

**Virtual Meeting of Sherborn Library Board of Trustees
Tuesday, August 16, 2022**

Trustees Participating

Brian Connolly (Chair)
Christopher Kenney
Maximilien Klaisner
Susan Lepard
Mary McKenna
Seth Molloy
Frank Orlando

Other Participating

Elizabeth Johnston (Library Director), Jeff Waldron (Select Board), Irene Saranteas Bassalee (Friends), Liz Anderson (Assistant Library Director), Heidi Doyle (Sherborn Treasurer), Sean Killeen (Department of Public Works)

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 7:32pm Executive Session was a joint meeting of the LBC and the Library Trustees.
Roll Call Vote to Enter Executive Session: LBC Unanimous

Brian Connolly: I would like to Adjourn to Executive Session under the following exemptions, to return to Open Session, 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 7:43PM

Brian Connolly (Chair) (Aye), Christopher Kenney (Aye), Max Klaisner (Aye), Sue Lepard (Aye), Mary McKenna (Aye), Seth Molloy (Aye), Frank Orlando (Aye)

Return to Public Session 8:06 PM

Chair Report (Brian Connolly)

Voting of Minutes

Approve the Minutes from the June 21 public session by Mary McKenna.
Motioned by Frank Orlando, Seconded by Sue Lepard, Unanimously Approved

Update on the Library Project to the Select Board Meeting August 11, 2022

Project Financials Summary

Risk Profile is Decreased, good progress toward completion

Bond Anticipation Note included in Heidi Doyle's bond request

Library payments to date \$12.2M from the \$14.6M budget

Trustees donated \$320K of Endowment for Library Project + \$62K contribution to Town Ops and returned \$57K from FY'22 budget

Library received \$275K Grants toward Project in 2022, applying for more in September Tour for MBLC on August 2, 2022. Tom Gatzunis led tour, great job.

New Sanger St sidewalk looks excellent, great asset for reopening.

Friends of the Sherborn Library Report (Irene Saranteas Bassalee)

Last concert of Summer series was July 20.

Sept 8 Board meeting of Friends with new members.

Q. Any update on request for documentary re Rob Evans painting the mural?

Brian Connolly reached out to Mike Klein from high school, waiting to hear back

Jeff Waldron~~er~~ reaching out to Gary Goldberger.

Subcommittee Reports

Building Committee (Chris Kenney)

LBC 8/1/22 Mtg Updates

a. BCG Materials

a. pay requisition #49 discussed

i. BAA/CHA comments involve missing credits

1. Awaiting BCG ~~reponses~~reponses

b. Invoices and Requisitions

a. Tucker Library #44170 dated 7/29/22 in the amount of \$960 for storage

i. One storage unit closed, (3) pallets of materials sent to WB Meyer warehouse

1. Approved for payment by LBC

b. Apex Pay Application #2 for work completed through 7/31/22 in the amount of \$362,748.95 for the new ductwork (approx. 63% complete)

i. Approval pending in joint LBC mtg 8/16

c. Harbor Networks Telcom work

i. \$12,444 - LBC Approval pending

d. CHA invoice (received 8/16), per the agreed lump sum monthly fee

i. Invoice #16 through 7/29/22 for \$10,800- LBC approval pending

c. OPM Reported Progress Review/ Schedule

a. Progress

i. Apex finished 2nd floor duct replacement, working in basement, Mech rm work started, open area on north side underway, south side to follow

ii. BCG working on curtain wall header starting on 8/4, testing to follow

iii. Pavilion ~~F~~floors under contract, submittals for carpet sent to BAA, 4-6 weeks lead time for product from placement of order

iv. Exterior- BCG picking up punch list items

- v. Elevator passed inspection
- vi. MBLC to tour project week of 8/1
- b. Schedule
 - i. CHA to forward schedule update
 - 1. Substantial completion – end of October
 - 2. Final completion – end of November
 - ii. Robert Evans muralist busy through mid Sept, LBC to forward completion dates
 - iii. Biggest risks – Commissioning of takeover work
- d. Project Budget
 - a. Provided post LBC, budget review schedule for next LBC mtg
 - i. \$180,740 in changes \$99 deduct (GC), \$113 add (OPM extension) \$166K add (duct work).
 - ii. Total project costs at \$ 14,513,849
- e. Next LBC mtg on 9/6/22

Landscaping Committee (Mary Moore)

- 1) Delay for Phase 1 install due to severe drought - will determine in Sept new timing and still need to finalize watering estimate and funding
- 2) Pruning/tree work delayed due to sidewalk install
- 3) Starting to plan outreach/PR in Fall
 - “Why Natives Matter” article
 - Share landscape plan
 - Publicize donation guidelines and confirm recent gifts
- 4) Staircase (ARPA funds), will revise contract to new timing
At the 6/9/22 mtg, Select Board included ARPA Proposal Sam Nelson, Margo Powicki, and Janet Walsh worked on called *The Transformation of Town Campus*. Proposal includes new walkways, lighting, tree work, and landscaping around the town campus, and \$36,000 for library hillside steps.

PR work to be done around Natives, Landscape Plans and Donations Guidelines and Gifts

Mary will coordinate with Sue Lepard and Max Klaisner

Sue Lepard: If local cable network is doing video on the mural/interior, we should consider a video about the outside of the library. Mary Moore will bring it up in next Landscaping meeting.

Sue Lepard: Three videos - The Project, The Mural, The Outside - would build a lot of good will

Donor Dignage & Deposit Funding (Elizabeth Johnston)

Donor signs are being fabricated (slate) room names

Wood signage for Donors Names for Children’s Room/Treehouse

One large plaque with tribute and 44 benefactors

Lead time is needed – Deposit for materials \$5,000 from Signage budget is required

Sherborn Library Interiors approved the signage

Brian Connolly: Motion to approve \$5,000 for signage deposit

Motioned by Mary McKenna, Seconded by Sue Lepard, Unanimously Approved

Elizabeth Johnston: Moving plans are also in the works. Collecting proposals, coordinating with some LBC member, ~~H~~interior ~~D~~esigners, and PM to get costs. Will report back with more details.

Finance Committee (Frank Orlando)

July good month up \$114K on Endowments

Thursday morning meetings continue, keep Project aligned on financials and borrowing with Heidi Doyle and Deb Siefring

Covering Library contribution - \$169K from Town Endowment Fund UBS received by town toward \$318K Board of Trustees total committed. UBS will send remainder to Sherborn Library for correct assignment code.

Technology Committee (Frank Orlando)

IT project is on hold but as soon as Apex finishes in ~2 weeks, will have a lot of activity
Sprinkler heads installed, servers, Superior will finish WiFi, telecom.

Then AV equipment installation will start - less than 100 days to Certificate of Occupancy.

Community Relations/Communications (Maximilien Klaisner, Susan Lepard)

Max Klaisner: Library Opening Plan – working with Elizabeth – need detailed breakdown on opening, communication, etc. Keep in mind Substantial Completion vs Opening Date. Sue Lepard has the plan now and will be part of this project moving forward.

Sue Lepard: Still in limbo on date. Great if we could pursue a three part docuseries: The Project, The Mural, The Outside. Great for community building.

Max Klaisner: Schedule for Exterior (Landscaping); Interior, could do storyboards now.

Brian Connolly: Use last week of November / first week of December as the Opening Date to develop content. Once we get more clarity, we'll also do an update to the town.

Sue Lepard: Holdoff until concrete opening date.

Max Klaisner: We'll create a breakdown of schedules, tasks, PR. Move the date if possible.

Mary Moore: There is a good amount of PR from the start of project that would be very useful to for the go forward PR.

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

Five year Plan started at beginning of Project. Has been adjusted as Project delays have changed goals and schedules. Elizabeth Johnston shared with Mary McKenna. Suggestions for an updated plan were shared.

Planning to distribute a draft for the Trustees to review, and possibly approve, in time for the September meeting.

File with the state Board of Library Commissioners once approved – sets us up for more incentive grants from the state (for next year).

Mary McKenna: Great plan, great content, would benefit from some reorganization for a high impact presentation.

Q. Post-Covid will you incorporate more virtual programming in the long range plan given the successes of these programs? A. Yes definitely, we'll bring these out more with more emphasis, they were in the plan even before Covid,

Director and Assistant Director Reports

Elizabeth Johnston:

Distributed to Trustees Q1 operating budget status.

Liz Anderson has taken over spreadsheet to track internal operating expenses. Quick study. First quarter report was done by Liz Anderson.

Liz Anderson:

Elizabeth Johnston has been training me on a great deal of library procedures, much appreciated.

Lighting training last week with Accuity. "Smart Lighting" with great automation potential.

Submitted my first annual report to the State. Now working on the financial report – due in October.

Looks like healthy funding this year from the state, we should see more coming our way.

Brian Connolly: Select Board Executive Session September 8 at 6:30p will cover the Library Project.

Also, Elizabeth Johnston hosted this meeting on vacation, much appreciated.

The next meeting of the Library Board of Trustees is Sept 20, 2022.