

Minutes
Sherborn Library Board of Trustees
June 21, 2016

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Stacey Brandon, Brian Connolly, Bruce Eckman, Chris Kenney, Hank Rauch, Jennifer Searle
Also present: Steve Borgeson, Abby Fiske, Barbara Kantorski, Jim Kolb, Adam Page, Richard Littlefield, Libby Yon

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:34 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on May 17, 2016 were reviewed and approved unanimously.

Presentation to Selectmen

The latest project slide deck was presented to the selectmen on May 25. It was well received. The Trustees also discussed the need to make sure that the Library staff are also kept up to date on the project. Donna Bryant is providing regular updates to keep them in the loop as changes are made to the website page.

Meeting with BAA, DTL, public safety officials, Town Planner and Selectmen

As a follow up to the May 25 meeting, on June 1 the above participants met to discuss the project site plan. The key concern is finding out what is underground on the town campus. This has led to a recommendation to do a survey of the town campus from the Library Building Committee (LBC). The meeting also led to an expanded scope for the project regarding storm water management on the town campus. Three options were presented to the Trustees ranging in cost from approximately \$20,000 to \$147,000. The drainage alternatives will come from the reserve for the project.

The Trustees were also presented with the need to do a complete subsurface investigation of the town campus instead of the prior plan for a more limited survey. It will cost approximately \$20,000 to do the survey project. Town leadership at the meeting suggested that the Town could be expected to reasonably cover half of the cost of this survey because the Town will have to do this at some point anyhow so best to coordinate and include it with the current library project work.

This extra work will likely add four weeks and push bid date to end of August. The expectation is to still start site work well ahead of winter, this delay should not impede the project. Doing the survey work now will help discover any potential issues now and help avoid unforeseen conditions that would slow things down unexpectedly.

After the presentation on these two updates, the Trustees voted unanimously to accept the LBC recommendation to approve option three for storm drainage alternate at an expected cost of \$20,000. The Trustees also voted to accept the LBC recommendation to approve an expanded subsurface town campus survey, with an expectation that the Town will provide half of the funds, and that the Library project survey work will proceed first as part of the overall subsurface survey to keep the project on track as much as possible.

Friends of the Library Report: Abby Fiske (AF)

Just finished Friends FY2016. There are many new people joining and stepping into leadership roles for FY2017. Net profit on the fair of approximately \$8,000, which was lower than normal and the Friends have a clear understanding of the negative impacts on this year. There were 155 donors vs 151 last year for the annual fund, with the total raised increasing approximately \$5,000. The Friends have voted to make an incremental gift to the Library project of \$50,000 to be paid over two years, with the gift to go

specifically to the Friends room. Jim Murphy (JM) has drafted an amended gift agreement. A motion was made to approve the gift agreement as proposed. The Trustees voted unanimously to accept the gift as proposed. The Trustees gave a special thanks to AF for keeping the Friends so vital this past year.

Subcommittee Reports

Capital Campaign: Steve Borgeson (SBO)

Working to get phase two of the campaign going, need to schedule a kick off meeting to discuss goals and strategy to raise the second phase. Likely start with some lead donors, perhaps to generate a challenge program, then reach out more broadly to existing and new donors that we can tap into. In terms of targets we can look at the gap between what has been raised and what the total project will likely cost now that it has gone up significantly. Look to tap into key slots in the project like technology and furnishings.

House Subcommittee: Chris Kenney (CK)

Design development phase is underway, engineering on site to keep things moving forward. There is an upcoming Planning Board (PB) presentation, but need to have site work done first. Need to line up with the Town Planner to get in front of the process that the PB needs to follow. Need to have a follow up conversation with Gino Carlucci on where we are in the process.

Community Center Lease, MM

Town Counsel is reviewing a draft of the lease. We need a side letter from the Town to release the Community Center from a provision in the lease that does not allow them to be paid by the Town. We also still need an update from the structural engineer on how to shore up the Sherborn Town House building supports before we move the stacks over.

Move and Relocation

Elizabeth Johnston (EJ) and Libby Yon (LY) are working together to plan the move and relocation in coordination with all of the project consultants, BAA, DTI, etc. They have had several meetings on the process. There are various procedures that need to be followed in terms of discarding surplus property. Will need to have the Trustees approve items to be donated away or discarded. Attic is filled with things that need to go somewhere; Garden Club, Friends and Council on Aging have things that need to be moved. Town can provide dumpsters to remove junk, but need volunteers to move things. Bruce Eckman (BE) brought up the idea of expanding the disposal to include town-wide participation and do so as a fund raiser.

Grandfather Clock

EJ is looking into what kind of insurance approval do we need before the grandfather clock can be moved to the restorer. Also need to decide what to do with the rare book collection.

Community Relations: Jennifer Searle (JS)

There was a press release on May 17 on the LBC survey that also provided an update on the project overall. The Library entryway has a display of what MM presented at the selectmen's meeting May 25. Ongoing email distribution of project updates to town leaders group continue to be provided, giving people updated links to go and see how things are progressing.

JS and Kristiina Almy (KA) worked with art teacher and librarian at Pine Hill School to do a project revolving around the Beech tree, inspired by Kandinsky, which is now hanging above the Library fireplace. There will be a local paper article coming out soon about the art project with an update on the project as well.

An updated FAQ on the project is ready to go out. Will add a question around how you might help out. Need to flex timeline message a bit too based on tonight's updates on stormwater and survey work.

Technology Subcommittee: BE

There were some design concerns around the server room. BAA has made adjustments and will mimic Millis Library project in that regard. John Sayre Scibona worked on the Millis Library project and may have the plans or access to them.

Finance Subcommittee: EJ & MM

\$2K check from garden club for the landscape endowment fund, from funds raised selling geraniums at the Library Fair this year.

MM brought up some concerns that have circulated around town about finance and accounting. These issues do not appear to relate directly to the Library. That said, we have been coordinating with Heather Peck and Suzanne Marchand about how to track the funds, especially once the construction starts.

Library Director's Report: EJ

EJ handed out a budget status report, we are on track with FY2016 budget. She is keeping very close track of where all of the funds for the project are going so far. A copy of the Library Director's Report for June was distributed. The Trustees discussed what we will need to do to support EJ from an administrative perspective during the project since she is facing a lot of administrative paperwork and oversight responsibility as the project heats up.

New Business

None

Unfinished Business

The updated Library Director's contract is now finalized. Two key changes were indemnification added and notice change to 60 days from 30 days.

The Trustees adjourned at 8:59 P.M.

Next meeting scheduled for July 19, 2016 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 May 17, 2016
3. Drainage Alternates Financial Statement
4. FF&E Budget Cost Reduction Option 2 as of May 23, 2016
5. Friends of the Sherborn Library Gift Agreement (as amended through June 2016)
6. Library FY2016 Budget Status Report - June 21, 2016
7. Library Director's Report – June 21, 2016