

## Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, May 17, 2022

### **Trustees Participating**

Erin Carroll  
Brian Connolly (Chair)  
Christopher Kenney  
Maximilien Klaisner  
Sue Lepard  
Seth Malloy  
Mary McKenna  
Frank Orlando  
Tom Van Langen

### **Other Participating**

Elizabeth Johnston (Library Director), Sean Killeen (DPW), Mary O'Hara Moore & Margaret Powicki (Landscaping), Liz Anderson (Assistant Library Director) Irene Saranteas Bassalee (Friends), Deb Siefiring (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 7:32p

### **Vote to Adjourn to Executive Session 7:36pm**

### **Return to Public Session – Public Meeting Start at 7:45PM**

### **Chair Report**

#### **Voting of Minutes**

Brian Connolly requested a vote to approve minutes from meeting held on April 19, 2022, Motioned by Erin Carroll, Seconded by Frank Orlando, unanimously approved.

### **Chair's Report** (Brian Connolly)

Town election results – low turnout

Tom VanLangen, Seth Malloy, Mary McKenna, Brian Connolly elected

New Members: Tom VanLangen: Snow Street, 6 years (Amy VanLangen's husband)

Works at VMWare in cybersecurity, worked in Finance for many years prior

Seth Malloy: Western Ave, 6 years, Sherborn- Sherborn Walks co-author, Software Developer

Trustees Officers: Mary McKenna: Recording Secretary, Frank Orlando: Treasurer, Brian Connolly: Chair  
Need to vote on these

Motion to approve by Sue Lepard, Seconded by Erin Carroll, Unanimously approved.

#### Subcommittees in Need of Participation

Technology: Seth Malloy volunteered

Finance: Tom VanLangen volunteered

Personnel: Erin Carroll has been on this subcommittee and shared her experiences, Brian Connolly and Elizabeth also shared responsibilities of members serving on Personnel

Planning Committee: Plan ready (from 2016) but needs updating when open in Q4 – will need participant then

Community Relations: Sue Lepard and Max Klaisner will continue on this committee. Building Reopening; reintroduction to community key this year.

Members can let Brian know if they are interested in joining new committees in the next few weeks.

Discussion of start time of BOT meetings: Keeping meeting start at 7:30pm

Two new meetings on Library Project now – tightened up Project Management

Wednesday at 2pm after Project OAC meeting

Town only, follow up on OAC meeting actions – midweek check-in

Thursday 9am – Budget Review with town officers (Deb Siefring, Heidi Doyle, and CHA members)

Detailed budgets, invoicing, very integrated and helpful

#### **Friends of the Sherborn Library Report** (Irene Saranteas Bassalee)

Amy VanLangen is stepping down after three years as President. Thank you, Amy!

Irene Saranteas Bassalee is the new Friends of the Sherborn Library President.

Arts and Craft Fair 2022 (50<sup>th</sup> Anniversary) – in line with previous years \$11K - Friends net \$8K  
50+ vendors; 7 food vendors; Not as much foot traffic but business was good, and a lot of local participation with community tables

Welcome Committee Playground Social on Saturday

Summer Concerts lined up: June 29, July 6, 13, 20 @ Jameson Field

One open position on Friends

#### **Subcommittee Reports**

##### **Building Committee** (Chris Kenney)

LBC 5/2/22 Mtg Updates

##### a. BCG Materials

a. Pay Application #48, for period 12/1/21-2/28/22

i. Certified amount of \$388,946.40 approved pending liquidated damages deductions

##### b. Invoices and Requisitions

a. Bristol App #1 for \$80,000 for abatement work completed on time & material basis

i. Back-up verified by CHA, LBC voted to Approve

b. Bristol App #2 for \$180,002.70 for abatement work completed on time & material basis

i. Back-up verified by CHA, LBC voted to Approve

- c. OPM Reported Progress Review/ Schedule
  - a. CHA reported that by 4/29 we received clean test results for the building and Smith & Wessel has confirmed the results and are working on finalizing their report.
  - b. Apex, Mechanical Subcontractor, to start their survey work on 5/6
    - i. Durations anticipated to increase, updated schedule due week of 5/2 which will tie in remaining activities.
  - c. Abatement worked progressed well, saving on demolition work. CHA noted small duct sections were left to be completed by 5/4.
  - d. BCG / 5 Star were scheduled to restart Skylight work by 5/6. Their own window retest was scheduled for 5/2, CHA notified to complete their own test.
    - i. Questions regarding what was fixed were raised and Architect, Peter Byerly explained they are awaiting the test results before recommending complete their own retesting
  - e. BCG resumed weekly OAC mtgs on site
- d. Project Budget
  - a. CHA reported revisions underway adding change requests, change order being reviewed at next meeting.
  - b. Peter Byerly discussed (2) changes
    - i. Change Request #197- Additional low voltage work needed at auto door operators that was not covered, interface needed for (2) at the restroom doors
    - ii. Change Request #198 – Involves additional life safety work including Fire Alarm wiring, exit sign based on a walkthrough with the building inspector
  - c. No Budget Update presented, CHA working to towards and update for 5/5 and will forward to LBC after for review before next meeting
  - e. Next LBC mtg on 6/6

Daily reports have shown activities in Children's Room, fire alarms, etc. Wrapping up open work.

Updated budget was distributed after the meeting on 5/2/22.

Still waiting for new project schedule from BCG.

3-6 weeks after APEX finishes duct work contractors can finish up.

Town can issue a formal request for a schedule (due monthly) will remind them.

#### **Landscaping Subcommittee (Mary Moore)**

Presentation (please see attached) and a Recommendation for Phase One work

3 vendors bidding for Phase One: \$58-62K (plan/budget previously presented) found a good vendor (BW Giovanella & Sons) Great references.

Needs approval by BOT. Installation is ~2-4 weeks for work (June/July).

Sean Killeen / DPW will handle arborist-recommended work – will do in the next 30 days.

Need approval for root fertilization and other work – Stumpy's won't do fine pruning, need to get bids.

Temporary watering system – spigots, soaker hoses, etc. DPW will back up with water trucks if any issue

Brian Connolly Note: Q4'21 \$75K grant from Weezie Foundation for Landscaping (only)

Q. Other bidders - \$10K higher on one, plus looked at entire scope, not just cost

Reviews of plan for Phase One – beautiful vision – educational, native, sustainable.

Gifts as well (trees, etc.) have been offered.

Reviewing schedules to prevent any access issues for contractors.

Brian Connolly motioned to use Weezie funds for Phase One Landscaping. Mary McKenna seconded. Unanimously approved.

Rob Evans is doing a mural for Children's Room (FOSL-funded) Mary Moore will reach out to see if this summer works for Rob.

**Finance Committee (Frank Orlando/Brian Connolly)**

Requested from UBS annual contribution \$62K

Endowment Down 11% YTD (~\$322K) Saltonstall Foundation grant for \$200K Elizabeth Johnston procured has really helped

Frank Orlando will bring Tom VanLangen up to speed as he joins the committee

**Technology Committee (Frank Orlando/Elizabeth Johnston)**

Will resume weekly meetings starting this summer (7:30pm Thursday)

Town Hall telephone system, server, card readers for entrances(?), need some appliances for kitchen

**Community Relations/Communications (Max Klaisner, Susan Lepard)**

Max Klaisner review/refactor reopening plan, will meet with Brian Connolly and Elizabeth Johnston  
Community Communications need to be added

**Director/Asst Director Reports (Elizabeth Johnston, Liz Anderson)**

Elizabeth Johnston (Director)

Margaret Powicki was one of the Fair founders (50 years ago) Still attends BOT calls, thank you!

Donor signage (for named spaces in the Library) is being reviewed. Will work with donors.

Richard Saltonstall Charitable Foundation wants an interim report about Library services during the pandemic (reported library forward - usage increase). Part of whole group asked to report.

Liz Anderson (Asst Director)

Programming – COA Intergenerational program (Friends and COA)

Launch of second Dover Sherborn Community Read: White Space – discussing with author

Joined Minuteman Innovation Working Group – selecting a new catalog, currently looking at an open source system.

FAQ sheet at Front Desk about Library Project, few questions. But they do get a lot of comments – “Library looks great.”

Q. What catalog systems are you looking at? A. Aspen Group, Vega, BiblioCommns (BPL system)

Brian Connolly noted Library Programming is exceptional for the size of our town. Liz Anderson said librarian Maureen Hayes has been doing a great job with this.

Q. Any ARPA update? A. Deb Siefring – Group is working together, including Jen Thompson a hired consultant. 4 people working on group. Bringing recommendations to Select Board in ~2 weeks

Frank Orlando: Heidi Doyle, Deb Siefring and others invited Frank to review funds the town handles.

Frank Orlando motioned to adjourn the meeting. Sue Lepard seconded. Unanimously approved.

Adjourned 8:53PM.

Submitted,

Mary McKenna, Recording Secretary