

Minutes
Sherborn Library Board of Trustees
June 19, 2018

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Lisa Schwarz, Jennifer Searle

Also present: Sean Killeen, Liz Rowland, Jeff Waldron

Call to Order:

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

Voting of Minutes:

The minutes of the Trustees' meetings held on May 15, 2018 were reviewed and approved unanimously.

Appointment of Committees and Subcommittees: (MM)

MM reviewed the proposed Board of Trustees Committee, Subcommittee and Officer Assignments for 2018 and 2019. The Trustees also discussed voting the Treasurer in as a standing officer of the Board of Trustees, as was included in the Library's original by-laws, as well as converting the Technology Committee from an ad hoc committee to a standing committee. These two items will be brought to a vote at the July Trustees meeting.

Friends of the Library Report: Elizabeth Johnston (EJ)

Funds raised are up slightly from the previous year, as increases in donations and proceeds from Trivia Night and "Friendsgiving" offset a decrease in the proceeds from the Arts & Craft Fair. Despite better logistics at Jameson Fields, the rain on the day of the Arts & Crafts Fair resulted in reduced attendance and limited the activities for children.

Four summer concerts have been scheduled in July and August.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

The latest estimated project completion date is November 5, but remains dependent on the Massachusetts Department of Environmental Protection (DEP) lifting the Cease and Desist (C&D) order and other contingencies, including ordering and receiving the new generator, which has a 12 week lead time. This week, the DEP indicated they are reviewing Sherborn's May 4 written response to the DEP's questions regarding the C&D. The Trustees discussed whether to send a letter (a draft was included in meeting materials) to the DEP, but will wait a week to see if the DEP provides a response.

Five Star Building Corp. (FSBC) had a new Assistant Supervisor for the project starting the week of June 18. However, the LBC is still awaiting an updated project schedule, which was due June 15. FSBC has also not provided cost estimates for the revised site plan, which are needed before it can be presented for a vote to the Sherborn Select Board.

Construction issues continue to be raised and addressed. Plywood left on the roof during the winter must pass moisture absorption tests or be replaced. Wood paneling sustained water damage from lack of weather protection and will need to be restored. The building inspector

has raised concerns about the fire rating of the wood structure connecting the new and older sections of the Library. The general contractor had not submitted plans for sewer line and septic system work to the Sherborn Board of Health for approval. These plans may now need to be changed to get the septic system addressed properly. The Trustees discussed the different septic system and sewer line options and how to obtain the necessary approvals at the July 27 Board of Health meeting.

The Trustees voted and approved Payment Requisition 17 for \$352,773 and Change Order #8 for \$93,803, as recommended by the LBC. To date, 52% of the total construction costs have been approved. The Trustees discussed the approval process for change orders and wanted it to be well documented that they were approving work necessary to complete the project, even if it is work that is being done to remediate errors and omissions.

A Project Budget showing a project contingency of (\$62,964) and Pending Change Log of \$423,982 was distributed and discussed.

The Sherborn Community Center (SCC) has requested a meeting with the Trustees to discuss the Library's lease. Two SCC contracted events in October and November for private parties may necessitate the Library moving out of the SCC partially or in full, unless special accommodations can be made favorable to the clients. EJ distributed a Displacement Plan with several scenarios and estimated costs.

Finance Subcommittee: Jim Murphy (JM)

JM discussed the continuing work being done with the Town Treasurer and Town Counsel on the management and authority over the Library endowment funds.

The MBLC payment of \$726,600 has been received and given to the Town. The Town has also been paid annual operating subsidies from the Library's endowment funds.

The July meeting will have a quarterly financial update on the endowment funds.

Endowment Subcommittee: Hank Rauch (HR)

HR described a process of reviewing the investment policy statement and investment management activities for the endowment funds to be sure they are fit for purpose.

Community Relations Committee: Jennifer Searle (JS)

More FAQs on the construction project have been posted on the Library website and plan to be updated once a month or when material new information is available.

Policy Review Subcommittee: Brian Connolly (BC)

BC reviewed the draft Gift Acceptance Policy and requested comments be provided back to EJ before the July Trustees meeting, when a final version of the policy will be brought to a vote.

The Trustees also discussed updating the "donate" page on the website to include guidance on what, why and how to give.

The next policy to be drafted and reviewed at the July meeting will be the Room Reservation Policy.

Library Director's Report: Elizabeth Johnston (EJ)

EJ distributed the Director's Report and FY 2018 Budget Status Report and noted that due to the extended stay in the SCC, the Library will have a significant operating surplus from salaries and utilities, which they will be able to turn back to the Town. EJ discussed the possible acquisition of new hardware to replace several of the 8 year-old staff workstations. By doing so prior to the move back into the Library the staff would gain experience using Windows 10. Advisory Committee liaison Jeff Waldron thought the workstation purchase would have to be dealt with as a capital expense, and that the Library's surplus should be returned to the Town.

Children's & Youth Summer reading programs upcoming activities include "Where in the World Are You Reading", a Library Crawl and the Cookbook Club. On June 28, "Controlling Your Digital Footprint", a workshop on how to reduce data leakage from your own devices and manage privacy will be held.

New Business:

None

The Trustees adjourned at 9:32 P.M.

Upcoming Meetings:

Library Building Committee, July 9, 2018 at 7:00 P.M. at the Police Station
Library Trustees, Tuesday July 17, 2018 at 7:30 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 May 15, 2018
3. Draft Gift Acceptance Policy
4. Draft Trustees Letter to MA Department of Environmental Protection
5. Proposed 2018-2019 Officers and Standing Committees
6. Library Construction Project Budget and Projected Cost Exposures: June 4, 2018
7. Director's Report and Budget Status: June 19, 2018
8. Sherborn Library-Sherborn Community Center/Temporary Library Displacement Plan