

**Joint Virtual Meeting  
Sherborn Library Board of Trustees  
Library Building Committee  
Monday, August 2, 2021**

**Library Board of Trustees Participating**

Brian Connolly, Maximilien Klaisner, Erin Carroll, Christopher Kenney, Kristiina Almy, Frank Orlando, Susan Lepard, Bruce Eckman

**LBC Members Participating**

Chris Kenney, Mark Brown, Alexis Madison, Roger Demler, Mary Moore (ex-officio), and Elizabeth Johnston

**Also Present**

Jeff Waldron (Town of Sherborn), Hank Rauch (Town of Sherborn), Mike McNulty (CHA), Peter Byerly (Beacon Architectural Associates)

This was a virtual meeting conducted in connection with the Zoom Platform with call-in capability. Roll calls were taken to establish the presence of a quorum for the LBT. Consistent with requirements, the meeting was being recorded and will thereafter be kept as an official Town record.

**Call to Order**

The meeting was called to order at 6:00pm.

The Library Building Committee (LBC) held a vote to approve minutes for the June 21<sup>st</sup> and July 12<sup>th</sup> meeting, which were motioned, seconded, approved unanimously.

**Library Trustee Chair Report**

Board of Library Trustee vacancy

- Vicki Rellas resigned due to the conflicting nature of town policy regarding holding two positions on Boards.
- LBT is seeking a replacement until the election held May 2022.
- Two Candidates under consideration: Ariana Delany, Mary McKenna
- Set up call with Trustees and candidates before Aug 26th.
  - Considerations for candidates: fundraising experience, diversity of thinking, connection with community, possible legal expertise
- Jeff Waldron noted the candidates will be presented at a Select Board meeting

**LBC Chair Report**

**Invoice Approval**

- o BAA invoice 2021-05 in the amount of \$23,406.25. Motion by Chris Kenney/2nd Mark Brown. All in favor.
- o BAA invoice 2021-06 in the amount of \$27,753.75. Motion by Chris Kenney/2nd Mark Brown. All in favor.

Tentative upcoming LBC meeting schedule:

- Wednesday 9/8/21
- Continuing 1st Monday of the month thereafter

**OPM Update**

Project Update

- CHA noted that the general contractor has not progressed the work sufficiently at the interior since last LBC meeting to present updated construction photos. Exterior progress photos were presented.

- CHA reviewed CCD #15 with a page turn of the design documents.
- New brick installation complete, with copper flashing and granite installation now complete. Staging has been removed. Cedar siding substantially complete. Area of staging is being brought to final subgrade. With site retaining walls, landscape walls, exterior handrails, exterior patio pavers, and exterior concrete walks nearing completion.
- Roofing replacement is complete. Added flashing at the existing skylight now complete in 1 of 4 areas. Skylight water retesting to be schedule once completion contractor notifies BAA/CHA of repair completion.
- Curtainwall/storefront window water testing results and recommendations received from WJE and passed on to BCG. BCG to review with subcontractors and manufacturer and advise on fixes. Retesting will be conducted once confirmation of repairs and confirmation of correct installation of approve details is received.
- Interior finishes completion underway. Coordination of FF&E delivery and installation with the work of the GC is on hold pending CCD #15 contractor schedule information.
- IT/AV Update: Harbor One will install telecom and network integration, Kevin Wittman will coordinate desktops and servers.
- IT subcommittee is meeting weekly. AV/Telcom/Network Equipment list confirmed with equipment beginning to be ordered.
- Next BCG schedule update is SL18, expected early this week with projections for ductwork replacement.
- Weekly Owner/Architect/Contractor site meetings continue Wednesdays at 1PM

Motion to direct BAA to issue CCD #15 as drafted by BAA to Beacon Consulting Group put forth by Chris Kenney, Second by Mark Brown. All in favor.

Library Trustees in attendance for the joint meeting also put forth a motion to direct BAA to issue CCD #15 as drafted by BAA to Beacon Consulting Group, put forth by Brian Connolly, Second by Susan Lepard, all in favor.

Public comment and discussion regarding lack of information and timely updates of project. It was expressed that there is a growing community frustration. Brian Connolly addressed the need for additional information before updating the public. Jeff Waldron noted the sensitive nature of some of the information due to legal proceedings.

#### Landscaping Subcommittee

No budget update.

- Granite curb on tree roots
- Debris and rubbish on site remains
- Request to keep the site clean, notes as a recurring failure of the contractor
- Met on 7/14 for site walk
- One-page recommendations created and will be shared with LBT
- Landscape designers will submit plans and maintenance plans

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

Amy VanLangen shared there will be a summer concert on Wednesday, August 4<sup>th</sup> at Jamieson Field.

#### **Finance Subcommittee**

Frank and Hank are working through the official transition of the account and required documentation.

Update on current portfolio:

- Growth is up 25%, 22% after distributions to town
- Sub-account performance remains strong
- In April 2019, 284k distributed to town. The Board will consider doing something similar soon pending additional information from LBC on potential expenditures.

Trustees discussed potentially setting aside a portion of the capital, locking in the gains and protecting it from any future market volatility. Frank will speak with UBS, LBT and other advisors regarding any restrictions in doing so as well as an amount to be considered.

### **Technology Subcommittee**

The Committee continues to meet on Thursdays. Other updates:

- FIOS has been connected and working on a switch to test the connections
- Phones are not ready yet
- PCs have been ordered for use in the current facility

The Subcommittee extended their thanks to Brendan, Sean, and Klaus for their continued help.

### **Community Relations**

There is continued discussion as to the best way to communicate project updates on a regular basis, including an open letter to the community with the most recent information on HVAC and a public forum.

### **Director and Assistant Director Report**

Elizabeth shared an update on staffing as well as statistics highlighting continued increase in usage and circulation. The Budget report will be ready for review in September.

The next LBT Meeting will be held jointly with the Select Board on August 26<sup>th</sup>.

Motion to Adjourn and enter executive session at 7:11pm.

Roll calls were taken to exit open session and enter executive session.

Submitted,

Erin Carroll, Recording Secretary