

**Minutes**  
**Sherborn Library Board of Trustees**  
**September 18, 2018**

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

Also present: Kaitlin Dunham, Robert Coutts, Liz Rowland, Jeff Waldron

Call to Order:

The meeting 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 17, 2018 were reviewed; three edits were made, and then were approved unanimously.

Library Endowment Funds – Library Custody and Town Treasury: Jim Murphy (JM)

JM updated the Trustees about his suggestion to the Town Administrator to form a small committee including a Library Trustee, Select Board Member, Town Treasurer and Town Counsel to best determine who should have custody of the Library's endowment funds, the Library Trustees or the Town Treasurer.

JM said the Town Treasurer has sent a Letter to financial advisor UBS requesting which Library Trustee accounts are using the Town's Tax ID number.

JM reviewed the history of this topic, dating back to the 19<sup>th</sup> century. It appears that the conditions that permit the Library Trustees to manage the Library's endowment funds are: (1) The Town authorizing the Library Treasurer to manage the Library funds. (2) The Library Treasurer has been duly elected by the Library Trustees and (3) The Library Treasurer is bonded by the Town. Only condition (3) has not been met.

Jeff Waldron suggested the Trustees look at how other towns oversee the custody and management of their library's endowment funds, to provide precedent for the Library Trustees, Town Administrator, Treasurer and Select Board members.

The Trustees discussed attending the September 20 Select Board Meeting to discuss how to best address this issue with the Town Treasurer and Select Board Member, including the option of independent bonding of the Library Treasurer.

Friends of the Library Report: Kaitlin Dunham (KD)

The Friends had their first meeting of the year and have nine new members and now twenty Board members. Planning for the annual Arts & Crafts Fair has begun and Jameson Fields will be considered as the site, unless the Library construction and landscaping will be completed in time for the Fair.

The third annual Friendsgiving dinner will be held at the Silverwood Farm Barn on November 3. Two newcomers meetings have been scheduled; one as a playground meet up and one at The Heritage.

The Friends of the Library will help pay for the Council on Aging Senior Shuttle to the Library for the Lifetime Learning Program.

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

An updated schedule was received from Five Star Building Corp. (FSBC) on September 18 and it had February 19, 2019 as the new completion date for the Library Construction project.

A \$222,414.72 Payment Requisition was approved at the September 8 LBC/Trustees meeting.

As recommended at the September 10 joint meeting, the LBC and Trustees will hold weekly meetings to expedite construction change order and payment requisition approval process. In addition to the monthly Trustee and bi-weekly LBC meetings, additional meetings have been scheduled for September 24, October 1, October 15 and November 5.

New Business:

The Trustees discussed Beacon Architectural Associates (BAA) request for additional fees of greater than \$500,000, given the delays in the Library Construction Project. The LBC had reviewed the request and concluded \$131,161 of the fees was acceptable. The Trustees discussed BAA's performance and difficulties of replacing them at this stage of the project. The Trustees also discussed getting Town Counsel's opinion on how paying additional fees may impact any post project litigation. The Trustees discussed waiting to vote on approving any additional fees for BAA until the opinion from Town Counsel is received, which is expected before the September 24 LBC/Trustees meeting.

The Trustees discussed the pros and cons of extending the OPM's contract for another two months, including the OPMs job performance and the Massachusetts Attorney General's rules on having an OPM for municipal projects and replacing an OPM. Jim Kolb, head of the LBC has an action item to explore this topic with the Attorney General's office. MM requested that Trustees be prepared to vote on extending the OPMs' contract at the September 24 LBC/Trustees meeting.

The William Bradford Homer Dowse Day statue rededication is September 30, 2018. The Library provided historical research and has supported this recognition event.

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

A JS submitted article describing the status of the Library Construction Project was placed above the fold in each of the local newspapers.

KA and JS are creating a presentation about the history of the Sherborn Library, which will be featured on the Library website.

Endowment Subcommittee: Hank Rauch (HR)

HR reviewed a draft of the amended and restated Investment Policy and asked Trustees to provide any comments in advance of the October 16 Trustees meeting, where a vote for approval will be requested.

Personnel Subcommittee: Jennifer Searle (JS)

JS read through the Library Director's performance evaluation, as required by the Town. The evaluation was a compilation of evaluations completed by each of the Trustees.

Chairwoman Moore read a tribute to Library Director Elizabeth Johnston, acknowledging her thirty years of service.

Unfinished Business

None

The Trustees adjourned at 9:15 P.M.

Upcoming Meetings:

Library Building Committee (LBC), September 24, 2018 at 7:00 P.M. at the Police Station

Trustees/LBC, October 1, 2018 at 7:00 P.M. at the Police Station

Trustees/LBC, October 15, 2018 at 7:00 P.M. at the Police Station

Library Trustees, October 16, 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 September 10, 2018
3. Amended and Restated Investment Policy Statements
4. Follow up Notes on September 10, 2018 Trustees/LBC meeting
5. Library Director's Performance Evaluation