

**Sherborn Library Board of Trustees**  
**May 21, 2019**

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

Also present: Eric Johnson, Elizabeth Johnston, Jeff Waldron

Call to Order:

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

Voting of Minutes:

The minutes of the Trustees' meeting held on April 16, 2019 were reviewed and approved unanimously.

Chair's Report: Mary Moore (MM)

MM congratulated Eric Johnson and Jeff Waldron on being elected to the Select Board.

MM referenced the Board of Library Trustees 2018-2019 Officers and Standing Committees document and asked that the Trustees be prepared to discuss succession planning and new assignments at the June and July Board of Trustees Meetings.

Friends of the Sherborn Library Report: Elizabeth Johnston (EJ)

The Arts & Crafts Fair raised \$16,000, attributable to great weather and more vendors this year than in previous years.

Kaitlin Dunham and Ariana Delaney will be stepping down as Co-Presidents and will be succeeded by Amy VanLangen in mid June.

Subcommittee Reports:

Treasurer's Report: Jim Murphy (JM)

At the most recent Select Board meeting, JM presented a gift to the Town of \$284,344 to help offset Library building construction costs.

In June, the Library will make its annual gift to the Town's operating budget, which will be \$46,933 this year.

Endowment Subcommittee: Hank Rauch (HR)

As of May 8, the Town Treasurer has received the \$262,503 in Library Endowment Funds that will be held in custody by the Town. This amount is greater than the \$237,699 reported in April due to market appreciation of those funds. Bartholomew & Company will provide asset management; accounting and recordkeeping services and these funds will now follow the same investment strategy currently used for Legal List accounts of the Town of Sherborn. The Trustees discussed options for changing the investment policy of these funds to pursue a strategy more similar to the other Library endowment funds, which has produced higher investment returns.

The Library Trustees have fulfilled all of their requirements of the Memorandum of Understanding (MOU) between the Town and the Library regarding the custody of Library endowment funds.

House Subcommittee: Chris Kenney (CK)  
Library Building Committee (LBC) updates:

Based on the most recent schedule, the estimated project completion date is October 4, 2019, but remains dependent on many contingencies. The major contingency is whether the completed masonry work is deemed deficient and has to be completely redone. If it does, the estimated project completion date is February 2020, based on the availability of the proper style brick.

Exterior Issues:

The third site contractor has mobilized and has begun correcting construction deficiencies. Gale Associates will be providing a report to the building inspector to assess if the insulation has been installed properly.

Mark Brown from the LBC is working with Beacon Architectural Associates (BAA) reviewing the masonry and the mortar used in the joints. Jeff Waldron (JW) had reviewed the masonry and it appears to be deficient.

Interior Issues:

There are ongoing moisture issues and the windows are not in place. The mold removal has been effective and there is no new mold.

Inspections will be tracked by the Clerk of the Works; however the Trustees discussed the need to get better performance out of the professionals (BAA and DTI) that are managing the work being done.

Payment Requisition #28 for \$154,637 was approved by the LBC on May 20, 2019. Following the payment of this requisition, there will be an available balance remaining of \$2,819,616 to finish the project. The LBC is wary of the project completion schedules because the amount being spent each month indicates not much work is being done.

Change Order #16 for \$51,595, for work that has been completed, and Change Order #17 for \$9,973 (pending Town Counsel's review) were approved by the LBC. MM asked that a list of the activities that have been completed be pulled together for review.

Electrical equipment installed before the building was weather tight has been tested and some will need to be replaced. The LBC will reject the Change Order for that work, because Five Star Building Corp. (FSBC) had not made the building weather tight in a timely manner.

DTI had just provided a budget update as of May 21 (the day of the Trustees meeting) to Chris Kenney showing total costs of \$10.20 million. We are currently at a total cost estimate of \$8.09 million compared to the original budget of \$6.0 million.

Superior Electrical, the vendor selected for IT and cabling submitted a cost estimate of \$60,566 for Wi-Fi and cabling. Placement of Wi-Fi needs to be considered because there are no suspended ceilings. JW expressed concern that hardware technology has changed since the original technology plan was created over two years ago. Superior will be asked to prepare a new proposal, which may show some savings from not needing outdated technology.

The Trustees expressed great frustration that EJ, MM, Jeff Waldron and Bruce Eckman have all spent many hours project managing the IT, cabling and Wi-Fi, which should be done by John Sayre-Scibona and DTI.

The Trustees voted and approved on Change Order \$51,595.

The Trustees discussed when the laser scan testing of the building will be done to determine if the building has been built to specifications, and the implications for doing re-work depending on the testing results.

The informal working group (STAG) continues to be effective in having bi-weekly calls and following up on action items related to the construction project.

Community Relations & Communications Subcommittee: Jennifer Searle (JS)

JS reported that a new set of FAQs have been approved by Town Counsel and ready to be posted on the Library's website.

Directors Report: Elizabeth Johnston (EJ)

EJ distributed a FY 2019 Budget Status Report and reviewed the results showing a projected surplus of \$22,629, which did not include unspent salary costs for the new positions that were deferred until the Library reopens. The Trustees asked EJ to estimate what the savings for the Town would be from not filling those positions until the Library reopens.

EJ reported that the MBLC will provide a waiver to extend the end date of the final installment of their construction grant until June of 2020, but the Trustees need to clarify the terms of his waiver and requirements to receive the final payment from the MBLC.

Unfinished Business:

MM informed the Trustees that a strongly worded "warning" letter will be sent to DTI and BAA by Tuesday May 28 demanding stronger project management and more accountability from them.

New Business:

None.

Executive Session:

The Trustees elected to defer holding an Executive Session until the June Trustees meeting.

The Trustees adjourned at 8:42 P.M.

Upcoming Meetings:

Library Building Committee, June 3, 2019 at 7:00 P.M. at the Sherborn Community Center  
Library Trustees, June 18 16, 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 April 16, 2019

3. Board of Library Trustees 2018-19 Officers and Standing Committees
4. Sherborn Library FY 2019 Budget Status Report