

Sherborn Library Board of Trustees
August 20, 2019

Trustees Present: Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Chris Kenney, Lisa Schwarz, Jennifer Searle

Also present: Sean Killeen, Liz Rowland, Jeff Waldron, Charles Yon

Call to Order:

The meeting was called to order by Mary Moore (MM) at 7:33 P.M.

Voting of Minutes:

Voting on the July meeting minutes was deferred until the September meeting because some attendees from the July meeting were absent.

Chair's Report: Mary Moore (MM)

MM said that Brian Connolly has agreed to assume the Board of Chair role in June 2020 and they would work closely together for a smooth transition. Other committee roles would be finalized in September.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates from the August 5 meeting:

The estimated project completion is in November, pending an update on the masonry, which still has not been accepted by the architect.

Site Update:

The curbing was reinstalled. No interior progress has been made because there are still no windows.

Exterior Issues:

DTI is recommending the removal of the masonry work. Five Star Building Corporation (FSBC) has estimated the costs of removing and replacing the masonry. The Town has hired an independent expert to estimate the cost of removing and replacing the masonry. DTI has asked for a September 1 decision date for either keeping or removing the masonry.

Payment Requisition #31 for \$113,216 was approved by the LBC on August 5.

CK distributed an updated budget as of August 3, 2019 that showed pending changes of \$399,136 and an overall budget forecast of \$11,127,860.

Change Order #17 for \$4,443, has been recommended for approval by the LBC and the Trustees voted to approve the payment for Change Order #17.

There are no Sherborn Library Interior Committee (SLIC) updates.

The Trustees discussed additional furniture storage costs. MM will speak with the Town how to reflect additional costs that are not part of the DTI project budget.

The skylights have passed testing except for one window pane.

Sean Killeen has recommended removing some of trees reflected on the site plan.

The Trustees discussed whether a crude stone wall that was removed for construction should be reassembled and believe that Sean Killeen and the Planning Board should review and make a recommendation.

Superior Electrical is nearing completion of its IT wiring and telecommunications work.

Community Relations & Communications Subcommittee: Jennifer Searle (JS)

JS reported that Library staff will be posting newsworthy information on Nextdoor Sherborn as an additional way to keep the community informed on Library activities.

Personnel Subcommittee: JS

JS distributed to the Trustees the annual job evaluation forms for the Library Director. JS reminded the Trustees of the Town's evaluation process and said she would also distribute the MBLC's "Evaluating Your Library Director". JS asked that completed forms be returned to her by September 10, so she can compile the results for the next Trustees meeting.

Friends of the Sherborn Library Report: Liz Rowland (LR) on behalf of Amy VanLangen

Amy VanLangen will be holding some meeting in the evening to allow participation for those who can't attend meetings during the day.

Directors Report: MM on behalf of Elizabeth Johnston (EJ)

Hartney Greymont was paid \$416 for tree care. Four new Library Student Aides were hired for the 2019-20 academic year.

Superior Electrical, the IT and cabling vendor, has been discussing with EJ the different configurations for the new building. Brendan Waldron has been very helpful in providing advice on the IT options.

The Town put in a new payroll system that will make it easier to track staff working time and time off.

Project Management: MM

The Trustees had asked John Sayre-Scibona (JSS) of DTI to provide a schedule that has his hours reduced to help control costs. He has not responded yet.

MM and Jeff Waldron have reviewed invoices received from BAA for their additional fees and extension for 2018 and 2019 and are prepared to reject ~\$6,000 of the ~\$26,000 submitted. MM and CK will discuss what action to take on these invoices with Town Counsel.

Other Business:

None.

Executive Session:

The Trustees held a roll call vote to enter Executive Session at 8:20 P.M.

The Trustees held a roll call vote to exit Executive Session at 8:52 P.M. and adjourned at 8:53 P.M.

Upcoming Meetings:

Library Building Committee, September 9, 2019 at 7:00 P.M. at the Sherborn Community Center
Library Trustees, September 17, 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 July 16, 2019
3. Project Plan Budget dated August 3, 2019
4. Annual Personnel Evaluation Forms for Library Director