

**Joint Meeting of  
Sherborn Library Board of Trustees  
and Library Building Committee  
September 17, 2019**

Trustees Present: Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Chris Kenney, Hank Rauch, Jim Murphy, Jennifer Searle

Library Building Committee Members Present: Mark Brown, Roger Demler, Richard Littlefield, Alexis Madison, Adam Page, Heather Willis, Libby Yon

Also present: Liz Anderson, Elizabeth Johnston, Sean Killeen, Amy VanLangen, Jeff Waldron

Call to Order:

The joint meeting of the Library Trustees and Library Building Committee (LBC) was called to order by Mary Moore (MM) at 7:31 P.M.

Voting of Minutes:

The minutes of the Trustees' meetings held on July 16 and August 20, 2019 were reviewed, some minor typo's were corrected, then were approved unanimously by the Trustees.

Chair's Report: Mary Moore (MM)

Frank Hess is representing the Town's Disability Advisory Committee and would like to meet with Library representatives on September 24. Jim Murphy will attend.

Hank Rauch will be replacing Jim Murphy as the Library Board of Trustees Treasurer. The Trustees voted and approved that Hank become the Library Treasurer once he is bonded by the Town.

Brian Connolly will be succeeding Mary Moore in June 2020 as Chair of the Board of Trustees and they will work together on an orderly transition.

Friends of the Sherborn Library Report: Amy VanLangen (AV)

The Friends held a meeting on September 12 and announced an Oktoberfest party will be held on October 4 as the major fundraiser for 2019, replacing the "Friendsgiving" which had taken place over the past few years. The fall appeal campaign letter will be mailed in the next few weeks.

The Friends have received the artwork that they commissioned from local artists that will be used in the new Library building.

Executive Session:

The Trustees and LBC each took a roll call vote to enter a joint Executive Session at 7:42 P.M. to discuss the Library Construction project.

The Trustees and LBC members each took a roll call vote to exit their joint Executive Session at 8:07 P.M.

Subcommittee Reports:

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

The LBC voted to reject Payment Requisition #32 for \$120,000, because it contained the cost of work that has been rejected by the Building Inspector, and will ask that it be resubmitted by Five Star Building Corp. (FSBC).

The LBC then adjourned their meeting at 8:17 P.M.

CK distributed an updated budget as of September 7, 2019 that showed a proposed budget adjustment increase of \$40,873 for pending change requests, with the current forecast budget of \$11,168,733.

Interior Issues:

The bathroom tile is completed and plumbing fixtures installed.

Exterior Issues:

In a September 13 letter to FSBC, BAA has formally rejected the masonry work and included 91 pages of Exhibits supporting their decision. CK said the design team is the ultimate decision maker in accepting or rejecting work, but the Town's Building Inspector had also rejected the work. The Trustees discussed the history and timeline of when BAA was rejecting this work, dating back to late 2018. FSBC has until September 24 to provide an alternative plan for the masonry.

CK and Sean Killeen said that FSBC has not had a supervisor on site for the past few weeks and this has delayed work by subcontractors from being completed.

The LBC recommended the approval of Change Order #18 for \$44,000, with the key items being work to be done with the Town Hall transformer and boiler flu installation by the HVAC contractor.

The Trustees voted to approve Change Order #18.

MM noted that Change Order #18 from FSBC showed a summary of the construction budget of:

Original Contract amount	\$6,816,750
Change Orders	<u>\$1,325,392</u>
New Contract Amount including Change Orders	\$8,142,142

The Trustees discussed additional costs being incurred that are not in the construction budget, including legal fees, third party contractors and inspectors and additional storage costs.

Personnel Subcommittee: Jennifer Searle (JS)

JS distributed copies the Library Directors annual job performance evaluation completed by the Library Trustees and reviewed the results.

MM, on behalf of the Trustees, thanked EJ for her outstanding work on behalf of the Library and the community.

Community Relations & Communications Subcommittee: Jennifer Searle (JS)

There are updated FAQs posted on the Library's website and an update on the Library construction project was recently posted on Nextdoor Sherborn.

MM reported that the Sherborn Select Board requested the Library provide an update on the Library construction project at all Select Board meeting.

Jeff Waldron reported he had provided a detailed update on the Library construction project when he met with the Sherborn Council on Aging.

Directors Report: Elizabeth Johnston (EJ) and Liz Anderson (EA)

EJ has submitted her annual financial report to the Massachusetts Board of Library Commissioners (MBLC).

EJ also discussed personnel development activities, including sending Maureen Hayes to a library conference.

Hank Rauch described a walkthrough of the Library construction site he took on September 17 with MBLC members and reported his view on construction progress.

EA distributed a Library Year in Review infographic showing year over year increases in book checkouts, program attendance, website hits, interlibrary loans and database use.

Other Items for Discussion:

None.

The Trustees adjourned at 8:53 P.M.

Upcoming Meetings:

Library Building Committee, October 7, 2019 at 7:00 P.M. at the Sherborn Community Center  
Library Trustees, October 15, 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 Meetings held July 16 and August 20, 2019
3. Change Order #18 dated August 29, 2019
4. Project Plan Budget dated September 7, 2019
5. Library Director's Job Performance Evaluation (distributed and returned in the course of the meeting)
6. Infographic on Library Year in Review for Fiscal Year ending June 30, 2019