

**Meeting of Sherborn Library Board of Trustees  
October 15, 2019**

Trustees Present: Chairperson Mary Moore, Kristiina Almy, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle and Lisa Schwarz\*

Others Present:

Library Building Committee: Chairperson Jim Kolb, Mark Brown, Richard Littlefield, Alexis Madison, Adam Page, Heather Willis, Libby Yon, (also Trustee Liaison Chris Kenney)

Architect Rich Ryan (BAA); Owner's Project Manager John Sayre-Scibona (DTI)

Members of Select Board: Charles Yon, Eric Johnson

Library Director Elizabeth Johnston, Assistant Director/Public Services Librarian Liz Anderson

DPW Director Sean Killeen

Friends of Library President Amy VanLangen

Call to Order: The meeting of the Library Trustees was called to order by Mary Moore (MM) at 7:33 P.M. The Library Trustees joined the ongoing meeting of the Library Building Committee.

Re-ordering of Agenda:

Without objection, MM amended the ordering of the Agenda such that after consideration of adoption of the minutes from the September 17, 2019 meeting, and the Director's Report and the Friends of the Library Report, the Trustees would next hear the House Committee report and then consider a motion to adjourn to Executive Session and then return to public session and complete the remainder of items on the original Agenda. This re-ordering was to enable members of the Building Committee and other attendees the opportunity to depart after the business in which they had a primary interest had been completed.

Voting of Minutes:

Thereafter, the September 17, 2019 draft minutes were reviewed, and following minor revisions, a motion was made and duly seconded, after review of the September 10, 2019 minutes, it was voted unanimously to unanimously adopt the minutes of September 19, 2019 as so revised. Library Director Elizabeth Johnston will incorporate the changes in the set of minutes to be filed with the Town Clerk.

Chair's Report:

MM thanked the meeting attendees for all of their extra efforts in supporting the Library during the building construction project. MM reiterated the prior votes of the Trustees to install Hank Rauch as Treasurer, and to install Jim Murphy as Secretary, with Brian Connolly to later succeed MM as Chair Person.

### Friends of the Library Report:

Amy VanLangen reported that the Friends had received a generous donation designated to help fit and finish the Library. She also reported that the Oktoberfest Party/Fundraiser was successful and had generated an approximate \$2,500 profit. She indicated that the Friends would be setting their budget later in October. She also mentioned that material storage needed a new storage space home.

The importance of messaging the historic beloved position of the Library in the Sherborn community was noted.

### House Subcommittee Report:

Trustee Chris Kenney (CK) reported that there was a series of change orders in process. Relatedly discussion about the masonry work that had been rejected was reported; an RFI (request for information) had been submitted asking for new drawings had been submitted. This related to the positioning being taken by the subcontractor (CSI) and Five Star, as a mock-up of the brick work is soon due which is a pre-condition to the re-start of the corrective masonry work needed in connection with the necessary exterior building envelope completion. It was surmised that a change request would be made, that BAA would reject it, and that a directive would be issued to perform the work under protest.

CK then referenced the ST-AG efforts and MM's memo summarizing other aspects of the construction process. Chris indicated that requests had been made for an updated schedule - which is a contract requirement - but that Five Star was not providing such a schedule with the comment that there are too many unknowns and/or that the owner would likely reject it; similar to the type of excuses that have been utilized by Five Star over the past year or so.

CK then summarized the new change order requests submitted by Five Star: (a) approximately \$1.4m for extended General Conditions; (b) \$361K in masonry related costs; (c) \$118K for cost related to the corrective work done to address issues arising out of the roof repairs; (d) some ledge costs and re-submittal of previously rejected change order requests.

The importance of timely review of these change order requests was discussed. Rich Ryan indicated that the change order requests would likely be rejected but that Peter Byerly was on vacation. It was suggested that if such a rejection was determined by the architect to be appropriate that Rich should consider whether a communication should be made to that effect, with an explanation that a detailed response would occur after Peter's return from vacation to comply with any contractual obligations.

Rich Ryan and John Sayre-Scibona then were excused from the meeting.

### Executive Session:

Following a reading of the relevant section of M.G.L.c. 30A as set forth hereinafter, and the Chair's declaration of detrimental effect, a roll call vote was held on a Motion to Adjourn to Executive Session under M.G.L.c.30A § 21(a)(3["to discuss strategy with respect to threatened potential litigation if an open session may have a detrimental effect on the litigating position of the Town and the Chair so declares"]) with the intention to return to public session at the conclusion of the Executive Session as follows:

Mary Moore - Aye

Kristiina Almy - Aye  
Bruce Eckman - Aye  
Hank Rauch - Aye  
Jim Murphy - Aye  
Jennifer Searle - Aye  
Brian Connolly - Aye  
Chris Kenney - Aye

Return from Executive Session:

After roll call voting to end the executive session (as will be reflected in the Executive Session minutes) the Trustees returned to Public Session. Relatedly, the Library Building Committee had voted not to return to Public Session after the conclusion of the Executive Session and as such members of the Library Building Committee and others departed the Library Trustee meeting. Also Trustee Lisa Schwarz\* had joined the meeting by this time.

Community Relations Report:

Jennifer Searle (JS) reported that the FAQ that had last been updated had been prepared and circulated in Constant Contact and favorably received. It was agreed that they should also be posted on Next Door Sherborn with the caveat that judgment should be made about whether there was sufficient significant new content to do so or whether to wait until there was more news about the masonry situation.

It was also discussed that it would be valuable to communicate an update to the major donors, hopefully by next month. This may need Town counsel review once finalized. Lisa Schwarz volunteered to assist in the drafting/review of such a major donor letter. Past letters will be provided to Lisa and JS.

Library Director's & Assistant Director's Report:

Elizabeth indicated that she would begin developing in greater detail in November the FY21 budget, which ultimately would become an action item for vote by the Trustees in December. Hank and Jim will likely be involved in assisting Elizabeth with the budget development.

Elizabeth indicated that Natalie Weare is the Advisory Committee liaison to the Library this year. As in past years, there will likely be a guidance letter coming from Advisory in the next several weeks.

Elizabeth reported that the new high school aides are Anna Scott Johnson, Lynna Truong, Maureen Haswell and Gregg Vignaux.

Elizabeth expressed concern about any further extensions of the Sherborn Community Center lease beyond June 2020 as the SCC has a wedding scheduled that month for the entire building.

Elizabeth also expressed concern about the impact that the extended construction period has had or will have on those aspects of the renown pre-construction Library design and construction that were intended to be retained (countertops, woodwork, etc.) and not replaced. The level of care that should have been given is in doubt given the history of the project to date.

Liz gave an update about a joint program held with the Sherborn and Holliston Historical Societies involving the history of apples and cider that was attended by approximately 75 people.

Financial Report:

Jim Murphy (JM) circulated an Endowment Snapshot as of September 30, 2019. Values for the Endowment Fund now in the custody of the Town have not yet been circulated monthly. Jim and/or Hank will communicate with Bartholomew to get an updated report.

Hank Rauch (HR) has received updated paperwork from UBS. Hank and Brian will become signatories. JM will also need to sign as Secretary confirming Hank and Brian's as the Trustee's authorized representatives. This paperwork will be completed between meetings.

Motion to Adjourn:

Upon motion duly made and seconded, the Trustees unanimously voted to adjourn at 8:48 P.M.

Upcoming Meetings:

Next Scheduled Trustees' Meeting: Tuesday, November 19, 7:30 PM, SCC

Next Scheduled LBC Meeting: Monday, November 4, 2019, 7PM, TBD

Construction Site Meetings, Ongoing - Tuesdays, 1PM, Town Hall

Materials Distributed at or in advance of the Meeting:

1. Agenda
2. Minutes from Joint Meeting of Trustees and LBC dated 9/17/19
3. Project Budget dated 10.15.19
4. Sherborn Endowment Snapshot dated September 30, 2019.
5. Summary Memorandum from Mary Moore with update of construction.

Respectfully submitted,  
Jim Murphy  
Recording Secretary