

Minutes
Sherborn Library Board of Trustees
October 17, 2017

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: Kaitlin Dunham, Liz Rowland, Jeff Waldron

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:30 P.M. Lisa Schwarz, a newly appointed Trustee was introduced as was Liz Rowland the newly hired Public Services Librarian /Assistant Director and Jeff Waldron, representing the Town Advisory Committee.

Voting of Minutes:

The minutes of the Trustees' meeting held on September 19, 2017 were reviewed and approved unanimously.

Meeting with Select Board on October 10, 2017: (MM)

The Board of Selectman took a vote of the seven Trustees and the three Selectman present, all of whom voted to approve the appointment of Lisa Schwarz as the Interim Trustee, serving until the Town elections in May 2018.

Sharon MacPherson, Finance Director distributed a Library Construction Overview Analysis as of 10-10-2017. The Selectmen briefly discussed the warrant for \$245,000 for Five Star Building Corporation (\$241,250) and muralist Robert Evans (\$3,500). There was also a discussion of speeding up the current approval process of having the Library Building Committee, and then the Library Trustees and finally the Board of Selectmen approve spending, which could take six weeks to complete. When spending on the project accelerates in March/April the project may need to borrow funds from the town.

Sean Killeen, the Town's new CM&D Director, participates in the Library Building Committee meetings, so this should help in keeping the Town informed.

Friends of the Library Report: Kaitlin Dunham (KD)

The Friends are considering new locations for the 2018 Arts & Craft Fair, as the Library Construction may not be complete and the Jameson baseball fields will not be available.

It rained the day of the family event at the playground, dampening attendance. There will be a meetup event for adults at the Heritage on November 2. Tickets are now on sale for the "Friendsgiving" event will be held November 11 at the Hodson-Walker's barn. The annual appeal letter will be mailed the week after Thanksgiving. Winterfest is being planned for January 21.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

CK briefed the Trustees that Five Star Building Corporation (FSBC) has created a new project schedule with a May 1, 2018 completion date. Risks to this schedule include electrical switch work, decisions on the emergency generator and the skylight removal and roof work. There will

need to be a decision in the next few weeks whether to use the existing roof tiles or use different tiles. Also, deciding the location the fire suppression tank to meet the Department of Environmental Protection rules needs to be made soon.

The sugar maple near where the new parking spaces will be located has been removed and watering and maintenance plans for the remaining trees near the new parking spaces are being implemented. The concrete foundation re-work is being done the week of October 17 and window replacements in the existing library building will be complete by the end of October.

Eversource is determining the new location for the transformer and telephone pole. This could create scheduling risks, as Eversource has been known to move slowly.

Payment Requisition 9 for \$241,558 has been approved by the LBC. The Project Manager is concerned that the lag time between when the LBC approves a payment requisition to when the Trustees approve, then the Selectmen approve can create a lag that could delay the project plan. The Trustees discussed this proposal and while having no concerns about the routine parts of the budget and contracts, there was reservation expressed about the Trustees not being able to review and approve any significant changes orders or adjustments to the budget's contingencies. The Trustees asked for an analysis of the current and forecast budget changes presented to the Trustees each month. Jeff Waldron (JW) recommended weekly budget reports be produced for the next twelve weeks, given the large amount of work and spending that will be done during this period.

Sherborn Library Interior Committee (SLIC) updates:

Muralist Robert Evans has been informed of the new project plan and the SLIC will work with Mr. Evans in arranging the painting activities.

Treasurer's Report: Jim Murphy (JM)

JM distributed the Library Endowment Fund Balances Snapshot as of September 30, 2017, showing total balances had increased by \$69,931 since June 30, 2017, primarily due to market appreciation of investments. JM then provide a high level overview of funding sources and uses in the years leading up to the Library Construction Project. The Trustees discussed sending annual letters on endowment spending to prominent donors or their heirs and began brainstorming about a new capital campaign.

Community Relations Committee: Kristiina Almy (KA) and Jennifer Searle (JS)

JS said a press release on the Library Construction Project will be distributed by October 20, along with an updated set of FAQs to be posted on the Library's website.

KA reported that overall design of the new website was in good shape and edits and changes to content continue to be made.

Personnel Subcommittee: Jennifer Searle

JS had compiled the Trustees evaluations of the Library Director's performance and distributed copies of the Library Director's annual performance for the Trustees to review. These copies were then returned to JS. Elizabeth distributed her 2018/19 Management Goals for the Trustees review and comment.

Policy Review Subcommittee: Brian Connolly (BC)

The final Website Policy was distributed. The next policy to be reviewed will be the Meeting Room and Equipment Use Policy. The Trustees discussed reaching out to various community groups for their input.

New Business

EJ discussed the October 13 public reception held for retiring librarian Donna Bryant.

The Trustees also discussed that the Fiscal Year 2019 Operating Budget must be completed by December 31, 2018, so a draft needs to be created in November. JW asked if the Library gets allocated electricity costs from the Town, as there has been savings from the installation of solar panels installed at the Butler Street building. A discussion ensued about restarting the dialogue with Town about clarifying services they are to provide to the Library.

The Trustees adjourned at 9:10 P.M.

Upcoming Meetings:

Library Building Committee, October 30, 2017 at 7:00 P.M. at the Police Station

Library Trustees, November 21, 2017 at 7:30 P.M. at the Police Station

Construction Site Meetings, Ongoing – Thursdays 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 September 17, 2017
3. Sherborn Library Endowment Fund Balances as of September 30, 2017
4. Sherborn Library Director Management Action Plan for 2018-2019. October 2017
5. Final Sherborn Library Website Policy
6. Design Technique Field Report: October 17, 2017