

Sherborn Library Board of Trustees

Tuesday, November 15, 2022

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)

Adjourn to Executive Session 7:33PM

Erin Carroll (Aye), Brian Connolly (Chair) (Aye), Christopher Kenney (Aye), Maximilien Klaisner (Aye), Sue Lepard (Aye), Mary McKenna (Aye), Seth Molloy (Aye), Frank Orlando (Aye), Tom VanLangen (Aye)

Roll Call Vote taken to return to Public Session at 7:44PM

Trustees Participating

Erin Carroll

Brian Connolly (Chair)

Christopher Kenney

Maximilien Klaisner

Sue Lepard

Mary McKenna

(Seth Molloy)

Frank Orlando

(Tom VanLangen)

Other Participating

Elizabeth Johnston (Library Director)

Heidi Doyle (Town Treasurer)

Jeff Waldron (Select Board)

Sean Killeen (DPW)

Irene Saranteas-Bassalee (Friends of Sherborn Library)

Liz Anderson (Assistant Library Director)

Mary Moore (Landscaping Committee)

Chair Report (Brian Connolly, Chair)

Motion to Accept the October 18, 2022 Public Meeting Minutes

Sue Lepard Motioned, Frank Orlando Seconded, Unanimous Approval.

Will vote to appoint Liz Anderson Interim Director effective December 3, 2022 during the Personnel Committee section.

Brian Connolly: Elizabeth Johnston is retiring, this is her last Board Meeting: A book was chosen for the Sherborn Library in your honor, *Drift: Choreographing the Future* which features the extraordinary work of Lonneke Gordijn and Ralph Nauta, for your tireless efforts over the last 34 years choreographing the future of the Library for the Sherborn community. Your continued work and incredible planning have transformed our town and your efforts will affect generations to come who will benefit from the enjoyment of this new space. The themes represented in this book, of uniting, inspiring, creating awe, and reconnecting people, perfectly summarizes your goals and what you have dedicated yourself to throughout your professional career. The quote by Henri J.M. Nouwen that stands as the foundation for the

project, "Community is the fruit of our capacity to make the interests of others more important than our own" reflects the way you have continually lifted us with your positive spirit and your altruistic character.

Received letter from BCG today: They objected to Library move-in date on November 17, 2022.

Town will challenge this. (Letter sent two days before move-in date.)

We are now looking at second half of January for the Ribbon Cutting instead of Dec 18, 2022.

Brian Connolly will notify the Community Center.

Punch list is not completed (Skylights are still leaking.)

How should we communicate with the public?

We need a final date. Fine to post pictures of progress.

Try to get in asap. Is there a legal way to do so? Investigating, but Dec 18 is definitely a no go.

BCG has to sign off for Town to get warranties.

Friends of the Library Report (Irene Saranteas Bassalee, Friends President)

Appeal letter may need to be modified given the delay in re-opening.

Trunk or Treat = Raised \$900

Welcome Event at Heritage well attended

80 Tickets sold for Friendsgiving, appreciate the support of the Board

The Friends are ready to support any re-opening events.

Library Fair still planned for Library grounds Mother's Day Weekend.

House Subcommittee & Library Building Committee (Chris Kenney)

LBC 11/7/22 Mtg Updates

Invoices and Requisitions

- a. Apex Pay Application #5 for work completed through 10/31/22 for the new ductwork
 - i. LBC voted to approve in the amount of \$7,600, leaving a balance of \$56,942.05 from a \$888,668 total contract (approx. 99% complete)
 - b. Deady Electric for mounting 4 monitors, 1 projector, installing 2 outlets in ceiling for speakers in rm 018, and installing 1 outlet and mounting 1 projector in ceiling of rm 022
 - i. LBC voted to approve in the amount of \$2,010
 - c. Kevin Wittman (technologies) for setting up the 10 desktops and migrating the server
 - i. LBC voted to approve in the amount of \$2,660
- b. OPM Reported Progress Review/ Schedule (CHA)
- a. Schedule
 - i. CHA had conversations with the building inspector and they anticipate TCO by 11/9.
 - ii. Per BAA (P. Byerley) items remain include stair headroom clearance barrier, Commissioning of the HVAC systems, warranties, skylight leak
 1. WJE on site to investigate and found missing sealant joint at ridge cap
 - iii. Ceiling at basement duct enclosure and installation of exit sign
 - iv. ADA Access exit sign installed incorrectly and is being swapped out
 - v. Carpet tile installation was scheduled to start 11/8 and be completed in 8 days (as of OPM daily report of 11/14, appeared to be 75 % complete)
 - vi. Firestopping at ductwork (Apex)
 - b. Progress- Work completed since last month
 - i. Apex completing finishes
 - ii. MV completing exit signs
 - iii. Walkway bollard lights removed, footings lowered
 - iv. Signage installed
 - v. Floor transitions installed
 - vi. Ceiling

- vii. Controls reconnected
- viii. Start-up and balancing equipment
- c. Opening
 - i. Shelving install – CHA coordinating with Tucker
 - 1. FF&E install adjustments, children’s room install being re-sequenced
 - a. M. McNulty needed 1 day to review balance of shelving
 - i. CHA to follow-up to keep Elizabeth informed post 11/8 mtg.
 - ii. Ribbon cutting 12/18
 - iii. Robert Evans Mural
 - 1. Artist committed with another commission through Jan,
 - a. Plans to prep during off hours, detail during the day
 - iv. Donor and Nora’s tree house installation anticipated for 11/8
 - 1. Slate signage mounted to masonry pending
- c. CHA Project Budget dated 11/3/22
 - a. General Construction Value increased by \$3,957 (Abatement & ductwork replacement line item)
 - b. Project Budget Total showing a net increase of \$3,957
- d. Next LBC mtg on 12/5/22 (with Liz Andersen as Interim Director)

Landscape Subcommittee (Mary Moore)

Tonight’s update

- 1) Fall clean up completed (10/29)
 - Tree/Shrub pruning and clean up along Sanger and along wall facing Town Hall (Harrison McPhee, Giovannella, Volunteers)
 - Weeding and leaf/debris clean up around patio (Volunteers)
 - Lichen Removal on Sherborn library stone sign (Serena Hall/Chris Cooney)
- 2) Benches and Planters - Recommendation to Trustees
 - Order now, and planters can be installed by Ribbon Cutting with seasonal arrangements
 - Cost is offset by naming opportunities to be publicized after opening
 - Naming Opportunity Detail included
- 3) Phase I Spring installation (April), Hadley shared plans with Historic District Commission to show complement with Town Campus plant selections by Janet
- 4) Town Campus ARPA Grant - Improvements to Town Hall, the Police Station, and West Campus (aka Kostick property). New walkways, lighting, tree work, and landscaping to help remake and transform a central part of town, making it more accessible and open to community activities. The total ARPA Town Campus grant is for \$135,500. The hillside steps comprise \$36,000 of this amount.

Naming Opportunities

- 4 BENCHES (\$7,500 each with plaque) – similar to photo, to be installed Spring 2023
 - (2) Original Front Entrance
 - (1) Lower Sanger Street Path Area
 - (1) Underneath Treehouse Eave at lower back entrance
- 6 PLANTERS (\$500 each with no plaque) – similar to photo 32x32x32 installed Fall 2022 and replanted seasonally
 - (2) Original Front Entrance - RESERVED
 - (2) New Children’s Room / Patio Entrance
 - (2) New Lower Entrance to Community Room
- 1 Small Patio near front entrance named in honor of donor (\$25,000 with plaque) – to be installed Spring 2022



Really successful Fall Cleanup! DPW and Volunteers 10/29

Also removed lichen from Library sign

4 Benches (\$6-8K) and 4 Planter Boxes (\$2K) (offset by naming donations?)

Phase One Spring Installation (April)

Town Campus ARPA grant underway – hillside steps

Mary Moore shared a great picture of Elizabeth Johnston and thanked her for always being positive!

Finance Subcommittee (Frank Orlando, Elizabeth Johnston)

FY’24 Budget drafted – planning for December meeting

Due December 30, 2022 to Finance Director – Discussion on January 11, 2023

COLA adjustment

Some unknowns: Looking for telephone/data line funds – not sure of amount needed

Utilities – unclear now that this is in Town buildings

Saltonstall grant application (\$200K) will be decided December 5, 2022

Decent month for endowments

Endowment activity for Q3 2022

Endowment segment	Sept 30 Value	Oct Mkt Changes and Interest/Dividends	Net Deposits and withdrawals	Oct 31 Value
UBS main acct	\$2,001,096	\$80,494	(\$5,390)	\$2,076,200
UBS Sub acct	\$237,615	\$357	\$0	\$237,972
Town held funds	\$103,745	\$1,125	\$0	\$104,870
Totals	\$2,342,456	\$81,976	(\$5,390)	\$2,419,042

IT Subcommittee

Met with MLN this week, should be ready to go.

IT status

- IT wiring is complete Both IT rooms are powered up
- All Wireless AP are powered and "Guest" is active
- We have coverage on patio despite no outside WAP
- Kevin has bid on server migration and Desktop installation
- A team, Liz, Brendan and Seth, are develop strategy for HW and SW for use at main entrance TV display panel
- Met with Minuteman network IT to confirm connection needs

Liz Anderson: iPads and Hardware for self-checkout are ready (MeeScan)

AV Status

- All AV equipment is ordered and most has arrived
 - Two TV displays have been lost in shipping; awaiting replacements
 - Projectors have been shipped
- We have bids from two vendors and are selecting one to do installations in next several weeks
- We have selected and received HW and SW for two self checkout stations
- We have purchased the HW and SW for the notification displays at entrance and opposite elevator

Community Relations (Maximilien Klaisner, Sue Lepard)

Maximilien Klaisner and Sue Lepard will regroup and review and revise the plans for a delayed opening:

Change dates, confirmations, etc.

Ribbon Cutting first, bigger opening with Friends when weather improves later in Spring.

Elizabeth Johnston: Really great work has been done to date – thank you.

Sue Lepard: Great teamwork on this project.

Sue and Max will reach out to speakers (local politicians, MC, etc.) about the new date.

Long-Range Planning Committee Updates (Mary McKenna, Elizabeth Johnston)

A Branch to the Future approved by MBLC October 25, 2022.

Meeting Room Policy Documents (Liz Anderson)

Liz Anderson reviewed the changes to the policies from the last meeting.

Emphasis: Software should manage the rooms, not the staff.

Jeff Waldron: Watch for no-shows. We had a problem with those during Covid at the pond.

Sean Killeen: Night time meeting issues – SPD cannot help, they will not be there in the evenings due to Regional program. Also SPD has a meeting room that will no longer be available in the evenings, so Library meeting will be even more utilized.

Elizabeth Johnston: Need a Lockbox, with password, QR scan-based, review options.

Motion to Accept the Meeting Room Polices:

Erin Carroll Motioned, Sue Lepard Seconded, Unanimous Approval.

Personnel Committee (Erin Carroll)

Position posted on several sites (MBLC, Simmons Jobline, New England Library Association, Sherborn Library, Sherborn Town Website. Application Deadline December 16, 2022. Several applications have been received.

Goal: Interviews and Finalist in December.

Appoint Liz Andersen Interim Library Director, effective Dec 3, 2022

Motion to Accept the Meeting Room Polices:

Sue Lepard Motioned, Mary McKenna Seconded, Unanimous Approval.

Library Director and Assistant Director Reports

Elizabeth Johnston (Library Director)

Hired two new staff. Elizabeth guided Liz Anderson through the process. Good candidates!

Suggested Liz Anderson and Maureen Hayes interview and hire Children’s Librarian.

Plaques are coming in, really pleased with craftsmanship, will need DPW help with installation.

I will be glad to volunteer to help with the move now that there has been a delay.

Liz Anderson (Asst Library Director)

Hired Jessica George for Children’s Librarian. Will start Dec 5, 2022.

Offer to Building Maintenance position candidate went out this week.

Event in Community Center last weekend, went smoothly.

Preparing for the move as much as possible.

Brian Connolly: Elizabeth’s retirement party will be in the new building. Date TBD.

Sue Lepard Motioned to Adjourn; Erin Carroll Seconded, Unanimous Approval.

Vote to Adjourn 9:05PM

Next Trustees’ Meeting: December 20, 2022 @ 7:30PM