

**Minutes**  
**Sherborn Library Board of Trustees**  
**March 20, 2018**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Chris Kenney, Jim Murphy, Hank Rauch, Jennifer Searle  
Library Building Committee (LBC): Mark Brown, Roger Demler, Jim Kolb, Alexis Madison, Libby Yon  
Also present: Kaitlin Dunham, Peter Gallitano, Sean Killeen, Liz Rowland, Jeff Waldron

Call to Order/Joint Meeting:

LBC Chair Jim Kolb (JK) called the LBC meeting to order at 7:32 P.M.

Chairwoman Moore (MM) called the Trustees meeting to order at 7:33 P.M.

Hank Rauch was appointed as Recording Secretary *pro tem* for the Trustees.

The joint meeting was called to review a revised site plan so that it could move forward for review by the Planning Board and the Selectmen at their upcoming meetings. The Trustees and LBC discussed the new site plan proposal, in particular focusing on issues to manage ADA access to the main floor from the new parking area and issues associated with repairing the landing area for the stairs from the main level to Town Hall. The latest plan incorporates some added parking near the police station and where some trees had to be removed near the Sawin Academy memorial (15 parking spaces have been added in total from the original site plan). As well, drainage structures and additional sidewalk work were coordinated into the plan. The Planning Board has requested some trees be planted where the damaged/aged trees were removed and some walkway striping for safety from the flush curb to the side door of Town Hall.

After discussion, the group agreed to remove the “sidewalk to nowhere”, keep the sidewalk and retaining wall at parking near police station, and fix the landing at bottom of stairs. We also agreed to coordinate with the Planning board to get suggested spots for trees and striping for safety as they have asked. The additional project costs for these changes were estimated to be about \$17K. A motion was made, seconded and approved unanimously by the LBC to update the plans as discussed.

The LBC meeting was adjourned at 8:10 P.M. and the Trustees meeting continued.

The minutes of the Trustees’ meeting held on February 27, 2018 were reviewed and approved unanimously.

MM provided an update on the Library budget presentation at the Advisory Committee meeting held on Saturday March 17.

Friends of the Library Report: Kaitlin Dunham (KD)

On March 4 the Greg and Axel magic show went well. Trivia night fundraiser is scheduled for April 7. Prep for the arts and crafts fair moving forward, however, use of the Pine Hill access road for the vendors was denied. Betsy Goldberger and Vivian Sass have provided details for their artistic plans for the library.

Subcommittee Reports

House Subcommittee: Chris Kenney (CK)

CK noted that Five Star has pushed back the expected completion date to 8/9/18 vs. 7/26/18 previously. Key gating items include getting a date for the emergency generator, a 10 to 12 week item, and for the DEP stay on working in the 100 foot zone around the town well. Sean Killeen noted that MADEP has continued to review the stay and is moving it forward; however, he shared that they are also dealing with a large number of situations across the state due to the recent storms, which has slowed the process somewhat.

CK reviewed ongoing issues with the project. MM noted that Town Counsel is to be consulted about contractual site supervision. Water infiltration issues are being reviewed from recent storms. The site work contractor has been terminated and a replacement is in process for sidewalks and paving, etc. The order for the roofing tile has been placed, but this is another long lead time item. CK handed out the latest budget and reviewed key open items and risks. He also reviewed some interior questions associated with furnishings for Nora's Tree House that SLIC is reviewing to make sure the space is welcoming and accommodating, and not just meeting the minimum standard for ADA compliance.

The Trustees reviewed Change Order #6 and voted unanimously to approve the LBC recommendation to approve these changes for \$52,082.92. We also discussed key areas where certain contractors have not met expectations due to errors and omissions from original plans. Our architect is providing a narrative for each change order so we can keep track of these issues.

Finance:

No updates at this time.

Community Relations: Jennifer Searle (JS) & Kristiina Almy (KA)

JS indicated that a construction update story was provided in the local papers and a new FAQ was designed and produced by KA. Our new web site launched and is live, having been previewed in the local papers earlier in the month.

KA noted that we have received good feedback on the web site. Google analytics showed more than a 2x increase from the normal amount of visits. Liz Rowland (LR) noted very positive anecdotes from patrons about the new site. She also noted that a large number of people have been using the library during the storms to stay warm and have internet access as well as books and other media to keep them entertained.

Policy Review Committee:

No updates at this time.

Library Director's Report: Elizabeth Johnston (EJ)

EJ distributed her report and noted some key items. The Copper Beech care program conversation has been pushed out to our April meeting. EJ verified that they have been caring for both trees on the town campus and our request to add the beech on the Kostic property to the program is under consideration. LR will attend the Research Institute for Public Libraries May 7-8. This professional development program should expand her skillset in capturing and using data to support strategic planning for the Library. See attached for more details.

The Trustees discussed potential alternate meeting dates for our next meeting due to conflicts with school vacation week. April 23 appears to work for many and we will confirm this timing via email.

New Business

Town Meeting

MM noted that Town Meeting is on April 24 at 7:00 P.M. at Lindquist Commons. The Trustees discussed potential adjustments to the Library budget related to personnel hours that will likely not be required due to the pushed out completion and opening date for the project.

Town Election

Town Election is May 8, 2018

The meeting was adjourned @ 9:05 PM

Upcoming meetings:

The next LBC meeting is scheduled for Monday, April 2 @ 7:00 P.M. at Sherborn Police Station

The next Trustees' meeting is currently scheduled for Tuesday April 17 at 7:30 P.M. at Sherborn Police Station, however, as noted above will likely be rescheduled to Monday April 23

Respectfully Submitted,  
Hank Rauch  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda for March 20, 2018
2. Minutes of the Library Trustees Meeting held on February 27, 2018
3. Site Layout & Materials Plan as of March 15, 2018 (Drawing C-104)
4. Project Budget and Pending Change Log as of March 5, 2018
5. Library Director's Report for March 20, 2018