

## **Virtual Meeting of Sherborn Library Board of Trustees**

**Tuesday, January 19, 2021**

### **Trustees Participating**

Brian Connolly, Maximilien Klaisner, Erin Carroll, Christopher Kenney, Hank Rauch, Kristiina Almy, Frank Orlando, Bruce Eckman, Vicki Rellas

### **Other Participating**

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Allyson King, Amy VanLangen, Irene Saranteas, Courtney Williams, Tom Trainor, Kara McDermott, Tate Sakiyama, George Fiske, Select Board Members Jeff Waldron and Eric Johnson, Sean Killeen, Mary Moore, Michelle Kozin, Megha Kadiyala, Dianne Quandt, Kitty Sturgis, Margo Powicki,

This was a virtual meeting conducted in connection with the Zoom Platform with call-in capability. Consistent with requirements, the meeting was being recorded and will thereafter be kept as an official Town record.

### **Call to Order**

The meeting of the Library Trustees was called to order by Chairperson, Brian Connolly at 7.33pm.

### **Chair Report**

After edits were made, Brian took a vote to approve minutes, which were motioned, seconded, approved unanimously.

Brian welcomed Vicki Rellas as a Trustee and discussed the LBC vacancy. A potential candidate is John Hyde who is a construction manager by training. He has previous commitments which limit his availability, but we are hopeful he can participate in some meetings when he is available as his experience and perspective would be beneficial.

Brian noted that the 2020 Annual Report was very well written by Elizabeth and holistically captures the past year's events regarding the budget, construction project, various Library activities, and other metrics, some of which Liz has presented at previous meetings.

Brian shared that the Music Room located in the Community Center on the first floor will no longer be occupied for music lessons. To that end, the Community Center will allow us to utilize that space, rent free, which will be helpful to the staff as well as potentially allowing a space for patrons to come inside, should the Library make the decision to partially open at some point in the near term.

### **Friends of the Library Report**

Amy VanLangen reported the Annual Appeal raised approximately \$20,000. Also, FOTSL will host various Winterfest activities online, including a "Paint & Sip" and a magician. The team may also host a welcome event virtually.

### **House Subcommittee & Library Building Committee**

Chris shared notes from the most recent LBC meeting, held January 4<sup>th</sup>.

Invoiced:

- CHA: \$10,800 monthly invoice was discussed and conditionally approved but withdrawn due to lack of documentation on hours. Payment will be withheld.

- BAA: Two invoiced were presented. The review process was questioned appropriately.
  - 12/3: CA Services \$26,470 (October) - Approved
  - 12/7: CA Services \$20,745 (November) - Approved
  - BGC application for payment #39: \$96,750.77 was approved. Amount continues to be low due to the amount of work being redone.
- OPM: Mike McNulty report
  - There was discussion on the progress of exterior, including the cedar siding on the tree house, and questions regarding the slowdown in completed work. BCG cited various reasons including winter conditions and a delay on the glazing for windows, which delays additional interior finishes.
  - The Trustees questioned the weather and winter conditions as a realistic delay, noting the proximity to homes in town not experiencing similar described conditions.
  - BCG intends to remove exterior staging.
  - Substantial Completion, updated 12/9, is March 26, 2021. As per the takeover agreement, the completion date was February 1, 2021, which is a significant and growing delay.
  - BAA/CHA sent review comments back to BCG about changes noted and formally requested a recovery plan to get back on schedule. There was a discussion regarding the misalignment of activity and substantial completion date. McNulty continues to notify BCG on any lags in 3-week construction schedule.
  - Change orders 20 & 21 have been incorporated and the amount spent to date has been updated and reconciled with finance docs. The updated budget has not been distributed.
  - Discussion regarding soft costs which will be needed in anticipation of the completion date, including the chandelier, items in storage, and the mural.

### **Unfinished Business**

#### **Sherborn Historical Society**

Through the MBLC, Elizabeth researched maker spaces and found Sudbury's NOW Lab is most like the model envisioned for the Sherborn Library. She believes they need 900sq ft of maker space and 600 sq ft general library storage, which does not include the storage needs of FOTSL, nor other community groups who have requested storage space. Elizabeth would like to preserve the Rumpus Room for the maker space and feels it is adequate to house the necessary tools such as sewing machines, 3d printers, etc. The Sudbury plan is 904 sq ft. and the Rumpus Room is 682 sq ft. Beyond storage and maker space, it was noted that additional swing space is needed and should be considered during this process.

The Trustees discussed where there may be additional storage space that could be utilized throughout town, with a focus on materials that are occasionally, versus frequently, for example, the Craft Fair materials. The storage space built into the plan will be reviewed at the next LBC meeting. In addition, the subcommittee will gather specific space and storage need from relevant constituents, as well as information from the SHS regarding the general operations and expected hours. FOTSL requested to be involved in these discussions and suggested a formal working group be established.

#### **Finance Subcommittee**

Hank shared that the Town is undergoing an annual audit and the auditors requested documents for the Library's investment accounts and activity, which were provided.

The total market value for the endowment: \$2.75mm, with 12.8% performance year to date (FY beginning 6/30). Most of the appreciation was in the UBS account. The sub-account has ~158k which will be applied towards finishing touches, maker space, and teen space once the project is completed. There are also additional assets held custody by the Treasurer, approximately \$277k, returning 1.4% year to date.

Hank is working with Jeff and David Williams regarding the vote by the state legislature regarding the Prudent Investor Standard.

Regarding the operating budget, Elizabeth shared the information with the Trustees. There are a few line items that may be shifted to the town budget, though additional details need to be confirmed.

### **Community Relations**

Kristiina and Max continue to monitor relevant project updates for future FAQs, as well as work with Mary Moore regarding an updated presentation, including the budget, to the town.

### **Director and Assistant Director Reports**

Elizabeth circulated operating budget and noted expenditure on online services is higher than it has been in the past. Curbside pickup remains busy and active and will continue to provide that service.

Liz noted the Overdrive usage March through December has averaged 881 checkouts per month; versus the 8-months prior, July through February averaged 627 per months. Curbside has also increased in the last few weeks, including requests from some new patrons. The Library held various virtual programs which have been well attended, including a Paint Night (25 people) and a Film Club (16 people).

The Library continues to staff in a team rotation and has recently received an air purifier from town. The additional space offered by the music room allows for more opportunity to safely distance as a team.

Finally, Liz noted that the Lexington and Cambridge libraries have been closed for the time being.

Brian closed public session of meeting. 8:55pm.

### **Executive Session**

Called to order: 8:56pm

Executive Session motioned to close session: 9:41pm

Brian motioned to the adjourn the meeting. The motion was seconded and voted unanimously.

Meeting was adjourned: 9:42pm

Submitted,

Erin Carroll, Recording Secretary