

Sherborn Library Board of Trustees

Tuesday, September 20, 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)

Chris Kenney Motioned to Adjourn the public meeting and move to Executive Session, Sue Lepard Seconded, Erin Carroll (Aye), Brian Connolly (Chair) (Aye), Christopher Kenney (Aye), Sue Lepard (Aye), Mary McKenna (Aye), Seth Molloy (Aye), Tom Van Langen (Aye).

Adjourned to Executive Session 7:32PM

Roll Call Vote taken to return to Public Session at 7:45 PM

Trustees Participating

Erin Carroll

Brian Connolly (Chair)

Christopher Kenney

Sue Lepard

Mary McKenna

Seth Molloy

Tom VanLangen

Other Participating

Elizabeth Johnston (Library Director)

Jeff Waldron (Select Board)

Sean Killeen (DPW)

Heidi Doyle (Sherborn Treasurer)

Eric Johnson (Select Board)

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Deb Siefring (Finance Director)

Mary Moore (Landscaping)

Chair Report (Brian Connolly, Chair)

ARPA funds approved for Campus – thanks to Landscaping Committee for working through the application process.

Plantings will be delayed until next year due to the drought

Elizabeth Johnston distributed Town Of Sherborn Social Media/Social Networking Policy to the Board.

Most important announcement of Chair's term: Elizabeth Johnston is retiring after thirty-four years. Nov 28, 2022 will be her last day. We'll plan events around this, giving this some time to sink in.

Elizabeth Johnston: My plan was to retire a year after the Library Project completed, but the delay has extended that.

My goals have been met, for example, adding a Children's Wing, establishing the Endowment, adding new staff positions, and several rounds of automation. It will be great to see someone move all of this forward.

Brian Connolly: The Board of Trustees hires the new Director. Erin Carroll, Head of Personnel Committee, will start the search process. We're fortunate to have her passion and experience in this area. The MBLC, the Town Personnel Board are available to assist. Liz Anderson will assume Interim Director role.

Will form a subcommittee with a small group of trustees.

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

Elizabeth thank you for your many many years of service!

9 new Friends' Board Members have started (Board Meeting Sept 9, 2022)

Welcome Event Oct 15, Trunk or Treat Oct 22, Nov 4 Heritage, Nov 19 Friendsgiving

Friends are willing to help any way for the Library Reopening.

Arts & Crafts Fair 2023 location – Friends would like to be on the Library grounds again

Sean Killeen: It belongs at the Library.

Chris Kenney: Good for our reopening.

Mary Moore: Landscaping is close to building, should not have an impact.

Brian Connolly: Relinking the fair to the library is a great idea. Also, vendors like it as well.

Vote not needed. Friends will move forward using the Library grounds for 2023 Arts & Craft Fair.

House Subcommittee & Library Building Committee (Chris Kenney)

LBC Meeting Summary from Sep 6, 2022

a. BCG Materials

a. Requisition #49 was discussed

- i. Takeover Agreement credit was not included, CHA & BAA recommended conditional approval with the understanding liquidated damages will be applied

1. LBC voted to approve in the amount of \$544,692

b. Changes

a. Apex CO #2- to replace existing floor grilles for HVAC

- i. Option to reuse existing discussed, determined that they were in rough shape due to rust, bent and broken parts
- ii. Option to repair and paint 14 of 30, 2 damaged beyond repair, costs unknown
- iii. Option replaced with new quick ship in std color

1. BAA recommended black as a close match to adjacent mullions

- a. LBC voted to approve this option for \$6,667.00

b. Apex CO # 3 – Add dampers and access doors per Building Inspector walk-thru in the amount of \$3,265

- i. Needed to open the building therefore LBC voted to approve

c. Meyer proposal dated 8/29/22

- i. Revision for original proposal +/- 6 yrs ago at approx., \$30K

1. Updating pricing for moving the original materials, \$39,956

2. Added costs to move new furniture shipped to warehouse, \$3,810

3. Added cost to dispose/ move remaining temp library equipment, fixtures from Community Center, \$3,446

- a. LBC voted to approve in the amount of \$47,212

c. Invoices and Requisitions

a. Apex Pay Application #3 for work completed through 8/31/22 for the new ductwork

- i. (approx. 91% complete) with materials for tie in at mech rm on site, installation continuing, insulation in place at attic crawl spaces, and insulation at basement to follow

- a. LBC voted to approve in the amount of \$231,777.20

d. OPM Reported Progress Review/ Schedule

a. Progress

- i. Basement sprinkler heads removed for ductwork have been reinstalled, including missed heads per NV5 walkthrough

- ii. Pavilion flooring replacement carpet delivery anticipated mid to the end of October

- iii. IT rack reinstalled, Superior to return to resume installation of IT equipment.

- iv. Leak identified at the skylight (per 9/19 OPM daily report, skylight investigated, location identified, and repairs to follow)
- v. BCG continuing to complete their work, signage anticipated w/o 9/12
- vi. Donor recognition signage in production per Elizabeth
- vii. Per P. Byerly, inspector and ADA issues being addressed.
 - 1. (2) items from inspector 1. Barriers at the stairs, 2. Exit signs with accessible symbols
- b. Schedule
 - i. CHA to provide breakout schedule for remaining work, inspections, permits, etc.
 - 1. Substantial completion – end of October
 - 2. Final completion – end of November
 - ii. Robert Evans muralist anticipated to begin the mural in October in Children’s wing
 - iii. AV equipment ordered
- e. Project Budget
 - a. No budget update reviewed
 - b. Weekly updates being discussed with Town accounting
 - c. LEED application costs not included in current budget, scope included in consultants work, P. Byerly to follow-up with consultant.
- f. Next LBC mtg on 10/3

Finance Subcommittee (Elizabeth Johnston for Frank Orlando)

UBS main account down \$70K from last month
 Withdrew \$318K for Project Contribution
 Weekly meetings continue with Town Finance/Treasurer continue
 \$200K Saltonstall grant, if approved, should come in December

Technology Committee (Elizabeth Johnston for Frank Orlando)

All IT & AV equipment ordered, reviewing the implementation; Network rack is in
 Meeting weekly with Technology Subcommittee
 Telecomm Bid from Harbor Networks approved;

Community Relations (Sue Lepard)

Library Opening Plan & Communications: Discussion between Elizabeth Johnston, Max Klaisner, and Sue Lepard
 Celebration/Reopening Event: First 2 weeks in December? Official Opening – Ribbon Cutting/MBLC (soft opening)
 Public Reopening Event in the Spring – Indoor/Outdoor when we can bring in a larger crowd
 Information Kit: for Media, Community
 Opening Date, What’s New, Events, Donor Recognition, Committee Recognition, Opening Information Sheet
 If there are questions about Project – they will be directed to: Brian Connolly, Jeff Waldron
 Starting the materials update now. Need to know opening date in the next two weeks – need a concrete date.
 Elizabeth Johnston will get availability from MBLC. Elizabeth Johnston will also cut the ribbon.
 Chris Kenney thought we should know date by early October. Furnishings follow Certificate of Occupancy.
 Brian Connolly has been in touch with Community Center on move out.

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

Draft of five year plan was distributed to the Trustees. Want to discuss the plan in the October Board meeting, potentially vote in that session to publish the plan.
 Elizabeth Johnston noted the question was whether to update the plan started before the Project delays or start from scratch. But it was updated every year so in good shape for us to submit. Provides us the opportunity to apply for state grants next year once we publish this year.

Mary McKenna said the only changes were really around presentation so the plan could be highlighted from supporting data. Would like the Board to take some time to review it for the October Board meeting.

Tom VanLangen is joining the Planning Committee.

Library Director and Assistant Director Reports

Elizabeth Johnston (Library Director)

Working on plans to move back to library.

Grandfather Clock being restored once reopening date is known, fees have gone up. Currently stored at Hills Clocks in Holliston.

Academic Chairs in Conference Room for four chairs named for past Trustee Chairs are on order.

Liz Anderson (Asst Library Director)

Finished the Financial Plans for state board. Two positions open, starting hiring process for move in date. Approval to post received.

Applying for four new grants, one is from Covid funds.

We have a new Infograph - will distribute to the Trustees after the meeting.

Brian Connolly: Natalie Weare will be the Library's Advisory Committee contact for next budget process with Town, starts in December.

Any other items or topics?

Liz Anderson: We've had a lot of interest in the reopening, every other visitor is asking for a date. Any communication we could provide would be great (about opening date).

Eric Johnson: Elizabeth, thank you so much for service to this community.

Brian Connolly: We'll set up some events to mark this milestone!

Mary McKenna Motioned to Adjourn; Sue Lepard Seconded.

Unanimous Approval.

Vote to Adjourn 8:42 PM

Next Trustees' Meeting: Oct. 18, 7:30PM