

Sherborn Library Board of Trustees
April 16, 2019

Trustees Present: Chairwoman Mary Moore, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle

Also present: Elizabeth Johnston, Kaitlin Dunham, Jeff Waldron

Call to Order:

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

Voting of Minutes:

The minutes of the Trustees' meeting held on March 19, 2019 were reviewed and approved unanimously.

Friends of the Sherborn Library Report: Kaitlin Dunham (KD)

A successful Trivia Night was held March 30.

The Friends are in the final planning stages of The Arts & Crafts Fair to be held May 11. There are 30 to 40 more vendors signed up than last year and the children's area will be expanded. The Friends have created a website, sherborncraftsfair.com, which has helped increase the number of prospective exhibitors.

Subcommittee Reports:

Treasurer's Report: Jim Murphy (JM)

JM has been working with Town Treasurer Heidi Doyle on transferring the funds for the \$284,344 gift from the Library to the Town that was approved earlier this year. In addition, Bartholomew & Company is prepared to accept the transfer from UBS of \$237,689 in Library endowment funds to be held in custody by the Town. Lastly, the Library is ready to make its annual donation to the Town's operating budget which will be \$42,693.

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates from their April 1, 2019 meeting:

According to the project plan dated February 22, the latest estimated project completion date is September 12, 2019, but remains dependent on many contingencies and dependencies.

Based on the "dry-in status", Beacon Architectural Associates (BAA) issued a "go ahead" for inside work to be done.

Deficient masonry continues to be a problem on the lower portion of the children wing and other areas of the building.

Windows that were purchased and installed have been rejected by BAA, so they need to be redone.

Five Star Building Corporation's (FSBC) laser scan of the building still has to be done to see if the building has been built to specifications and if there are material misalignments.

A formal letter was sent by BAA and the LBC to FSBC citing multiple problems and deficiencies, including moisture under the roof. FSBC sent a letter back on March 29, 2019 acknowledging deficiencies. FSBC has also added a new site contractor. A new site logistics plan was due April 16, but had not been received as of the time of the Library Trustees meeting.

The informal sub group of Town citizens helping the project (including Eric Johnson, David Williams, Town counsel, Mary Moore, Jeff Waldron and others) has been meeting twice a week. The Town has been rejecting some of the work being done by FSBC's subcontractors. The LBC has advised that the Town to continue to stay the course and not accept substandard work, even though it may extend the time of the project's completion.

BAA has been paid the \$133,000 fee for work done in 2018, which was negotiated last month and is significantly less than the \$500,000 they had requested.

The LBC approved a Payment requisition of \$20,529 for work in March. This amount indicates very little work was done in March. The Trustees discussed that the OPM fees are actually more than the cost of the work done and the amount of time and money being spent on DTI needs to be reassessed. The LBC will ask that DTI provide an hour by hour, break down of the work done over that was billed on the last three monthly invoices. The LBC will then review that work and assess where the OPM is adding value to the project.

MM showed a recent photograph of the roof showing crookedly installed shingles. MM had sent the photograph to John Sayre Scibona (JSS) and asked that he take action with the site supervisor and that it be documented in the site report however, neither was done by JSS.

The Trustees discussed whether the OPM is adding value and doing his job and how he should be managed going forward.

CK distributed the most recent project budget dated April 1, 2019. CK cautioned the Trustees that DTI has not been providing updated estimates of project exposure risks and costs. The Trustees requested that JSS provide an updated budget.

The Trustees discussed providing the Town Select Board with an update on the new schedule and when DTI and FSBC will provide a new project plan.

The Sherborn Library Interiors Committee (SLIC) reviewed and approved new samples for a carpet that will cost \$10,000 less than the original specified carpet.

The Information Technology (IT) services bids (4) were reviewed and awarded to Superior Communications Services for \$36,220.

Petrini and Associates recently provided an opinion letter to the Town Select Board on the legal options for the Town to pursue to ensure the cost effective completion of the Library construction project. The Select Board would have to approve that the opinion letter be shared with the Library Trustees.

Community Relations & Communications Subcommittee: Jennifer Searle (JS)
A new set of FAQs on the Library Construction Project has been created.

Directors Report: Elizabeth Johnston (EJ)

Liz Rowland will be going out on maternity leave any day now, which will trigger the temporary staffing plan that had been approved by the Town.

Unfinished Business

The Trustees discussed project management fees, which showed an increase from \$175,000 to \$534,000 on the April 1 Project Budget. The Trustees will request that the LBC provide a review of BAA's and DTI's fees, including fees for the extension of work through 2019.

New Business:

The Trustees discussed Articles 19 and 20 at the upcoming Annual Town Meeting, which request adding information technology manager and human resource director to the Town Administrator's existing responsibilities, but explicitly excludes the Schools and Library. Jeff Waldron said this was one of the outcomes of the Town's Governance Task Force that was put in place in 2018. The Trustees believe that these Articles would not deliberately exclude the Library from the benefits of the Town's centralized IT or Human Resources policies, but maintain the autonomy for the Trustees of certain human resources and information technology decisions for the Library.

Motion to Adjourn Public Meeting

At 8:39 P.M. the Trustees took a roll call vote and approved a motion to adjourn the Public Meeting and enter Executive Session and not return to Public Session.

The Trustees adjourned at 9:10 P.M.

Upcoming Meetings:

Library Building Committee, May 6, 2019 at 7:00 P.M. at the Sherborn Community Center
Library Trustees, May 21, 2019 at 7:30 P.M. at the Sherborn Community Center
Construction Site Meetings, Ongoing – Tuesdays 1:00 P.M. at the Town Hall

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at or in advance of the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held March 19, 2019
3. Sherborn Library Project Budget dated April 1, 2019
4. Proposed monthly invoices from January– March 2019 from Beacon Architectural Associates.