

Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, October 20, 2020

Trustees Participating

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

Other Participating

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Select Board Members: Jeff Waldron and Eric Johnson, Margo Powicki, Sean Killeen, Martha Mahard, George Fiske, Kitty Sturgis

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

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

Brian provided an update on the Trustee vacancy. L. Schwartz has not formally resigned. Once that occurs, the Town will post the role. Jeff Waldron noted that the vacancy is announced at a Select Board meeting as well to ensure residents are aware.

The Library construction project on the Select Board agenda for Thursday, October 22nd. There will be an update and presentation by Mike McNulty and Richard Marx in a public setting. This will only be an update on the project and progress on the construction. For the protection of the town, due to potential litigation, additional information may be shared in an executive session, which the Trustees can attend if interested. Separately, town council can confirm what additional information can be shared publicly, or in a disseminated way, to better inform residents, while maintaining protection for the town due to potential litigation.

Brian noted that he, Jim Kolb, David Williams, and Eric Johnson are in discussions regarding additional OPM support on-site, highlighting the importance of daily work documentation.

Brian suggested the Trustees read through the Long-Range plan as well as the Maker Space information that Elizabeth shared via email.

Friends of the Library Report

Elizabeth shared an update on behalf of the FOTSL. FOTSL will be hosting a virtual trivia night on October 24th. In addition, FOTSL will be finalizing the 20/21 budget at the November meeting.

House Subcommittee & Library Building Committee

Chris shared notes from the most recent LBC meeting, held October 5th.

Project Budget (dated 9/24)

Revised construction contract reduction:

- Architect fee for redesign (per takeover agreement): \$257,116
- Open Change Requests: \$78,829 (\$19k has been approved)

- Five Star: \$2,024,494 previously rejected, CHA will remove those items from the log
- Architect forecast: \$63,000 reduction based on latest proposal
- Previous OPM fee extension removed: \$196,000

Current Budget: \$14,198,241; Net budget adjustment of \$2.2 million. Included old rejected items coming off.

Revised Budget: \$12,173,747

Invoices & requisitions: No discussion

LBC voted to approve BAA June and July invoices. \$11,675; \$25,020 (total of \$36,695)

OPM Communications: BAA reviewed timing of project and noted slippage. A letter was drafted regarding mitigation efforts taken to address the situation. The completion date shifted from February 9th into March. Surety owes liquidated damages on late completion; Travelers is aware and participates in these meetings.

Action Items

- Change Order 20: \$4,537 (skylight testing); \$4,956 (wall flashing material); \$10,000 (sprinkler piping)
- LBC recommended approval for \$19,538.09 for CO#20

Chris made a motion to approve the payment of CO#20 at \$19,538.09. Seconded, and unanimously approved.

The Trustees discussed the critical path delays regarding roofing and windows, as well as curbing.

Other items

- SCC lease extension into March will have to be reviewed. The lease is month to month, with 60 days' notice.
- Site Coverage from OPM is not full time but that is being addressed. Additional Trustee discussion regarding accountability of OPM, coverage. Slippage is an issue and will be addressed.

Finance Subcommittee

No updates.

Community Relations

Kristiina and Max are reviewing and updating FAQs, as well as seeking additional information that can be shared and posted online. Max requested that the Trustees take note and share any questions that are being asked of them to best address ongoing concerns. The Trustees noted the importance of ongoing and timely communication with residents, especially any updates regarding the expected completion date, as that is asked most often. Chris suggested the Trustees should consider sharing photos/images of the completed interior work, if approved by Town Council.

Director and Assistant Director Reports

Elizabeth updated and shared the Library's long-range plan (via email) and is hopeful it is something that can be revisited by the Trustees and made more robust in time. She welcomes and appreciates the interest and any thoughts on it.

Both she and Liz continue to attend the Minuteman meetings, which are helpful for learning how other libraries continue to adjust to the pandemic, as well as make changes and accommodation. The Library will continue to

do curbside pickup but are thinking creatively about how to potentially allow guests to enter and remain in the library – especially as we approach winter and inclement weather.

Liz shared an infographic regarding the Library's usage and noted the use of e-books usage has increased dramatically. The last two weeks have been busy, and it seems activity is increasing. Elizabeth has continued to order e-books and keep up with the demand/interest of patrons. The plexiglass has been installed at the front desk and at Cheryl's desk. Liz noted the positive reception for the jack o lantern competition and is expecting at least 60 participants.

Liz shared her perspective on and knowledge of Maker Spaces in generally - a designated place/location within the Library used for hands on creativity, gathering with others, sharing skills, etc. - as well as Maker Spaces in neighboring towns. With technology becoming increasingly present, some libraries have established digital media labs, tech labs, and many have 3D printing and rooms geared toward teens. Liz noted an emerging trend is establishing business centers in libraries.

Liz added that a grant, originally written and submitted by Donna Bryant, was approved by the Sherborn Business Association. The grant was to be applied to sourcing various low tech and high-tech supplies such as VHS/DVD converter, sewing machines/supplies, 3d printing pens, laminator, and metal stamping kits.

Unfinished Business

Sherborn Historical Society

George Fiske and Martha shared they met with the architect and builder to better understand the basement space and shared two diagrams outlining the potential layouts for the SHS. The layouts include a display area, a secure storage area, and a curator's office and work area. The SHS preference would be to utilize approximately 2,430 sq. ft, which would allow the Library to utilize approximately 460 sq. ft. The SHS presented a second option that would utilize 1,830 sq. ft., and noted it was less desirable. The second rendering would allow the Library to use approximately 925 sq. ft.

Based on the Maker Space plan drafted in 2015, the Library reserved 900 sq. ft. for the space, though Elizabeth shared other towns have 1,800 sq. ft. Maker Spaces. Various concerns were raised, including the lack of optional town space/location for the SHS, need for storage for the Library (architectural plans called for 600 sq. ft.), desire to establish a meaningful Maker Space for Sherborn, and the importance for the Library to have use of the basement space during the return to the Library (move furniture out of storage, a place to unpack, etc.).

Jeff shared that there is synergy between the Library and SHS and the two together could create educational opportunities for the community. Sean noted the town and taxpayers are important considerations in this decision.

George encouraged the two subcommittees to continue the dialogue and noted the importance of building a solid partnership.

The Trustees agreed that it was paramount to codify the needs of the Library before deciding about the space and allocation to the SHS. The Trustee SHS sub-committee will meet and confirm with Elizabeth the Library's planned use for the space, consider potential outcomes and will report back at the next Trustee meeting.

Performance Appraisal

Erin discussed the process for the formal Employee Performance Appraisal (EPA) for Elizabeth, FY 19/20. The individual Trustee forms will be collated and presented in a single EPA and will be shared prior to the November Trustee meeting. At the November meeting, in open meeting, the document will be reviewed, discussed and

approved. Once approved by the Trustees, Elizabeth will review and sign the EPA and Erin will submit it to the Town Administrator.

Other Items

Elizabeth discussed budgeting for 21/22. Additional work will have to be done around new budgeting items, inspections, trees, including speaking with the town for sharing various costs on cleaning, shared services. She will work with Hank and bring for discussion at the November meeting.

Brian noted the next Trustee meeting will be held on Tuesday, November 17, 2020.

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

Meeting was adjourned at 9.36pm.

Submitted,

Erin Carroll, Recording Secretary