

Minutes
Sherborn Library Board of Trustees
May 17, 2016

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Bruce Eckman, 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 7:32 P.M.

The Trustees welcomed Brian Connolly (BC) our newest Trustee

Voting of Minutes:

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

Trustee Officers and Subcommittees:

The Trustees voted to select officers for the next year. MM will continue as Chair, Jennifer Searle (JS) will continue as Vice Chair, and Hank Rauch (HR) will continue as Secretary. The vote was unanimous.

MM circulated the Trustees contact list for review by Trustees

Stacey Brandon (SB) has agreed to step into the personnel role for Christine Cooney who just finished her term as a Trustee. She has also stepped up to co-chair the next round of capital campaign and will work with Kristiina Almy (KA) on the Library web site.

Town Election:

KA, SB and BC were elected as Trustees for a three year term on May 10, 2016

Friends of the Library Report: Abby Fiske (AF)

The 44th annual library fair went well, no upset vendors and people had a good time despite cold weather; the number of vendors was 30 less than last year, so that was \$3,000 less off the top; kids area was extremely popular; food area also sold less; net of roughly \$8,000. The next welcome committee event is Thursday night 5/19 at the Heritage. The Welcome Sherborn site is helping with communication and getting people interested to attend. It has been easier to get folks to attend holding events away from someone's house (neutral site).

Subcommittee Reports

Capital Campaign: Steve Borgeson (SBO)

No new news really, down to three remaining pledge payments, essentially there with the initial \$3.8MM. Working to ramp up the next round in terms of targeted fundraising. The Trustees discussed the next campaign newsletter (timing and content) as well as an update to large donors and perhaps a postcard to go town-wide with an update on what to expect as we approach groundbreaking. Elizabeth Johnston (EJ) noted that she periodically speaks with the large children's room donor. This donor would like an update as we get closer to having final designs and furnishings to see what we're building. Similarly, MM has also met with Dudley Willis (DW), former Trustee, providing an update. Bruce Eckman (BE) has also provided technology updates to DW as they have come out. He also noted that we could use the youth technology committee to spread the word too.

House Subcommittee: MM & Jim Murphy (JM)

Updated design development (DD) plans were delivered at the Library Building Committee (LBC) meeting last night. This includes all of the detail regarding what will go in the building and provide the basis for the bid package that goes out. MM handed out a DD adjustment budget from 5/16/16, includes \$28K increase for HVAC adjustment, plus \$5K savings from Eversource doing some work instead of paying a LEED consultant. The LBC has recommended GLM engineering to do an updated site survey at a cost of \$6,940, which would come out of line item 801. A vote was proposed and seconded, but during discussion The Trustees agreed to hold on the vote in order to have a more comprehensive conversation about some other aspects of the budget that are evolving as well.

The Trustees need to be cognizant of what is and is not included in the project; certain aspects of landscaping are not included for example but still need to happen. By our next meeting we should know all of the details around what is or is not included in the scope and that can be funded with MBLC funds versus other financing sources. Some options to consider; should we upgrade to a 300Kw generator system over the 125Kw system designed into the plans (would allow the library to be more of a true shelter in a power outage). Options to consider on the exterior cladding as well in terms of brick versus stone and various veneer options. We are trying to get samples of these options so that the Trustees can see them in a tactile and visual way. There is also a need to prioritize changes since we will need to take them in order in terms of the bid process by MA law. The trustees had a broad discussion about the myriad of issues we will face and need to make decisions on over the next couple months.

After the discussion, the Trustees voted unanimously to accept the LBC recommendation to go with GLM for an updated site survey as noted above and also voted unanimously to accept the Project Construction Budget (5.16.16) DD Adjustments as submitted by the LBC.

Other updates provided:

- Planning board June 22 for site survey review
- Sherborn Community Center (SCC) lease continues to move forward, appears to be in good shape but not final yet
- Campus parking meeting with MM, JM, Richard Littlefield, Nancy Hess, Dave Williams, CM&D, Fire, Police, EJ. Discussion about what is going to happen with the parking and how the Library project could be piggy-backed for Town Campus parking overall. Good to have active communication on the topic and there was perhaps some disappointment that the Library project will not be fully comprehensive for Town Campus parking. Dave Williams will coordinate on how best to use \$10,000 that was voted by the town for parking engineering.
- Chris Kenney (CK), MM, & JM participated in a traffic safety committee meeting as well to provide an update and receive feedback on ways to make traffic flow safest.
- Libby Yon has agreed to spearhead logistics for move to SCC on behalf of the LBC and will coordinate with EJ and John Sayer-Scibona
- Interior design is moving forward, EJ brought designs for the trustees to review

Community Relations: JS

JS provided a few brief updates. MM attended a Council on Aging event recently to discuss the project and take questions. There is a project update that should be published in the local papers this week. KA & JS have been working with the art teacher at Pine Hill School to do a project around the beech tree in the style of Kandinsky; it should be a great visual for the project.

Technology Subcommittee: BE

BE noted that we have a final report from the Town IT consultant, and the cost for technology infrastructure appears to be roughly \$200,000 by his estimate. Some of this may be embedded in existing project costs and they are working with the LBC and our third party contractors to figure this out. The Youth Advisory Committee is up and running. Jen Collins is working with them to coordinate and waiting for next steps to happen to get their input.

Finance Subcommittee: JM

JM noted that EJ recently delivered two annual endowment checks from the Library to the Town.

Library Director's Report: EJ

EJ provided a YTD budget update. Salaries are right on target to budget. Other operating expenses are looking good as well and should come in at or below budget. She provided an update on the Building Project budget as well.

EJ read a thank you note from former trustee Chris Cooney. She then made a request for restoration and storage for the 1790's grandfather clock @ the library during construction. Wood has been faded by the sun. Total cost to repair and store for one year is roughly \$2,600. Clock value is approx. \$8,500. The Trustees voted to allocate up to \$2,600 from the Saltonstall Operating Fund for this.

EJ provided an update on the Boston Public Library digitization project. We now have a number of items that are digitized and on the web in an archive. Donna is working on setting up a link from the library web site to the archive. EJ will email the link to the Trustees so they can see the digital archive.

New Business

None

Unfinished Business

None

The Trustees adjourned at 9:06 P.M.

Next meeting scheduled for June 21, 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 April 19, 2016
3. Board of Library Trustees, Officers & Standing Committees 2016-2017
4. Project Construction Budget (5.16.16) DD Adjustments
5. A.M. Fogarty DD Alternates as of May 16, 2016
6. Beacon Architectural Associates DD Estimate Scope Clarifications May 13, 2016
7. Library Annual Budget Status Report as of May 17, 2016