

Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, May 18, 2021

Trustees Participating

Brian Connolly, Maximilien Klaisner, Erin Carroll, Christopher Kenney, Hank Rauch, Kristiina Almy, Frank Orlando, Bruce Eckman; Not in attendance: Vicki Rellas

Other Participating

Library Director, Elizabeth Johnston; Assistant Library Director, Liz Anderson; Amy Van Langen, Children's Librarian, Chery Ouellette, Jeff Waldron and Eric Johnson, Select Board members; Mary Moore, Frank Hoek, Steve Paton, 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.

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

Chair Report

Recognitions

Hank Rauch: Hank served three terms as a Trustee (2012 -2021) and most recently served as the Treasurer. Brian thanked Hank for doing a tremendous job, shepherding the financial responsibility and taking a lead in advocating for various policies including the prudent investor rule, while also managing the assets and budget, and working closely with all constituents in Town. Elizabeth presented a book in honor of his three terms of service, "The Appalachian Trail: Celebrating America's Hiking Trail" by Brian King and Bill Bryson.

Cheryl Ouellette: Cheryl, the Children's Librarian, is retiring in July. Brian thanked her for all she has done and read a letter written by his daughter, Sydney, who spent a lot of time in the Library and with Cheryl over 15 years. Erin Carroll also thanked Cheryl for her engagement, dedication, and passion for her work.

Amy VanLangen: Amy has served as the FOTSL President for two years and will be staying on for a third. Brian thanked Amy for her commitment and enthusiasm to FOTSL as well as ensuring FOTSL's voice is present and heard.

Brian provided an update on Vicki Rellas's position as a Trustee. Due to her seat on the Personnel Board, she is not able to serve as an elected official. Vicki will remain on the Personnel Board and will formally resign as a Trustee. Her seat will be filled by appointment.

Regarding the public forum, the dates that have been suggested are June 17th, 22nd, or 29th. The forum would allow the Trustees and the LBC to present an update on the construction and have Q&A. Brian Connolly and Jim Kolb will likely lead the meeting. Brian is working on a draft of the presentation. There was additional discussion among the Trustees regarding the tone and commentary about the Library project at the Town Meeting, including a loss of good will between the residents and Library. All agreed the forum would be helpful to present facts, answer questions and note there are some residents that are newer to town who may not be aware of the history of the project.

Finally, Brian reminded the Trustees of the Code of Conduct and Civil Discourse for Trustee Meetings and noted the importance of the Rules of Order. The Town will be creating a Code of Conduct policy.

Friends of the Library Report

Amy VanLangen reminded the Trustees that the FOTSL scavenger hunt will be held this weekend. She also shared the summer concert series will return and be held on Jamison Field.

House Subcommittee & Library Building Committee

Chris shared notes from the most recent LBC meeting, held May 3, 2021.

Invoiced:

- BAA & CHA: No invoice.
- BCG: Two application for payment:
 - #42, certified by BAA for \$226,920.83. The town will withhold 30 days at \$1k/day for liquidated damages.
 - #43, certified by BAA for \$480,024.23. The town will withhold 30 days at \$1k/day for liquidated damages.
 - Balance to finish: \$745,575.81.
- Office Resources invoice: \$1,655. Delivery charges for pick up at warehouse not originally in scope of work. Approved by LBC.
- Tucker Interiors invoice: \$4,000. For double handling for steel and library shelving. Approved by LBC.
- John Turner Consulting invoice: \$1,540. For concrete testing. Approved by LBC.
- Superior change order: \$16,051.29. Fiber backbone from the library to connect the internet, fire alarms, etc. Released previously because it is critical path work.
- OPM: Mike McNulty report
 - Progress update: Reports on exterior work, stone walls, patio concrete, sidewalks, etc. Reports on interior work, circulation desk, stairway handrails and finishes, fireplace insert, built in benches, server room, etc.
 - SL 17 was received and indicated a June 4th substantial completion date.
 - Window water test completed, and report was issued. Subcontractors' response is still pending. Key issue because anything minor will need to be addressed and can be complex and disruptive.
- Discussion regarding landscaping and areas of planting being considered.
- Budget
 - CHA & OPM updated with contingency amount in the presentation for the Select Board (\$400k) and issued after the meeting. Change order #22 was included (\$27,140)
- Total forecast: - \$12,774,675

Mary Moore – Landscape Subcommittee (presentation attached)

- Members: Mary Moore, Margo Powicki, Abby Fiske, Carol McGarry, Hadley Berkowitz, Heather Willis, Janet Walsh, Dick Stoner, Christine Cooney.
- Trustees agreed that this is the best way forward. Will continue conversation at June meeting regarding priorities and budget.
- Further discussion regarding responsibilities of Town and maintenance of various plantings before committing Library funds.

Finance Subcommittee

Hank provided an update on the prudent investor standard. It hasn't moved forward with State Legislature and was issued a new number, S1355.

Brian shared the succession plan for Treasurer has been established. Frank Orlando will assume the responsibility for the role. Brian made a motion to nominate Frank as the Treasurer of the Trustees, the motion was seconded, voted, and approved unanimously.

Technology Committee

Frank provided an update on the Library IT including current status, ongoing action items, and next steps for the committee.

Building Reopening

Max shared an update on the building reopening and project plan. Action items have been assigned to various Trustees and Committees. Weekly calls will be held to ensure completion.

Community Relations

Kristiina and Max have collaborated on the next formal update including photos, which will be updated on the Library website as well as on social media. Liz will help post photos on various social platforms.

Sherborn Historical Society

Brian shared SHS has been speaking with Community Center to potentially use the current Library space for storage and staging once we move out.

Director and Assistant Director Reports

Elizabeth shared that Howard Fisher, a former longtime resident of Sherborn and Library volunteer and employee, recently passed away. His [obituary](#) was in the Boston Globe and donations in his name were directed to the Sherborn Library.

Elizabeth posted the three new library positions and is receiving a good response. She has already begun interviewing and plans to hire by mid-June.

The Library will work with the BOH and Select Board regarding a potential reopening per the Governor's new Covid guidelines. Elizabeth has met with the Sherborn Library interiors committee regarding donor signage within the Library. She is also working with the Energy Committee and the Regional School Committee regarding the gas contract.

Elizabeth thanked Frank, Max, and Mary for all their help on the various sub-committees.

Liz provided an update on usage which has exceeded over 5,000 contact list bags. The Library browsing has continued for the last two weeks and has received positive feedback. Walk-ins are also able to be accommodated.

Brian asked the Trustees to consider moving the next Trustee meeting due to the Annual Election held on Tuesday, June 15th. It was agreed the next meeting will be held on Thursday, June 17th.

Finally, Brian asked that the Executive Session be canceled due to lack of information to be discussed. Brian made a motion, it was seconded, voted and approved unanimously.

Brian closed public session of meeting at 8:59pm.

Submitted,

Erin Carroll, Recording Secretary