

**Virtual Meeting of Sherborn Library Board of Trustees  
Wednesday, January 26, 2022 @ 7:30 pm**

**Trustees Participating**

Kristiina Almy  
Erin Carroll  
Brian Connolly (Chair)  
Christopher Kenney  
Mary McKenna  
Frank Orlando

**Other Participating**

Elizabeth Johnston (Library Director)

Jeff Waldron (Select Board), Eric Johnson (Select Board), Mary Moore (Landscaping), Janet Walsh (Landscaping), Hadley Berkowitz (Landscaping) Liz Anderson (Library), Amy VanLangen (Friends of the Sherborn Library), Diane Moores (Interim Town Administrator), Margaret Powicki (Landscaping), Sam Nelson (Landscaping)

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 7:33pm.

**Chair Report**

**Voting of Minutes – December 21, 2021**

Brian Connolly took a vote to approve minutes from meeting held on December 21, 2021, which were Motioned, Seconded, and Approved Unanimously.

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

Diane Moores is the interim town administrator as David Williams resigned. She has been helping us sign documents already.

This meeting was meant to be with the Library Building Committee (LBC). Bid deadline was extended due to single bidder. LBC meeting moved to Feb 7, 2022.

Only one bid to date for ductwork replacement – extended deadline to tomorrow. Will use Feb. 7 LBC meeting to approve. Trustees will delegate their approval authority to Chris Kenney if a single bid within estimate range, if no trustee quorum.

Brian Connolly Motioned if no quorum on the Feb 7, 2022 at LBC meeting, and bids are within budget, Trustees designate approval authority to Chris Kenney. Seconded, Approved Unanimously.

Saltonstall grant for \$200K was approved, will be used to offset library operating expenses (expected to range from 2-4% of grant amount based on investment ) annually. A second application is pending for another \$200K from Saltonstall. These offset town funding.

We may be on track to get \$475K between Saltonstall and Weezie Foundation for library funding. Great work from Elizabeth Johnston and others to get these grants.

Question came up on Community Center – do we need to extend lease? We are month to month, need to give them 60 days notice. They are very supportive of the Library.

Town Calendar dates are filling in:

Library Budget Review (2/2/22 @ 7PM) with Advisory. Brian and Frank

Advisory Public Hearing 3/26/22

Post Library Town Report 4/6 Will include library reconstruction annual budget

Library's Report for the Town Annual Report due 2/7/22. Great job by Elizabeth Johnston with some Chair edits.

Town Meeting 4/26/22

3/3/22 or 3/5/22 Town Caucus

5/10/22 Town Election

On the ballot:

Brian Connolly, Bruce Eckman, and Kristiina Roberts Almy are on the ballot this year.

Kristiina Roberts will not run again

Let Brian know if any strong people available and willing to serve on the Board.

Looking for new people to serve on town committees.

Brian J. Connolly 2025

Bruce K. Eckman 2025

Mary McKenna 2024 (completes the resignation term)

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

Postponing Book Sale to end of March or early April for a revised date.

Assuming the Craft Fair will be held in person this year, working on a date and location.

### **Subcommittee Reports**

#### **House Subcommittee & Library Building Committee – Chris Kenney**

##### **LBC 1/3/22 Meeting Updates**

- a. BAA Materials: None
- b. BCG Materials: None
- c. CHA Materials: None
- d. Project Budget
  - a. Update by CHA pending reconciliation with Town's accounts
    - i. Per 12/6/21 update, Total project budget was identified \$14,411,423.
      1. Construction was identified as \$9,089,548.
        - a. Included Design Consultants architectural services extension
        - b. Included Management & Support Services- OPM extension
- e. Invoices and Requisitions
  - a. BAA Invoices: Under review, none presented for approval

- b. CHA invoice: None
  - c. WJE (Window Testing Agent)
    - i. CHA to review and submit invoice totaling \$12,250 for payment
  - f. OPM Reported Progress Review/ Schedule
    - a. CHA introduction made for Thomas Gatzunis Jr. who joined CHA team to provide daily reports on BCG progress with items being completed under protest.
    - b. Progress reported:
      - i. Basement ramp for ADA access
      - ii. Hardware
      - iii. Cedar siding repairs
      - iv. Curtain wall at 1 line
        - 1. Windows remedied, confirmed by BAA, re-testing TBD
    - c. Contractor Schedule: Update due with next requisition
  - g. Abatement & Duct Replacement Bidding
    - a. Bristol Environmental awarded abatement work
      - i. Award letter to be issued by Town week of 1/3
      - ii. Submittals, 10-day notification, and mobilization anticipated 3<sup>rd</sup> week of January
        - 1. Coordination with BCG: notifications , acknowledgement of occurrence to be discussed at preconstruction meeting, date TBD
          - a. Any additional BCG work to be tracked on Time & Materials basis
    - b. Ductwork replacement: Bids anticipated on 1/20/22 (Deadline was extended to 1/27/22)
    - c. Brian Connolly explained public update on schedule to follow receipt of ductwork bids and contractor's schedule.
    - d. CHA explained the focus remains getting the building work completed.
    - e. Any options for occupying the new construction would be challenging with systems set up for single building
      - i. CHA/ BAA to review and advise if/how to approach Building Inspector
- 1/26/22 CHA updates
- f. CHA met with the abatement and demolition contractor Bristol Environmental to do a walk-through to review coordination items for utilities and services to facilitate the removal of the existing ductwork.
    - i. Bristol intends to start this coming Monday, January 31,
    - ii. They expect about 4-weeks' worth of activity to complete.
  - g. Bids for the new ductwork replacement scope are due tomorrow (1/27/22) at noon at Town Hall.
  - h. BCG today said that their work is winding down, and they don't intend to be on the site beyond next week.
    - i. Said prior to retesting failures: several of the curtainwalls today with three failing water tests.
      - 1. CHA will write up a quick summary
        - a. Issue will remain outstanding besides the abatement work from completing the project.

Q: Weather protection and heat use in the library – is someone watching this? A: It's being monitored and would be noted in the daily report; since the library is enclosed now, it's not the issue it was previously and seems fine.

Next LBC mtg on 2/7

## Landscaping Subcommittee - Mary Moore

Mary Moore: Hoping after these presentations the Trustees can provide an initial go ahead on the plan.

Sam Nelson:

- 1) Landscaping Goals: Beautiful, educational, and bring people together in a community space
- 2) Maintainable Landscape is key as there is no irrigation onsite; keeping this in mind with new plantings.
- 3) Subcommittee is very budget minded: will solicit competitive bids. (Subcommittee has three experienced members who have experience in this area.)
- 4) Would like to come up with a Gifts and Donations Policy (Trees, benches, etc.) with the Trustees.

Hadley Berkowitz:

(PowerPoint Presentation is an attachment to these Minutes: Sherborn Library 1.26.22.pdf)

Overview of Presentation: Committee Vision

8 Distinct Gardens ranked in priority – easily split into different phases

6 Gathering Spaces (added additional Outdoor Reading Room)

Phase 1: First 5 gardens - Could be split over Spring/Fall

Children's Wing Entrance: Butterfly Garden

Children's Discovery Garden (Viewing Platform not part of Phase 1)

Sanger St Entrance Include Bluestone from original stairs

Will get three estimates for Phase One (~\$53K)

Phases 2 & 3 Remaining Gardens (~\$32K) Could be split Spring/Fall

Improving public spaces ideas: use colorful furniture, can use inexpensive tables and chairs.

Adding shade trees on campus. Also flowering apple trees.

Tree work ~\$7500 – Getting estimates for Phase 1. Pruning, removing declining trees, etc.

Will investigate to see if Retention Pond can be used in the design.

Next Steps: Tree work, get three estimates, discuss pond use with authorities, explore different irrigation options.

Q: Any advantage to do all the work in the Spring or do separate projects in Spring and Fall?

A: We'll get economies of scale if everything is done in Spring, but there are irrigation issues and we'll need volunteers to water new plantings. Might be easier to coordinate Spring/Fall, fewer plants to water.

Comment: Sidewalk is being extended along Sanger. May be done by the Spring.

Q: Patio work may not be finished in Spring (ask Sean Killeen) – will this put plantings off?

A: Will coordinate with Sean Killeen. Starting at other entrances may be safer.

Q: How to keep retention pond filled?

A: It will change, it's a storm water pond – will be dry on occasion. Pond use needs to be signed off on – engineering. Choosing plants that will withstand wet/dry environment.

Brian Connolly: Outstanding work. We have Weezie grant for \$75K. Great work presented and we the funds to do it. Privately funded and beautiful.

Comment: Design will also really help orientate people to the new entrance.

Brian Connolly brought Motion to Endorse the Library Landscaping Plan, Seconded, Unanimous Approval

## Finance Committee - Frank Orlando & Elizabeth Johnston

Elizabeth Johnston: FY23 budget discussion

a) Presentation to the Advisory Committee on Wed. 2/2 at 7 pm via Zoom (quorum of trustees is not required – no vote taken) Library budget is the last group.

Frank Orlando:

b) Preliminary discussion of FY23 endowment subsidy (\$60-65K). Use previous 5 years balance - limited to 4.5%

c) Saltonstall Grant is in for \$200,000.

d) Heidi Doyle (Town Treasurer) very recently sent a note to Brian Connolly and Frank Orlando: Grant Anticipation Note – portion due in June (total \$700K, but we need \$363K for June because MBLC did send some funds up front). MBLC final grant amount - library has to be open. If we need to may use UBS – could borrow against the endowment fund (1-2 months) as a margin loan if necessary. MBLC may pay earlier if we are close. Looking into this now.

e) Correction to Annual Report Draft – aligned endowment numbers with end of calendar year (new numbers show \$50K growth on \$2.5M)

### **Technology Committee - Frank Orlando**

On Hold, rack/equipment moved out of main IT area for abatement work.

Follow up with Steve Brown at CHA – scan card entry on automatic doors (Main and Patio), may want to add lower entrance, would be consistent. Access management will also be needed.

### **Community Relations/Communications - Kristiina Almy**

No update from this group, next month we should be able to discuss potential date(s) and communications about the opening. Waiting on last bid and scheduling.

- Reopening Project Plan will be restarted (tabled due to ductwork delays).
  - o Can put a plan together now, and when we get a date, fill in the plan.

Comment: Temporary Permit of Occupancy in March?

Insurance – move from builder’s, put on Town Property & Casualty (needs to be confirmed).

Is Temporary Occupancy public occupancy? Can be adjusted by local authorities.

May discuss this at LBC meeting (could cut expenses, move people in, set up prior to public occupancy)

### **Director and Assistant Director Reports - Elizabeth Johnston (Director) Elizabeth Anderson (Asst Director)**

Director Report: Hired Kristy Barnard – used to be a volunteer, on the Friends, and worked in the Natick Public Library. Only applicant with public library experience – solid hire.

Will send Saltonstall check for \$200K to UBS.

Will edit and distribute Annual Report and Budget for Trustees review. Submitted the FY’23 budget request.

Assistant Director Report: Following Board of Health recommendations. People still wearing masks. Some people asked about curbside but never formal request.

Received grants for several programs, Council on Aging program, joint program with Dover Library and DSHS: Diversity, Equity, & Inclusion book. Joint program: Holliston, Sherborn, and Natick Historical Society: George Washington’s travels through this area.

Brian Connolly: Any other business before we adjourn to executive Session? None.

**Adjourn to Executive Session**

Brian Connolly: I move to 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)

Brian Connolly Motioned, Seconded, Roll call vote: Kristiina Almy (Yes), Erin Carroll (Yes), Brian Connolly (Chair) (Yes), Christopher Kenney (Yes), Mary McKenna (Yes), Frank Orlando (Yes)

Adjourned to Executive Session at 8:48PM

Submitted,

Mary McKenna, Recording Secretary