued

dialogue with the Board of Selectmen about this topic and Trustees agreed to revisit this idea following the Town Meeting in May.

MM mentioned the Library's 2016 Annual Report was submitted to the Town on February 6.

New Business:

The Sherborn Advisory Committee Public Budget Hearing will be held on March 18, 2017. The Trustees discussed preparing a timeline and other materials on the Library renovation to better communicate the history, current progress and future of the project. It is important to have Committee members, Town officers and citizens to be more aware and informed of the project.

JS, MM and JM have all volunteered to run for re-election to the Library Board of Trustees and will be nominated at the Town Caucus meeting on March 9.

Upcoming Meetings:

Library Building Committee, March 6, 2017

Library Trustees, March 21, 2017 at the Sherborn Town Hall

The Trustees adjourned at 8:59 P.M.

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held January 17, 2017
3. Library Building Committee Minutes January 9, 2017
4. Library Building Committee SLIC Minutes December 15, 2016
5. Owner/Architect General Contractor Meeting Minutes January 31, 2017
6. Owner/Architect General Contractor Meeting Minutes February 7, 2017