

Minutes

Sherborn Library Board of Trustees

November 17, 2015

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Trustees Stacey Brandon, Christine Cooney, Chris Kenney, Jim Murphy, Sarah O'Connell, Jennifer Searle.

Also present: Project Designers; Richard Smith and Peter Byerly, Steve Borgeson, FOSL President Abby Fiske, LBC Chairman Jim Kolb, Advisory Committee liaison Barbara Kantorski

Call to Order: The meeting was called to order by Chairwoman Moore (MM) at 7:31 P.M.

Voting of Minutes: The minutes of the Trustees' meeting held on October 20, 2015 were voted and approved unanimously.

Beacon Architectural Associates/Adams & Smith

Peter Byerly, from Beacon Architectural Associates, and Richard Smith, from Adams & Smith walked everyone present through the designs for the renovation. The library program, the MBLC constraints and the challenges faced by this particular building were discussed. They talked about the issue of a 'one room library' and incorporating the new elements into the design. Richard and Peter reviewed the topography and aesthetics of the intended design.

Richard discussed some donor specifics and how they would be incorporated into the design. He discussed the teen area on the mezzanine and the multipurpose room in the basement of the children's area. The issue of technology was discussed as an important part of the mission for the new space.

After the overview of the proposed project, Richard moved on to the design for the temporary library space proposed for the Community Center. Richard and the structural engineer have recently visited the building and have put together a proposed plan for the space.

The idea is that the first floor would be designed to house the adult area in the largest room, the children's area in the small room on the right side, and the hallway as a temporary area for circulation. Richard feels that the larger room could hold 5000 volumes in the adult area and 3000 in the children's area. We will be much more dependent on the Minuteman Services during the relocation. The needs of some structural work needed to support stacks on the first floor were discussed. Issues with the Cupola don't seem to be an issue as the CS is working on that independently.

The next topic was a review of the project estimate just completed by the original estimator. Peter talked about the estimate overage was very close to what had been discussed at an earlier meeting. Also, he wanted to see where the major points of where the discrepancy and escalation were. The major escalation seemed to be in the mechanical systems and the electrical systems. This was a surprise to everyone, including the estimator. This may be an opportunity for us as we have identified these areas. The designers and OPM have already started to look at alternates for this and for some energy components. Peter discussed some ideas on air conditioning, sprinkler systems and other areas that have become more economical in the last 5 years since the

original design was done. They will be putting together a list of items to do value engineering and shifting things around. Anticipate being able to have those numbers in the next week or two.

MM discussed the issue with the escalation and where we stand with it to bring people up to speed on the situation. Peter said that this is not an unusual condition for any library project and explained value engineering, phasing, and/or looking at re-planning. They are aware of the restraints; MBLC, MA requirements, and other items. They will present the Trustees and LBC with a list of the items to address. Jim Kolb mentioned that there is currently a full employment situation in the Boston area and this has impacted the change in escalation. He mentioned that this is pretty standard situation with projects now.

Elizabeth Johnston (EJ) asked if manual overrides could be installed in the HVAC and other systems as that would be very helpful in the daily life of the library. Richard agreed and they said they would look at it. Richard suggested that EJ write up a memorandum of items that are important to her and the designers would give it to the engineers and it would be very helpful.

Peter suggested that, depending on the results after the review of the estimate, the LBC should think about going back the MBLC to review some of our issues and having them help us rework the plan so that we are all in concert.

Jim Murphy (JM) asked what the Trustees might give to the designers to help them move forward with the project. Peter said just a willingness to be involved in a messy process to move this forward. They will do their best. Key to phasing is never to put something in that has to be 'undone' at a later phase.

Elizabeth had a suggestion to swap the spaces in the temporary library for children and adult as the adults can use computers and the children's area need most of the books and media stuff. There was a discussion about some possible changes to the proposed plan of the community center. The designers were assured that the building is a viable space for us during the relocation. EJ and the designers will talk more on this project.

MM said that she had been contacted by the Community Center and that they are excited about having us in but were concerned about having their stream of events continue while the library is there. The issue of Saturday usage of the Community Center was discussed. JM asked if there is a 'change of use' requirement with the town. JM will check.

EJ also said that she has talked to Minuteman about getting us temporarily rewired in the Community Center. There was discussion about how the volume of library materials will change. There was discussion about what to pay the Community Center and how to move forward on this. Goal is to have something for the Trustees to vote on at December meeting and be set by the end of the year.

Finance Subcommittee:

JM provided copies of the September Financial Status Snapshot.

There was discussion about what our resources are in light of the estimate issues with the project.

JM also discussed the importance of technology in the budget. He reviewed the work that he, EJ, Sarah O'Connell (SO) and in particular Bruce Eckman (BE) have done. In their research they were repeatedly reminded to make sure that programmatic space and monies were available for technology. It has been suggested that a project save monies for 6 months after the end of the project so that technology could be added to the plan that was unforeseen during construction. JM reminded the Trustees that the Fogarty estimate is only for the 'construction' part of the project. JM asked the Trustees that when they review the revised budget to ask

questions, keep technology in mind, write notes as you review it and keep in mind what you would like to see from the project. MM encouraged Trustees to come up with their goals for the project – what we value in the project – big picture. Envision a library you want to go to. The OPM will help us through this process. EJ will send out parts of the grant application that will help the Trustees do this.

JM discussed how BE has interviewed around 10 libraries who have just gone through the renovation process. He has come up with some great practical ideas and some technology issues and he is collecting them for us to discuss. BE will send around his document to the Trustees and get together with the LBC to get the recommendations in the project plan.

House Subcommittee:

Chris Kenney (CK) – Updated on the activities of the Library Building Committee.

Library Capital Campaign:

Steve Borgeson (SBO) reviewed the status of the Capital Campaign donations.

Personnel Subcommittee:

Christine Cooney (CC) – Discussed her attendance at recent Personnel Board meetings and the process of reviewing the job descriptions and classification of town employees.

Community Relations Committee: Jennifer Searle (JS) – The Newsletter “Building Our Future,” Volume 2, Issue 1 was mailed to households and donors in October.

Technology Subcommittee:

See notes under JM’s report for the Financial Subcommittee.

Friends of the Library:

Abby Fiske (AF) provided a brief Friends’ update.

Library Director’s Report: FY/17 budget is due at the end of December. MM asked how the budget would reconcile with relocation. EJ said that she would plan to keep both buildings costs on in the budget as the current library will not be shut down completely during renovation. MM suggested that EJ seek guidance from the MBLC to confirm what the certification requirements are during relocation period.

See Attached Report that was reviewed verbally by EJ.

EJ discovered at the 11/4 Department Heads’ meeting that she had not been copied on the Warrant Notice of Intent and Guidance letter from October; received yesterday. Deadline to file NOI Dec. 3.

CC and EJ attended a meeting regarding changes in the health care plan.

EJ also mentioned that she had received a memo from the Finance Department that all departments not under the Selectmen have to get a majority of their boards together weekly to sign payroll. She remarked that this is totally unmanageable for the library. JM made a motion “that Elizabeth is continuing as the Trustees authorized designee for signing payroll and expenses.” This motion was seconded and unanimously approved.

Chair MM called the Trustees into Executive Session at 9:37pm for the purpose of discussion of a contract of a non-union employee under the appropriate Massachusetts law.

Roll Call Vote:

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|-----------------|-------------------|
| M. Moore – Aye | J. Searle - Aye |
| C. Cooney – Aye | S. Brandon: - Aye |
| J. Murphy – Aye | C. Kenney - Aye |

MM called the meeting back into Open Session at 9:50pm.

A motion was made for FY17 budget that we include a request for a Library Director's budget of \$92,504 and take such steps that are necessary to support this through selectmen, advisory and town meeting.

Unfinished Business: None

New Business: None

Next Meeting: Tuesday, December 15th, 2015 @ 7:30 P.M., Town Hall

The Trustees adjourned at 9:59 P.M.

Respectfully Submitted,

Stacey Brandon

Recording Secretary Pro Tem

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from October 20, 2015 Trustees Meeting
3. September Financial Snapshot Report
4. Library Director's Report