

JOINT VIRTUAL MEETING LIBRARY BUILDING COMMITTEE & LIBRARY TRUSTEES AGENDA
Tuesday, May 16, 2023
Virtual Meeting

Adjourn to Executive Session

Adjourn to Executive Session under the following exemptions, not to return to Open Session.

Item 1: To discuss strategy with respect to threatened potential litigation if the Chair so declares that an open meeting may have a detrimental effect on the litigating position of the Select Board and Town, and the Chair does so declare, to discuss the Town Library pursuant to M.G.L. Chapter 30A, Sections 21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007)

Roll Call Vote to Adjourn to Executive Session 7:32PM

Erin Carroll (Yes), Brian Connolly (Chair) (Yes), Chris Kenney (Yes), Sue Lepard (Yes), Mary McKenna (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:59PM

Trustees Participating

Erin Carroll
Brian Connolly (Chair)
Chris Kenney
Sue Lepard
Mary McKenna
Frank Orlando
Tom VanLangen

Other Participating

Liz Anderson (Library Director)
Irene Saranteas Bassalee (Friends)
Heidi Doyle (Town Treasurer)
Deb Siefring (Finance Director)
Margo Powicki (Landscaping)
Mary O'Hara Moore (Landscaping)

Vote to Approve Minutes

Chair motioned to approve minutes from April 18, 2023 Board of Trustees meeting minutes.

Sue Lepard Moved, Chris Kenney Seconded, Approved Unanimously.

Chair's Report

New Trustee elected to the Board on May 9, 2023: Thais Bessa (not available for this meeting, traveling for business)
Erin Carroll and Frank Orlando re-elected to the Board.

Chair thanked Sue Lepard for the great Ribbon Cutting ceremony, Irene Saranteas Bassalee for great Arts & Craft Fair, and Liz Anderson for supporting both of these events.

New Officer/Committee assignments available in June: 2 people on each committee would be good.

Would like a new Recording Secretary as well.

Remove Library Late Fees permanently? Removed during Pandemic. Most of our peer libraries do not have fines.

Liz Anderson: Late Fees do not really make people return their books. We still charge for lost/damaged books.

Very little fine revenue ~\$2500/year. Automatic Renewal policies online have brought these down.

Lot of administrative work to collect these - administrative.

Heidi Doyle noted cash - lots of coinage, and banks don't always want to take it.

Liz Anderson is in favor of removing fines; better ways to bring in revenue.

Brian Connolly wants Board to be aware of optics given renovation project overages.

Motion to permanently remove Late Fees at Sherborn Library? Mary McKenna moved, Chris Kenney Seconded, Unanimous Approval.

Friends Report (Irene Saranteas Bassalee)

Arts & Crafts Fair May 13 - great success - thanks to Co-chairs Christine Walsh and Brooke Yarborough

65 Vendors, Food Trucks, Kids entertainment, etc. We'll have revenue next meeting.

Upcoming programs/events: Welcome Event, Art Show, Book Sale, Summer Concerts

Bin in Library to collect donations for Book Sale

Library Building Committee (Chris Kenney)

LBC 5/1/23 Mtg Update

- a. Invoices and Requisitions
 - a. BAA Invoice 20-784-2023-03 dated 4/21/23 for services provided through March
 - i. Includes CA, GC errors, town counsel support, & consultants in the amount of \$29,335.00
 - 1. LBC voted on approval for payment
 - b. CHA Invoice No.'s 39202-24 dated 4/7/23 for OPM services for March in the amount of \$10,800
 - i. Back-up letter dated 4/24/23 provided
 - 1. LBC approved for payment
- b. OPM Reported Progress Review/ Schedule (CHA)
 - a. Schedule/Progress
 - i. Donor signage installed
 - ii. End panels installed
 - iii. Planters provided at stair for ADA
 - b. Leak at Skylight
 - i. Wiss Janney (consultant) & Intertek (testing agent) on site week of 4/24
 - 1. Formal report of findings pending
 - 2. BAA to review and direct BCG accordingly
 - c. Water intrusion at 6.9 line
 - i. BCG letter received 4/25, under review with design team
 - 1. Indicates mutual agreement to fix and complete the work
 - a. Town Counsel & Mike Coleman (BAA) to review
 - d. FF&E
 - i. Missing desktop found at Meyers warehouse, delivered
 - e. MBLC engagement ongoing
 - i. Liz developing the final report, Draft due w/o 5/1
 - 1. Deb/Heidi compiling audit info.
 - 2. Rich Ryan providing background for architectural items
 - f. CHA Project closeout projection
 - i. Mike McNulty to review with Sean Sweeney
 - 1. Estimated at +/- 3mos from completion with GC
 - a. Draft due for review at next LBC mtg
- c. Operational issues from Library personnel
 - a. FF&E missing items
 - i. Trustee room tables
 - ii. (2) couches at fireplace
 - iii. Tables
 - 1. Tom working to chase down missing items, Meyer responsiveness has been an issue
 - b. HVAC
 - i. Heating in the AM, needs to be set properly
 - ii. Electricity bills running high

- iii. WSP (CXA) needs to review programming, setpoints
 - 1. M.McNulty to contact WSP
- c. Door issues
 - i. Closing improperly, screws appear missing
 - 1. R. Ryan to send email to BCG to address
 - ii. Men's Rm 2nd flr occupancy lock not functioning correctly
- d. Mural Schedule
 - i. Retainer paid; Letter of agreement being revised to incorporate comments for the contract
 - 1. Post June install targeted
- e. SLIC subcommittee to regroup to review:
 - i. acoustical solutions for the treehouse
 - ii. 2nd flr teen area FF&E

Next LBC mtg on 6/5

Liz Anderson: W.B. Mason will handle missing items 8-14 weeks for most items. Mason has been very helpful. Mason will cover all costs and deliveries. Couches still need to be covered, arrived damaged, meeting planned. There are other items as well, e.g., doors for rare book cabinet, etc.

Landscaping Subcommittee (Mary O'Hara Moore)

Congratulations on the Ribbon Cutting and Craft Fair successes.

Phase 1 - Giovanella finished work before the Craft Fair. Thanks to the Liz Anderson Family, Dick Stoner and Sam Nelson for all their help with the planters.

Tonight's update

- 1) **Library Landscape Installed**
 - Great job by BW Giovanella & Sons, design by Hadley Berkowitz
 - Planters by Anderson Family, Dick Stoner, Sam Nelson
 - Funded by generous \$75,000 Weezie Foundation Grant
 - Donations to date for naming opportunities \$22,500
 - Remaining naming opportunities - \$50,000
 - Balances to go to Landscape Endowment Fund
- 2) Now we need to talk about **annual maintenance**
 - Recommend plan be approved by Fall 2023 and funded/amended annually
 - [Maintenance Plan](#)
 - Please review and we will ask for support in June or July
- 3) Town Campus ARPA Grant approved for \$135K- new hillside steps comprise \$36,000 of this amount. Design is finalized - needs to go to bid (DPW/Town Admin)

Need to start thinking about Annual Maintenance. Plan is available, would like to put it on the June or July agenda. Hillside Stairs have to go to bid because it's an ARPA grant - Sean Killeen and DPW are helping with this.

(Full Landscaping Deck Attached)

Brian Connolly: Thanks to the Mary Moore and the Landscaping Committee for the great work.

Mary Moore: One last thing - need more permanent comfortable seating on the Patio is needed. Margo Powicki has been a great consultant on this.

Chris Kenney: Beech trees have a disease and needed immediate treatment. Recommendation done - first treatment was today.

Liz Anderson: Eco-blend mulch ring was recommended by arborists - DPW did this immediately. A majority of beech trees are being hit by this disease.

Tom VanLangen: A lot of kids like to climb that tree. Maybe a sign that says "Don't Climb the Tree".

Liz Anderson: Yes, we're also thinking about a small fence or similar.

Community Relations & Library Opening Plan (Sue Lepard/Liz Anderson)

Sue Lepard: Ribbon Cutting was a great day, everyone did their part, it was seamless. Great coverage in the Hometown Weekly on both the Ribbon Cutting and the Landscaping Project. Liz Anderson was tireless through it all.

Liz Anderson: We've had great feedback all around. MBLC said it was one of their best ribbon cuttings ever. Elizabeth Johnston really enjoyed the celebration. Now available on Dover Sherborn Cable.

Brian Connolly: Thanks to Sue Lepard for all her hard work and a tremendously successful ribbon cutting.

Finance Subcommittee (Frank Orlando, Liz Anderson)

Endowment: ~\$33K April appreciation. \$2700 in donations. Paid out for Landscaping.

Liz Anderson: We're working on requirements to get the last of the grants in. Several invoices to UBS to cut checks, so process is in place now.

IT Subcommittee (Frank Orlando)

Portable PA for Community Room used at the Arts & Craft Fair.

Covid Grant: Outdoor AV - Screens and Projector for Outdoor Movie Night. Will be great to have it back at the library.

Podium for downstairs will come in September - good interim solution is in place for now, Brendan Waldron has been amazing.

Chris Kenney: The community Room is a great space. Once people start seeing the room they will want to use it more.

Liz Anderson: We've purchased licensing to have movies in there as well.

Personnel Subcommittee (Erin Carroll)

June finishes the fiscal year. An Employee Evaluation form was distributed to the Board before this meeting. This will be an annual review. Also, documentation for the process is available. Each trustee completes a review. Composite report assembled. The review will be ready by July 2023 meeting (Open Meeting requirement).

Brian Connolly: In MA the Trustees do the review, not the Town Administrator. Important role for Board and helpful for Liz Anderson in her first year.

Other: Historical Society Updates (Brian Connolly/Chris Kenney)

Brian Connolly: Working with George Fiske. Getting an architect (David Fixler) to look at the space and get a feasibility study done for evaluation (May 26, 2023).

Chris Kenney: Feasibility - what it means to have the Historical Society housed in the Library.

Library Director Report (Liz Anderson)

Posted Assistant Director job today, interviews will start soon.

Now we have been opened a two+ months, we need to review some policies and make some recommendations.

Meeting with Policy Subcommittee next week.

Friends would like to do events with alcohol. Had some conversations with Community Center staff and other libraries.

Hire a licensed bartender/caterer - they carry the liability. May try to get this to work for Art Exhibit this weekend; if not the next one. Won't need a separate insurance policy because bartender/caterer carries this.

Girl Scout troop wants an overnight at the Library. Still working on the afterhours program policies - will review this.

Does library staff need to be present? After Hours vs Overnights - needs discussion with Policy group.

Same with Teen Study Nights. Talk to other Libraries in the area.

Tom VanLangen: Overnights are an entirely different level compared to After Hours.

Chris Kenney: Want to be open to these opportunities from the community. Need to be able to operationalize them of course. Shows the library as community cultural center.

Tom VanLangen: If we do things after hours, we will need to pay the staff, potentially overtime.

Liz Anderson: Will discuss with Town Administrator. Same with Teen Study Nights. We are still working out the After Hours program. Need Lock Box or similar. Maybe work with IT, for WIFI approach.

Mary McKenna: Overnight Museum programs are fee-based.

Frank Orlando: Need to think about cameras/lighting for security.

Liz Anderson: Some exterior cameras from police station, but not on every area. But we have had things stolen on the stairs.

Chris Kenney: Look at Exterior Lighting.

Liz Anderson: Staff would like better lighting as well. She's told staff to park near police station for now. In Natick, they have monitors for unattended spaces. We may need similar, rather than lock the doors.

Appreciate the guidance from this Board.

Next Trustees' Meeting is June 20, 2023

Vote to Adjourn 9:07 PM

Frank Orlando Motioned to Adjourn, Erin Carroll Seconded, Unanimous Approval.