

**Minutes**  
**Sherborn Library Board of Trustees**  
**July 17, 2018**

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

Also present: Mark Brown, Liz Rowland, Jeff Waldron, Libby Yon

Call to Order:

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

Motion to Adjourn Public Meeting

The Trustees voted and approved a motion to adjourn the Public Meeting and enter Executive Session to review a non-public document provided by the Town Administrator.

Public Meeting Reconvene

The Trustees voted and approved a motion to reconvene the Public Meeting.

Voting of Minutes:

The minutes of the Trustees' meetings held on June 19, 2018 were reviewed and approved unanimously.

Voting of Trustee By-Law Revision

The Trustees voted and approved a By-Law revision to have the Treasurer become an Officer of the Trustees.

Library Trustee Treasurer Vote

The Trustees voted and approved the appointment of Jim Murphy to continue in his role as Treasurer until his successor is duly appointed.

Friends of the Library Report: Elizabeth Johnston (EJ)

The first of four summer concert took place July 11<sup>th</sup> and was well attended.

Subcommittee Reports:

Trustee Treasurer and Finance Committee: Jim Murphy (JM)

JM distributed the Sherborn Library Endowment Fund Balances Snapshot as of June 30, 2018 and reviewed investment performance and sources and uses of funds. JM, Jennifer Searle and Hank Rauch had met with Ted Webster at UBS, the manager of the endowment funds, and discussed the Trustees' work being done on creating an investment policy for the endowment funds.

The Trustees discussed developing a communication plan for major donors about our investment objectives, policy and performance.

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

The latest estimated project completion date is November 11, but remains dependent on the Massachusetts Department of Environmental Protection (DEP) lifting the Cease and Desist (C&D) order and other contingencies. In a July 2 letter, the DEP had requested additional

information, which was provided to the DEP on July 10. The new generator is scheduled to be delivered and on site in early August, eliminating a significant project plan contingency.

Five Star Building Corp. (FSBC) sent a letter formally requesting a 320 day extension to the original project schedule, targeting a November 13 completion date. The letter noted the DEP C&D order as well as project design changes as primary reasons for the extension.

The new site superintendent and a project manager started on the project in late June. However FSBC has been lackadaisical in locking up the site and the building.

Construction issues continue to be raised and addressed. Mark Brown reviewed the difficulties with the original roof insulation plan and the new closed cell foam option recommended by the Library Building Committee, which has a longer life, better insulation value and reduces potential water damage to the structure. The Trustees' discussed the estimated incremental costs of approximately \$50,000 and Jeff Waldron advised the recommended option is much more favorable. The Trustees voted and approved a motion to approve the new insulation option for the roof.

The plywood on the roof that sustained water damage during the winter was removed and replaced with new plywood. The building inspector's concern about the fire rating of the wood structure connecting the new and older sections of the Library will result in reframing part of the second floor.

The sewer line and septic system work plans will be presented as a variance at the Sherborn Board of Health meeting on July 18.

The Trustees voted and approved Payment Requisition 18 for \$329,763 and Change Order #10 for \$139,950, as recommended by the LBC.

Following requests from the Trustees in May for a new Project Budget that includes cost estimates from the revised site plan, the OPM provide a Project Budget dated July 16 showing a \$1,202,527 unfavorable variance from the original budget of \$8,693,214. The biggest change was the generator, tank and pump relocation cost of \$529,380. The Trustees discussed how to prepare and present the increased budget costs at the Select Board meeting on July 25, including an analysis grouping additional costs into categories and providing a narrative on how the project has deviated from the original plan.

The Trustees voted and approved a Change Directive recommended and approved by the LBC to provide direction to FSBC to continue with site work around the campus.

Personnel Subcommittee: Jennifer Searle (JS)

JS reviewed the process for the Library Director's annual performance evaluation and asked that each Trustee return their completed evaluation form by August 28, and then she will compile and complete the overall evaluation for review at the September Trustee meeting.

Policy Review Subcommittee: Brian Connolly (BC)

BC reviewed the updates made to the Gift Acceptance Policy and the Trustees voted and approved the Gift Acceptance Policy.

A draft Meeting Room Policy was distributed and BC reviewed the key issues. The Trustees discussed the draft policy and agreed that next steps include getting feedback from community

groups who have been frequent users of the Library's meetings rooms. An updated draft will be reviewed at the September Trustees meeting.

#### Unfinished Business

The Trustees discussed not sending a letter to the MA DEP requesting a quick decision on lifting the Cease & Desist order, because additional information was provided to the MA DEP on July 10, following their request letter of July 2.

MM and JM will distribute to the Trustees a draft letter to the Town Treasurer describing the history and precedent for the Library Trustees to have custody and management of the Library Endowment Funds.

The Sherborn Community Center (SCC) Board met to discuss extending the Library's lease from October and November, subject to certain conditions that may increase the Library's cost from \$1,000 per month to approximately \$1,500 per month. The Trustees voted and approved a motion to allow Mary Moore and Jim Murphy to negotiate the final terms of the lease extension.

#### New Business:

The August Trustees meeting was rescheduled to be a joint meeting with the LBC on August 6 at 7:00 P.M.

The Trustees adjourned at 10:20 P.M.

#### Upcoming Meetings:

Library Building Committee, August 6, 2018 at 7:00 P.M. at the Police Station

Library Trustees, August 6, 2018 at 7:00 P.M. at the Police Station

Construction Site Meetings, Ongoing – Tuesdays 1:00 P.M. Town Hall

Respectfully Submitted,  
Brian Connolly  
Recording Secretary

#### Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held June 19, 2018
3. Gift Acceptance Policy
4. Draft Meeting Room Policy and Quiet Study Room Policy
5. Sherborn Library Endowment Fund Balances Snapshot as of June 30, 2018
6. Library Construction Project Budget and Projected Cost Exposures: July 16, 2018
7. Performance Evaluation Form for Library Director Role