

Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, June 21, 2022

Trustees Participating

Erin Carroll
Brian Connolly (Chair)
Christopher Kenney
Mary McKenna
Seth Molloy
Frank Orlando
Tom Van Langen

Other Participating

Elizabeth Johnston (Library Director), Eric Johnson (Select Board), Sean Killeen (DPW), Margaret Powicki, Sam Nelson (Landscaping), Amy Van Langen (Friends), Liz Anderson (Assistant Library Director), Deb Siefring (Interim Finance Director)

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 7:32pm

Roll Call Vote to Adjourn to Executive Session 7:33PM

Erin Carroll (Aye), Brian Connolly (Chair) (Aye), Christopher Kenney (Aye), Mary McKenna (Aye), Seth Molloy (Aye), Frank Orlando (Aye), Tom Van Langen (Aye)

Public Meeting Start 7:43PM

Chair Report (Brian Connolly)

Voting of Minutes: Brian Connolly requested a vote to approve minutes from meeting held on May 17, 2022, Motioned by Frank Orlando, Chris Kenney Seconded, Unanimously Approved.

Three Saltonstall Trustees were given tour of new library by Elizabeth Johnston. They were very understanding of what happened during the Project and what has been accomplished. They requested details on current fundraising efforts.

Heidi Doyle (Sherborn Treasurer) did an update for Select Board this month regarding long and short term updates for cash amounts due on the Project. The Town will bundle projects for single issuance of bond. Brian Connolly and Frank Orlando will be estimating all remaining financing needed to finish the project.

Elizabeth Johnston contacted five significant Library Project donors, following up on suggested language for named areas. To date have heard back from all but one.

Committee Updates:

Sue Lepard – Chair of Community Relations Committee

Max Klaisner will continue working on strategy/planning, surrounding the reopening

Key Vacancies: Need Personnel, Planning & Policy volunteers:

Mary McKenna volunteered for Planning Committee

Brian Connolly will distribute copy of most recent plan to Board members

Friends of the Sherborn Library Report (Amy Van Langen)

Several new Friends Board members, one last opening but a candidate is in discussions

Friends Summer Concert series starts next week

Committee Reports

Building Committee (Chris Kenney)

LBC 6/6/22 Meeting Updates

- a. BCG Materials
 - a. Pay requisition # 49 pending
- b. Invoices and Requisitions
 - a. Accubrite Inv #8601 dated 2/14/22 for mobilization, 2 months storage, & lift rental of chandelier was approved for \$1,490
 - b. BAA Mar 2022 Inv # 03 CA services including NV5 consultant invoices was approved for \$16,393.75
 - c. BAA Apr 2022 Inv # 04 CA services was approved for \$10,596.50
 - d. Tucker Library Shelving invoices for storage (per R. Marks accepted rate of \$1,200/mo.)
 - i. # 9088 for \$3,600 for period 3/21, 4/21, 5/21
 - ii. # 9131 for \$6,000 for period 6/21-1/21
 - iii. # 9171 for \$15,600 for period 12/21-1/22
 - 1. Approved by LBC conditional upon correction of dates in invoice 9131
 - e. Apex CO #1 for added ductwork in mech space that needed to be replacement due to liner
 - i. Proposed change was \$98,636 (budget carried \$200,000)
 - ii. BAA/NV5 review underway
 - iii. Rates questioned, to be submitted with certified payrolls
 - iv. Approved pending BAA/NV5 acceptance
- c. OPM Reported Progress Review/ Schedule
 - a. Town performed work
 - i. Apex onsite 6/6 for field measurements to fabricate ductwork
 - ii. Shop drawings to start, anticipated 6/20 back to install
 - b. BCG on site performing work including;
 - i. Cpt tile installation
 - ii. Auto door opener work

- iii. Door Lock install
 - iv. Drywall patching
 - v. Access panel installation
- c. Finishing week of 6/6, punch list development to follow
- d. Discussed substantial completion, town to review to allow partial completion to allow delivery of FF&E items,
 - i. would exclude window at 6.9 pending acceptance testing
- e. Skylight repaired, details accepted, retest to follow.
- f. SL-19 narrative under review, indicates
 - i. Substantial completion 10/25
 - ii. Final completion 11/23
 - 1. Old info, needs input from Apex re mechanical, etc.
- g. IT working group restarted (FO)
 - i. Server ordered
 - ii. Video conference
 - iii. Speakers, etc.
- h. Commissioning?
 - i. WSP informed on testing & balancing schedule
- d. Project Budget
 - a. TG reviewing weekly, update items to be incorporated include;
 - i. Apex Co #1
 - ii. Abatement t & M used amounts
 - iii. Updated schedule
 - b. Borrowing Threshold?
 - i. Older claims remain rejected
 - ii. Reviewed during Thursday's weekly call

Next LBC mtg on 7/11

Landscaping Subcommittee (Sam Nelson)

Presentation updates on current work and ARPA

Tonight's update

At your last meeting, you voted to support next steps for Phase I - Thank you!
As a reminder, this is funded by the Weezie gift and Phase I is estimated to be \$58-62K (incl. prep, installation, materials, tree pruning, watering).

Progress since May:

- Received Contract for install (Giovanna & Sons, reviewing with Town Admin/Town Counsel)
- Received proposal for short term watering (Onsite meeting TBD - to be scheduled with install)
- Received proposal for pruning/fertilization (Dick Stoner w/Harrison McPhee - to be scheduled prior to install)
- DPW recent tree work (Stumps - done)

> Goal is to have all proposals signed by end of month

Children's Garden will not be in Phase One. Plantings around the building will be done first.

ARPA update

At the 6/9/22 mtg, Select Board decided to include ARPA Proposal Sam, Margo, Janet worked on called "The Transformation of Town Campus" as one of 6 projects recommended for funding.

6 projects are Laurel fields (\$350K), Digitization of town records (\$350K), Farm Pond items (\$120), Solar project (\$35K), Trees (\$150K), Town Campus (\$136K)

This proposal focuses on a variety of improvements to Town Hall, the Police Station, and West Campus (aka Kostick property). It includes new walkways, lighting, tree work, and landscaping and has been proposed as a "signature project" that would help remake and transform a central part of town, making it more accessible and open to more community activities.

The total ARPA Town Campus proposal is for \$135,500. The hillside steps comprise \$36,000 of this amount. \$1.1m in ARPA funds are still available.

Library would really benefit from the new staircase in the proposal. ARPA decision likely to be made in mid-July 2022. (6 projects add up to the \$1.1M available so room for optimism.)

Brian Connolly: Really impressive work from the Landscaping Committee.

Sam Nelson: Great group of volunteers on Landscaping Committee. They've come up with a wonderful addition to a wonderful new building.

Finance Committee (Frank Orlando)

Thursday AM meetings: assisting Heidi Doyle to understand what is needed to complete the Library Project. In addition, many interim positions in Town at present that all need to be brought into the discussions.

Capital and Operating Contributions for Library from Endowment

Contributions to Town and Construction Project from Library Endowment		
	Amount	Note
Capital Contribution		Directly to Library Construction Project
2015-2016	\$2,845,633	Private funds raised for project
December 2016	918,809	Private funds raised for project
April 2019	284,344	Trustee voted contribution from endowment
June 2022 (proposed)	<u>318,014</u>	Trustees voted contribution from endowment
TOTAL	\$4,366,800	
Operating Expense Contribution		Included as Revenue in Town Budget -- no direct benefit to Library budget
FY 2015	\$16,221	
FY 2016	24,857	
FY 2017	25,230	
FY 2018	46,096	
FY 2019	51,330	
FY 2020	46,933	
FY 2021	61,017	Represents ~12% of annual Library operating budget
FY 2022	62,092	Committed in March 2021 and to be paid in June 2022
Proposed FY 2023	<u>0</u>	Conserve funds for capital contribution and Library in SCC into FY 2023
SUB TOTAL	\$271,684	
	\$4,638,484	Note: \$834,950 contributed since December 2017 (post construction start)

5% of construction, Project Contingency was 2% (Dec. 2015 Budget)

- 1) Adding Town Phone system: need access to library – the quote is now in, need more details around ductwork before work starts
- 2) Audio Visual systems: Conference Room AV systems & Display TV for entryway
- 3) IT miscellaneous: network & wiring (WiFi, also contingent on ductwork to finish for equipment install)

Klaus Ullmann (IT consultant for the Town) and Brendan Waldron, volunteers on the IT Committee, are doing great work to make this happen. We're in good shape.

Community Relations/Communications (Brian Connolly)

Sherborn Community Center Annual Meeting June 6, 2022 - Brian Connolly attended

Long term lease with Town is up March 2023. Some questioning whether to renew. Good testimony how much the space has helped the town. Very grateful for their hosting the library the last five years
Dover Sherborn Cable TV (DSCTV) will do a video of the library (before it opens) – working on this - Elizabeth Johnston did a great tour for the Saltonstall Foundation, great tour guide, will do similar. We can post this video on social sites.

Reopening Plan will be updated by Max Klaisner, will see at July meeting. Targeting late October/mid-November for dates will be used as current opening date.

Frank Orlando: Spoke with Community Center Trustee – they have an Event in November, but they know Library will still be in there (Doug Furbish), we will not have to move anything.

Directory/Asst Director Report (Elizabeth Johnston, Liz Anderson)

Elizabeth Johnston (Director)

Winding down FY'22 - \$42K under budget at present - 'turnback' due to vacant positions: waiting for new library move for some open positions. Will post positions late summer.

Coordinating schedule with Muralist (Rob Evans) - looks like September.

Liz Anderson (Asst Director)

Started Summer Reading program 200-250 people at event – program is very popular. Trying to get more adults this summer.

Dover Sherborn Reads event was last month. Great program overall.

Helping with two State reports for State aid. eBooks still extremely strong service.

Elizabeth Johnston explained State Reports: MBLC certification through the ARIS Report – statistics on services and usage, and the MBLC Financial Report. This is how we qualify for grants and stay in the Interlibrary Loan system.

State Aid Special Revenue account: while it's a Town account it is separate and does not go into the operating budget. Will go toward Library Project this year, about \$7K in there now.

Motioned to adjourn the meeting by Brian Connolly. Unanimously Approved.

Next meeting is July 19, 2022

Adjourned 8:47PM.

Submitted,
Mary McKenna, Recording Secretary