

Minutes
Sherborn Library Board of Trustees
February 19, 2019

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Brian Connolly, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle

Also present: Sean Killeen, Liz Rowland, Jeff Waldron

Call to Order:

The meeting was called to order by Mary Moore (MM) at 7:34 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on January 15, 2019 were reviewed and approved.

Invited guest Heidi Doyle, Sherborn Treasurer, was unable to attend the meeting, but had recently spoken with MM to discuss the Memorandum of Understanding (MOU) between the Library Trustees and the Town. Ms. Doyle believes the Library's "Schedule C" endowment funds need to be invested in securities that are approved by Massachusetts statutes. This would require the sale of non-eligible investments and purchase of eligible investments.

Friends of the Library Report: Elizabeth Johnston (EJ)

The Sherborn Friends met with the Friends of the Medfield Library to exchange ideas and agreed to meet again in the future.

Planning is in full swing for the 2019 Arts & Craft Fair. The Friends have also begun recruiting future board members.

Subcommittee Reports:

Treasurer's Report: Jim Murphy (JM)

The Town's Advisory Committee recognized Elizabeth Johnston for the thoroughness of the 2020 Library budget she had prepared. The only open item is whether salaries will be adjusted if the Library's reopening is further delayed.

Endowment Subcommittee Report: Hank Rauch (HR)

HR distributed a draft of a new Endowment Distribution Policy. The Trustees voted and approved the Endowment Distribution Policy. MM asked that the policy be distributed to the Select Board, Town Treasurer and Advisory Committee.

The Trustees discussed HR's progress on researching the legal entity structures of other town libraries and their supporting organizations and the finding that many have "501c3" foundations that are used to raise private donations money and manage endowment funds. The Trustees will continue to research and evaluate alternative legal entity structures.

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates from February 4 meeting:

The updated schedule has the building substantially complete by September 9, 2019.

Meetings have been held with Five Star Building Corp. (FSBC), the Surety Bond company and Town Counsel, as well as a recent walk through with the Building Inspector.

During the meeting with Surety on February 13th, FSBC contended the building meets 'dry-in' requirements and that they are being prevented from doing interior work on the building. The Building and Electric inspector visited the building on February 15th and identified several issues that need to be addressed by FSBC before interior work can begin. These items were outlined in Architect Field Report #29 and sent to Five Star on February 17th.

The Select Board is considering hiring supplemental counsel to review the Town's position on negotiating with FSBC and the Surety Bond company.

The LBC voted to approve Payment Requisition #25 for \$162,817 following the recommendation of Town Counsel.

CK distributed the most recent Library Construction Project Budget dated February 1, 2019, showing a proposed adjustment increase of \$8,478 since the previous forecast.

The LBC voted to recommend approval of Change Order #15 for \$10,198. CK reviewed the content of this Change Order. The Trustees voted to approve Change Order #15.

Design Technique Inc. (DTI) has not provided an update for exposure risks that was requested more than a month ago.

Community Relations: Jennifer Searle (JS) Kristiina Almy (KA)
The project FAQs have been updated and placed on the Library website.

Technology Subcommittee: Elizabeth Johnston (EJ)
The Trustees discussed reviewing the original technology design, including a new cost/benefit analysis, given that its more than two years after the plan was created. It needs to be clarified what party is accountable for the technology design review.

Unfinished Business:
EJ discussed the \$4,290 bill from the Sherborn Community Center for the private event held in October and recommended it be paid for out of the operating budget, to which the Trustees agreed.

Liz Rowland will be going out on maternity leave and EJ presented a proposal to have Liz's hours covered by existing staff, which would be less expensive than finding new, temporary employees and also provide existing staff with development opportunities.

New Business
The Town Caucus will be held March 7 and Kristiina Almy, Brian Connolly and Bruce Eckman have all agreed to run for reelection as Library Trustees.

The Trustees discussed naming a new Board Chair in June 2019.

The Trustees adjourned at 8:59 P.M.

Upcoming Meetings:
Library Building Committee, March 4, 2019 at 7:00 P.M. at the Sherborn Community Center
Library Trustees, March 19, 2019 at 7:30 P.M. at the Sherborn Community Center
Construction Site Meetings, Ongoing – Tuesdays 1:00 P.M. at the Town Hall

Town Caucus, March 7, 2019 at 8:00 P.M. at the Sherborn Community Center
Advisory Committee Public Hearing on Warrant, March 16, 2019 at 8:30 A.M. at the Town Hall

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meetings held January 15, 2019
3. Endowment Distribution Policy dated February 9, 2019
4. Library Construction Project Budget dated February 1, 2019