

**Virtual Meeting of Sherborn Library Board of Trustees
Tuesday, March 15, 2022**

Trustees Participating

Kristiina Almy
Brian Connolly (Chair)
Bruce Eckman
Christopher Kenney
Sue Lepard
Mary McKenna
Frank Orlando

Other Participating

Elizabeth Johnston (Library Director) Liz Anderson (Asst Library Director) Jeff Waldron (Select Board) Eric Johnson (Select Board) Mary Moore (Landscape) Margaret Powicki (Landscape) Sean Killeen (DPW) Amy VanLangen (Friends of the Sherborn Library), Heidi Doyle (Town Treasurer) Diane Moores (Town Administrator)

Virtual Public Meeting

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 7:39pm. (Library Building Committee meeting preceded this meeting.)

Chair's Report (Brian Connolly)

Voting of Minutes - Brian Connolly took a vote to approve minutes from meeting held on February 15, 2022, which were motioned, seconded, approved unanimously.

Town Caucus on March 5, 2022: Mary McKenna nominated Brian Connolly, Brian Connolly nominated Mary McKenna for terms on the Library Board of Trustees

New Candidates for Board:

Seth Malloy (Sherborn Trails book author)
Tom VanLangen
John Viggato

Nomination papers are due March 22. If completed with 20 signatures and Town Clerk certifies, these names will go on the ballot along with Mary & Brian. Good outcome, new people for the Board.

Financial Review of Library Construction was discussed at Select Board Executive Session on March 10, 2022. Budget and Financial Review will be covered in our Executive Session tonight due to pending litigation.

Friends of the Sherborn Library Report Amy VanLangen, President, Friends of the Sherborn Library

Planning the Fair on May 7th, Welcome Committee Spring Social, Library Book Sale 3/25-3/27, and Trivia Night on April 2, 2022. Currently ahead for the year in Friends' fundraising – looking good going into the spring. You can drop off books at the library through Saturday for the Book Sale.

Subcommittee Reports

Building Committee (Chris Kenney)

LBC Meeting preceded Library BOT meeting this evening - follow up from March 7, 2022 meeting.

Board Discussion

New Work Needed:

- a) Additional asbestos cleaning needed: \$80-100K
- b) Replace Carpet in existing building - Need Estimates
- c) Replace ductwork in Mechanical Room - Need Estimates

Overall Schedule: Cleaning done by April, Ductwork Fabrication mid-May, Replacement - end of August for Installation; Certificate of Occupancy date – mid-September (CHA will need to verify this high level schedule). No budget update since mid-February – will have by next LBC meeting.

Q. Has Bristol started work? A. Yes Q. Have we paid them yet? A. No.

Q. Is Prefabrication onsite or offsite? A. Offsite – they need to measure first

Q. Time and Materials for additional work Bristol Engineering – have fees been agreed upon? Need clear ownership as to who is doing this.

A. Not to exceed \$80-\$100K. Mike McNulty has an hourly rate schedule. Will confirm with Mike.

LBC 3/7/22 & 3/15/22 Mtg Updates

a. BCG Materials

- a. Pay Application #47, BAA certified on 3/7/22, for period 7/1/21 through 11/30/21 for a current payment due amount of \$338,195.38
 - i. With assessed liquidated damages, results in a credit due in the amount of \$49,804.27

b. Invoices and Requisitions

a. BAA Invoices

- i. Invoice 20-784 2022-01 dated 2/10/22 for \$ 31,997.50 for Services provide through January
 - 1. Includes Construction Administration, Town Counsel Assistance, Contractor Errors, ductwork replacement and consultant services (Green Engr., RDK/NV5, Stefura)
- ii. Invoice 20-784 2022-02 dated 3/10/22 for \$ 6,780 for Services provide through February
 - a. Includes Construction Administration, Town Counsel Assistance, Contractor Errors

b. WJE (Window testing agent)

- i. CHA (MM) confirmed that they have been paid for all outstanding invoices

c. OPM Reported Progress Review/ Schedule

- a. Mike McNulty back on project replacing Steve Brown who is off on medical leave from CHA.

- b. BCG has demobilized from the site pending completion of abatement
- c. OAC mtgs continue virtually
- d. Abatement & Duct Replacement
 - a. Abatement -Bristol Environmental
 - i. Additional testing conducted
 - ii. Received on 3/7, DEP confirmation/approval of non-traditional work plan
 - 1. Requires replacement of new carpet tiles in new addition and cleaning or replacement of sheet metal ductwork in mech space.
 - a. Pricing with Bristol pending
 - b. BAA to identify carpet tile lead times with Stefura
 - iii. Original abatement scope - removal of attic ductwork completed, lower level ductwork remains
 - b. Ductwork replacement-
 - i. Notice of award made
 - ii. Notice to proceed held pending resolution of additional abatement work
 - iii. CHA to update ductwork replacement schedule
- e. Project Budget
 - a. Update by CHA reconciling with Town's accounts, CHA Format, and Schedule extensions
 - i. No changes since 2/7 update
 - 1. Added abatement & schedule durations to be incorporated

Next LBC meeting is 4/4/22.

Landscape Subcommittee (Update in Chat Channel from Mary Moore)

- 1) Gift policy updated to include landscaping gifts, shared with Elizabeth Johnston with goal to review with Trustees in July 2022 (Abby Fiske, Margaret Powicki)
- 2) Library Site Phase 1: Install on track, working to secure installer and confirm irrigation needs, funded through Weezie grant. (Hadley Berkowitz/Sam Nelson)
- 3) Spring Tree Work: Taking Arborist recommendations and coordinating with DPW on pruning recommendations (Mary Moore/Dick Stoner)
- 4) Sawin sign restoration completed and frogs bronze statue on rear patio pending (Margaret Powicki)
- 5) Campus plan/vision shared, ARPA requests, close coordination with DPW. (Sam Nelson/Janet Walsh)

Use of ARPA Funds: Request Process & Priorities (Elizabeth Johnston)

To date: Submitted campus work, masonry stairs

Mary Moore: Sam Nelson and Janet Walsh working on Campus Plan, good collaboration with landscaping Phase One from work presented by Hadley Berkowitz. Hoping we can get ARPA funds to do this.

Brian Connolly: Consultant hired by town to review proposals. ~\$900K left in ARPA funds.

Finance Committee (Frank Orlando)

Saltonstall Fund / second fund: Previous 5 years – provide 4.5% offset contribution for Library: \$62,092 for maintenance (not much right now, not in new library yet).

Under Consideration: Potentially repurpose to pay for Grant Anticipation Note due end of June. Last state grant comes at Occupancy – we borrowed to pay contactors knowing the grant money is coming – working through options. Looking at existing \$2.8M funds/endowment, is there any part of that we can use toward the \$363K due at end of June 2022?

Brian Connolly: Some precedent for this. Back in 2019, Trustees voted to cover some cost overruns (~\$284K). Analysis was done to understand what might be needed from the endowment.

Mary Moore: In 2019, we provided visibility into terms of endowment, directed use, etc.

Brian Connolly: Analysis of 11 separate funds, with different restrictions for use, now underway.

Technology Committee (Elizabeth Johnston/Frank Orlando)

Most on hold until access to building is ready.

Working with IT consultant for the town. There is a phone system extension of the town - no one can enter the library building at this time. Frank will contact the consultant and let them know.

Card Readers (Change Order) for Library Entrances – incomplete Change Order, we don't have the information. Recommendation is to hold off for now – don't delay library opening.

Q. Can we run cabling or conduits now to prepare for the card readers? A. Frank Orlando will investigate.

Community Relations/Communications (Brian Connolly, Kristiina Almy)

- 1) Update Letter - what is going on, process – need a better sense of the calendar – should have that in early April.
- 2) Public Forum when we have a date / all remediation work / Budget & Costs
 - a. Must have set in stone Opening Date
 - b. All budget / costs ready to go
 - c. Be prepared for lots of questions/solid answers

Q. Can we mention a season/Fall in the letter for opening? A. Yes.

Will let them know a date will be available at a public forum in May/June.

Sue Lepard: Agreed we should do an update letter prior to Town meeting. We don't want to put an actual date out there until we you know that the certainty. For the forum, it's critical to anticipate certain questions and be prepared to answer those questions in a public forum. May be impacting other voting decisions in town.

Reinforce this opening delay is all about Public Safety measures. People can appreciate that coming out of a very a two year of public safety period and people can appreciate that need to continue to be cautious and take every health measure, so this can truly be a great community library.

Brian Connolly will meet with Sue Lepard to review history of library project and town communications including the forums.

Q. If we are asked for a date, what should we say? A. It will likely be this fall, we've had to address public safety measures to ensure we have the best and safest opening.

Mary Moore: Brian did a really nice job at the select board meeting the other day providing a concise sort of status of where we are. It was empathetic, but direct and to the point.

Director and Assistant Director Reports (Elizabeth Johnston, Director; Liz Anderson, Asst. Director)

Hartney Greymont invoiced for the annual tree care (\$5,805). We started with beech trees, it's extended to the entire campus during construction, not just the library. The Library has been doing this for six years. Can we skip one? Could Sean Killeen advise? Trustees would have to vote on this.

Jeff Waldron said Town might be able to help. Maybe ARPA funds?

Mary Moore: Phase 1 Landscaping piggyback? Private funding? What is the minimum to get the beech trees done?

Elizabeth Johnston will discuss with Sean Killeen to know where this is going. She will hold off on signing the contract.

Third quarter operating budget was distributed. 10% surplus, postpone hiring replacement children's librarian until we're in new space?

Liz Anderson: A little more than 50% through the fiscal year. eBook stats are way up from last year. Following town guidance with masks - no masks now. The library has been really busy. Many people are asking when the library will open. Library staff could really use a response (referenced Frank Orlando's request for same earlier in the meeting).

Next Trustees' Meeting: April 19, 2022 7:30pm virtual.

Adjourn to Executive Session

Chair: 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 unanimous. Adjourned to Executive Session at 8:38 PM.

Submitted,

Mary McKenna, Recording Secretary