

Minutes
Sherborn Library Board of Trustees
September 20, 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, Barbara Kantorski

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:32 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on August 16, 2016 were reviewed and approved unanimously.

Friends of the Library Report:

Library Director Elizabeth Johnston (EJ) provided an update from Abby Fiske, President of the Friends, since she was unable to attend the meeting. The Friends recently had their first meeting and engagement is strong, with many new members (6) joining an active board of 19. They are in the process of planning a fall fundraising event to be held locally at Silverwood Farm, and work continues on building the book drop at the Sherborn playground.

Subcommittee Reports

Capital Campaign: Steve Borgeson (SBO)

Stewardship letters have been sent to the four large foundation donors with support from Stacey and Jennifer. The Weezie Foundation in particular needed an update for a vote on their final contribution. Steve discussed a major donation from the Bradley Foundation that had a September 2016 contingency that needed to be addressed. MM responded to an email from the foundations lawyers about this issue, but has not heard back from them so far.

House Subcommittee: Chris Kenney (CK)

The Library Building Committee (LBC) received preliminary approval from the Planning Board on August 30th.

Fire department review resulted in some concern regarding the fire suppression system, so BAA made some modifications to the plans related to the need for some equipment to be above ground for emergency access.

The 75% cost estimate was received on September 12th, showing an increase of \$164,169 from the previous estimate. The LBC will work with engineers and architects to evaluate value engineering opportunities to manage the cost pressures we are seeing. In order to have time to make these adjustments the bid date has been pushed out one week to October 12th. CK discussed a number of items that are being considered for value engineering that could help lower costs. We will need to have a special trustees meeting before the bid date to approve the budget once the LBC makes adjustments and a recommendation to the trustees.

There is an Interiors meeting is scheduled for September 22nd to review materials and colors for the architects to include in the final bid package. Septic system d-box work was performed September 14th as scheduled and has been approved by the health agent taking the system to full compliance with title five.

CK reports that the construction docs are in good shape, working with the Town legal folks to have the right "front end" language to have in the bid docs.

MM continues to coordinate with Dave Williams on these types of gating items to keep the Town on our timeline. She notes that follow up meetings have been scheduled with listed Town agents ahead of permits, building inspector, fire chief, historic district, etc...

Communication meetings need to follow up with churches, disability committee and other impacted groups in town so they receive a timely update. Our communications team will reach out to all Town department heads with a status update on the project.

The Community Center lease has been signed. The lease starts November 1st and has a January 2018 end date, with an option on a six month extension.

EJ provided an update on Library staff getting ready for the move. We can use an approved mover from the Mass. Higher Educational Consortium list and have bids from a couple of others as well for comparison purposes. Quotes were all in the same price range. We have used these movers previously and they are experienced at staging the move and working with libraries.

Community Relations: Jennifer Searle

Some FAQ updates to provide. Have a list of press releases ready to go based on key project events. Also have some ideas percolating on community outreach.

There was a question about reaching out to the Sherborn Business Association for a grant to have some signage for the Community Center? Maybe the Lions club would provide some support for signage.

MM noted some communications issues at one of the Board of Selectmen's meetings where it was implied that Library project funds were being used to fund road construction. This is not the case, but cash is fungible for the Town and they have some extra cash on hand due to the private contributions for the Library project which allowed them to fund the road work without needing to borrow.

Personnel Subcommittee: Stacey Brandon (SB)

SB provided a copy of the consolidated completed Library Director Evaluation form for the Trustees to review. All of the trustees provided feedback to create the consolidated review. SB noted some key items from the review that she has discussed with EJ and the comments that she aggregated to create the written portion of the review. Overall the review is exceptionally strong and reflects all of the extra work that has been asked of EJ relating to the construction process as well as her long track record of success leading the day-to-day operations of the library. The Trustees discussed a couple of additions and adjustments to the written review that SB read to us. The Trustees voted unanimously to accept the evaluation as presented including the comments with adjustments as discussed.

EJ handed out a copy of her goals for the next two years and provided her rationale for each of them. Much of this work is focused on evolving aspects of the library associated with the building project. There was a discussion among the Trustees around staff engagement and helping them integrate the project for themselves.

Library Director's Report: EJ

EJ handed out her monthly report and commented on key items. She also provided a YTD budget update. Salaries are on track YTD and other expenses are as well. We were able to get a small library discount for Minuteman fees so paying \$19,397 vs \$22,910 budget. Library has joined the town's pool for electricity purchases and may see a reset on power prices when the contract is rebid in December.

EJ also updated the Trustees that the next piece of the state grant money for the project will not come until the bids are accepted. This may cause us to start spending from the private funds until the second phase of the grant comes in.

Unfinished Business

Library website upgrade

SB indicated that we should hear about the grant for this in October

Special Town Meeting, Monday, October 24

MM noted that there will not be any capital items discussed at this meeting, including the potential larger generator for the Library project. The larger generator could be added in the future, but the timing was not right to consider it at this point.

New Business

None

The Trustees adjourned at 8:50 P.M.

Next Trustees' meeting scheduled for October 18, 7:30 P.M. at Sherborn Town Hall

Respectfully Submitted,
Hank Rauch
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda for September 20, 2016
2. Minutes of the Library Trustees Meeting held on August 16, 2016
3. FY 2017 Budget Status Report as of September 19, 2016
4. Library Director's Report as of September 20, 2016
5. Sherborn Library Director Management Action Plan 2016-2018