

Minutes
Sherborn Library Board of Trustees
September 15, 2015

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Stacey Brandon, Christine Cooney, Bruce Eckman, Chris Kenney, Jim Murphy, Jennifer Searle

Also present: Barbara Kantorski

Call to Order

The meeting was called to order by Chairwoman Moore (MM) at 7:31p.m.

In Hank Rauch's absence, Jennifer Searle (JS) was voted and approved as recording secretary *pro tempore* for the meeting.

The minutes of the Trustees' special meeting held August 4, 2015 were voted and approved unanimously.

Chair's Report

MM reviewed recent advances relating to the Library expansion and renovation project, including the approval of the firm, DTI, as the project Owner's Project Manager (OPM). Chris Kenney (CK) recalled that the Library Building Committee had recommended DTI and the Trustees approved the selection. The Town Administrator is in the process of drafting the agreement with DTI; DTI has requested an interim letter agreement, to cover the period until such time as a final agreement is executed.

Trustees voted to authorize MM and CK to negotiate an interim letter agreement with DTI, to enable the project to move forward until such time as a final agreement is executed.

MM reported that a contract for the grant awarded by the MBLC for the Library project was signed on September 4, 2015 and returned to the MBLC; thus, we can begin the process of receiving the grant funds from the MBLC.

MM reported that, at the recent Selectmen's meeting, the Selectmen voted to move forward with a "test pilot program" for a limited-time closure of Sanger Street, during which time data will be collected relating to traffic patterns and road use, all in anticipation of a potential need to close the road during construction. Jim Murphy (JM) further explained plan for pilot closing of Sanger Street and noted that Trustees attending the BOS meeting were encouraged by the BOS's proactive stance in anticipating the construction phase for the Library.

At the Selectmen's meeting scheduled for October 1, 2015, Trustees will plan to provide the Selectmen with an update on the Library project and to present a check to the Town reflecting a portion of the funds raised through the Campaign.

Library Capital Campaign

Campaign Chair Steve Borgeson was unable to attend the meeting.

Subcommittee Reports:

Finance Subcommittee, JM

JM distributed and reviewed the "snapshot" report of the Endowment Fund, as of June 30, 2015, highlighting that the Trustees spent approximately \$14,000 last year, primarily on building maintenance, the children's area and costs associated with the Campaign.

House Subcommittee, CK

CK described the fire alarm "event" of August 25, 2015, when the library was closed temporarily while the Sherborn fire department reviewed the system; the library was re-opened once the Chief was satisfied with the coverage as restored. CK noted that the professional design firm will be used – once engaged – to determine whether particular sites are viable options for temporarily housing the Library during construction.

Personnel Subcommittee, Chris Cooney (CC)

CC reported that Elizabeth Johnston's (EJ) annual review has been completed and delivered to the town administrator. A part-time interim opening is being advertised, which position will cover odd shifts and certain weekend hours.

Community Relations Committee, JS

A town-wide Campaign newsletter, to be distributed in October, is in process.

Friends of the Library Report

Friends' president Abby Fiske was unable to attend the meeting.

Library Director's Report

The Library Director's Report is incorporated by reference in the Materials Distributed at the Meeting.

Unfinished and New Business

Subcommittee assignments were reviewed; Bruce Eckman suggested seeking young people from the community to contribute to the work of the Technology Committee, which could provide a valuable perspective. Trustees formally recognized the numerous and significant contributions of outgoing Chairperson, Stacey Brandon.

Next Meeting

October 20, 2015.

The Trustees adjourned at 8:53p.m.

Respectfully Submitted,
Jennifer Searle
Recording Secretary, *pro tempore*

Materials Distributed at the Meeting:

1. Agenda
2. Minutes of the Library Trustees Special Meeting held on August 4, 2015
3. Sherborn Endowment Fund Balances – Snapshot as of June 30, 2015
4. Board of Library Trustees 2015-2016 Officers & Standing Committees
5. Library Director's Report & FY2015 Budget Status Report