

**Virtual Meeting of Sherborn Library Board of Trustees
Tuesday, July 19, 2022**

Trustees Participating

Erin Carroll
Brian Connolly (Chair)
Christopher Kenney
Susan Lepard
Frank Orlando
Tom VanLangen

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 7:30pm

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 7:33PM

Erin Carroll (Aye), Brian Connolly (Chair) (Aye), Christopher Kenney (Aye), Sue Lepard (Aye) Tom Van Langen (Aye)

Public Meeting Start: 7:50 PM

Chair Report (Brian Connolly)

Voting of Minutes

Welcome and thanks for hanging on for a few minutes beyond our 7:45 estimated time. We just completed the Executive Session.

I would like to approve the Minutes from the June 21 public session by Mary McKenna. Can I get a motion to approve the June 21, 2022 public session minutes?

Motioned by Susan Lepard

Seconded by Chris Kenney

Unanimously Approved

Brian Connolly:

- 1) July 11 Library Building Committee meeting was a very positive meeting. Chris Kenney can provide all the details.
- 2) Sanger Street sidewalk construction is underway. Sherborn was awarded a roughly \$160,000 grant from the MA Complete Streets program, and the Town and the Select Board, along with Sean Killeen and DPW, chose that part of Sanger Street to put in a sidewalk, and I want to thank Sean and Jeff Waldren on behalf of the Board. It's really going to enhance the Library. It's definitely needed, but it wasn't within scope, but it's really going to make a huge difference.
- 3) The Thursday meetings with Frank Orlando and Heidi Doyle and Deb Siefring and Sean Killeen and myself, those have really helped wrestling the finances to the ground and, similarly, the Town meetings on Wednesdays with Elizabeth Johnston and Sean Killeen and Frank Orlando are also really helpful.
- 4) A Community Relations topic: Irene Saranteas Bassalee is next on the docket for the Friends of the Library Update, and this is related to the Friends. Elizabeth Johnston got an email from Richard Robinson, a long-time town resident. He's suggesting that we consider doing a kind of videography or documentary of Rob Evans, the muralist, while he paints the mural in the Children's Room this Fall. Rob is from Sherborn, and he's a nationally known muralist. Richard is suggesting that while he's very aware of the costs of the project, is it possible for the Trustees and/or the Friends to find private funding to get a professional videographer for this? I'll segue over to Irene from the Friends now. This something we just heard about recently, and we're just looking for thoughts and reactions.

Irene Saranteas Bassalee:

Good evening to you all. As far as this project, Elizabeth Johnston and I responded by email about an hour before this meeting. We'll support whatever publicity efforts the Trustees and our Friends Board think would be a good idea for the mural. Note that professional videographers can be very expensive. We're open to any feedback that the Trustees have for recommendations or low cost alternatives. It's certainly on any nice to have list, but it's not necessary. I'll open it up to you all; my educated guess is that it would cost at least \$10,000 for a professional videographer.

Brian Connolly:

My first reaction when I heard about this was maybe we could get Mike Klein at DSCTV or Mr. Sweeney who runs the media department at the high school, to consider recruiting students for the project. Richard wrote in the email we'd need may someone more professional than local volunteer groups. I'm very cost conscious along with Irene, so I think we should at least explore it.

Susan Lepard:

The high school and the local cable network have some very talented people who do that kind of work. There are senior projects in senior year and this would be great project for a group of film students, some are tremendously talented. It's a great way to get them to help them build a portfolio and also really do a meaningful project. It may be more meaningful if it's done by someone in the Community.

Erin Carroll:

Just exploring, was Richard looking for the documentary to be some sort of revenue generator to help cover the increase costs of the Library Project?

Brian Connolly:

I think it was more documenting the mural process, and Rob Evans, as a nationally known muralist, for the historical record. We could leverage it for communications, but I don't think it's a revenue play.

Chris Kenney:

It's an opportunity that we don't want to miss because you can't go back and recreate this in any meaningful way. I agree with Sue, we should be open to options to try to make this happen. You don't get to do this often as a town, and it would be nice to have a record of this.

Jeff Waldron:

I know Mike Klein and he's got a very talented team, including people like Doug Ambos here in town that works for Bose in his day job but volunteers for Mike. We could maybe do a hybrid - Gary Goldberger from Sherborn has a firm that does this kind of work professionally for corporations, and he might be able to give us some guidance and some ideas about technology or techniques or equipment. I can reach out to Gary. He could come to the August meeting of the Trustees.

Brian Connolly:

That's a great suggestion.

Friends of the Sherborn Library Report (Irene Saranteas Bassalee)

It's quiet on the Friends front over the summer, with the exception of our summer concert series. Three concerts already take place and tomorrow is the last one. All the concerts have been taking place at Jameson Fields, thanks to the Recreation Department. For each of the concerts we've had at least a one food truck. Our best attended concert was the first one, on June 29 before the holiday. Last week's concert attendance was 125+. The second concert on July 6, the week of the holiday, had ~60-80 attendees. Our Board member who's been coordinating these concerts suggested next year maybe skip the Fourth of July week. We'll make those determinations next year.

We had one vacancy on the Board but it has been filled and come September 8, we'll have our first meeting with our new Board members. There are no specific details about Fall events yet, but we have a few expected events like trunk or treat, a fall fundraiser, and a welcome committee event. Thinking about the library reopening, we'll plan around any of the events that the Trustees or the Library staff are having.

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Subcommittee Reports

Building Committee (Chris Kenney)

As Brian indicated earlier the LBC meeting held on the 11th was positive, we were able to talk about progress and potential completion.

LBC 7/11/22 Mtg Updates

a. BCG Materials

- a. No pay requisition presented, #49 is under review with BAA/CHA

- b. Invoices and Requisitions
 - a. Falvey Invoice #44170 dated 1/12/22 in the amount of \$5,600 for wood table refinishing was approved for payment by the LBC.
 - b. Smith & Wessel Invoice # 10436 dated 6/23/22 (Final) in the amount of \$16,070 for abatement monitoring, air sampling tests, and final report was approved for payment by the LBC
 - c. Apex Pay Application #1 for work completed through 6/30/20 in the amount of \$165,978.75 for the new ductwork (approx. 20% complete) was approved for payment by the LBC
 - i. July Pay application received 7/19 indicates approx. 63% complete
 - d. CHA invoices, with back-up letters were approved to be submitted for payment by the LBC per the agreed lump sum monthly fee
 - i. Invoice #09 through 12/31/21 for \$10,800
 - ii. Invoice #10 through 1/30/22 for \$10,800
 - iii. Invoice #11 through 2/28/22 for \$10,800
 - iv. Invoice #12 through 3/31/22 for \$10,800
 - v. Invoice #13 through 4/29/22 for \$10,800
 - vi. Invoice #14 through 5/31/22 for \$10,800
- c. OPM Reported Progress Review/ Schedule
 - a. Progress
 - i. Skylights tested and passed
 - ii. Refurbished chandeliers for the main reading room were installed, illuminated
 - iii. Door hardware work, automatic openers completed
 - iv. Punch list pick-up, painting and patching ongoing.
 - v. 6.9 line windows repair work pending subcontractor availability, BAA awaiting submittal on fixes for additional information
 - 1. Work anticipated week of 7/18, testing week of 8/1 per OAC mtg notes
 - b. Carpet replacement bids due 7/14, anticipated (2) bidders
 - i. need to award and release before next LBC was discussed, 6-8 weeks from award for delivery and install
 - ii. estimated budget was \$50-100K
 - 1. LBC voted to provided preliminary authorization to award pending review of the Bids
 - a. Bids received 7/14, Pavilion floors bid was \$55,940 complete with proper paper and ST Floor Covering LLC bid was \$104,000 with missing bid forms
 - c. Schedule
 - i. Substantial completion – end of October
 - ii. Final completion – end of November
 - 1. Community Ctr has an event scheduled for November, ok with temp Library furniture in place.
 - iii. Expectations for O&M manuals and as-builts being discussed
 - iv. FF&E commitments follow-up requested
- d. Project Budget

- a. No update provided, on-going minor refinements with subgroup (OPM, FO, Town) occurring on Thursdays.

Date of next LBC virtual meeting: 08/01/2022

Chris Kenney:

Brian if we if we need to or want to, we could take a vote to approve the Pavilion Floors work.

Brian Connolly:

This was only qualifying bid, and the bid was well below the range we anticipated in our budget.

Can I get a motion to approve Pavilion Floors?

Motioned by Frank Orlando.

Seconded by Susan Lepard.

Unanimously approved.

Brian Connolly:

Mary Moore is not here tonight; I don't know if there's anything new on landscaping?

Landscaping Committee (Chris Kenney for Mary Moore)

Mary Moore did a brief presentation at the LBC meeting. They're moving forward with the contractor BW Giovanella & Sons selected for Phase One work, which is primarily around the entrance toward Town Hall and the police station area. Some temporary irrigation is being set up, to support that plantings once they're in.

Elizabeth Johnston:

In an email I received from Mary Moore today she said the group is concerned with drought, so they're kind of getting back together to talk about how to deal with it, maybe even to wait on planting.

Chris Kenney:

The fall is typically a good time for planting for most species, there's no loss in waiting.

Jeff Waldron:

I'd also like them to consider that we unfortunately had to take the tree down right next to Town Hall that was in the island. Don't know how costly it would be to replace. It doesn't have to be part of their project, but it's a big absence.

Chris Kenney:

You recall that there were two parts of this plan: the landscaping right around the library, and evolving to work in step with the whole campus planning.

Jeff Waldron:

This tree is a very new development; it was just taken down a week ago. Three arborists looked at it; it was diseased and had to be removed. We may have to consider planting a young tree and just let it grow.

Finance Committee (Frank Orlando)

Last quarter was not a stellar performance period for Library Trusts. If you think about this as three groups of trusts: a main account UBS, a sub account, and an account with the Town.

We're down about \$261,000 for the three of them combined.

We sent the Town our annual contribution of about \$62,000 and there was another ~ \$4,500 of fees for the UBS account. The main account has \$2.4 million, the sub account has a quarter of million, as does the Town fund.

We continue to meet with the town on Thursday morning, so that Heidi Doyle can anticipate her borrowing needs for the project on the budget costs and the invoices coming in.

Heidi Doyle:

Thank you. I think it's come to a point where I really want to review the gifts that you had mentioned because it looks like we may need to tap into that next month. The Apex bill is going to be due. I need some type of a vote from the Trustees and documentation.

Frank Orlando:

I will give you the details for the account on Thursday and Brian will cover on it.

Brian Connolly:

We can do that, we've got the vote in the Minutes from last month's meeting, and we'll give you the letter you're looking for as well.

Heidi Doyle:

Great, thank you very much.

Frank Orlando:

The good news is the project seems like there are no more "gotchas" at this point, so we're pretty clear as to what's going to be needed when, and working with the financial requirements on a monthly basis, and reviewing these in our weekly meetings.

Any questions? If not, I'll move to the Technology Committee update.

Technology Committee (Frank Orlando)

We're pretty much on hold, waiting for ductwork to go in the computer area of the older part of the library. We do have a bid where need to go back to the vendor for the TELCO system installation, part of the town's TELCO system, and then we have to go back to our vendor, Superior, to finish up the wiring and the wireless network.

Community Relations/Communications (Susan Lepard)

Brian Connolly:

Sue Lepard is here and also Elizabeth Johnston who can provide an update on the project plan reopening that she worked on with Max Klaisner earlier this week.

Susan Lepard:

I'd like a copy of that plan, I haven't seen it.

Elizabeth Johnston:

It predates when you joined the Board, so it had to be updated, and Max Klaisner noted he needs to recirculate it to new recipients.

Susan Lepard:

I'll ask him to do that. Thank you. I've thought about things but I need to see the plan first, before I make a comment. Are there thoughts about a public meeting, or is that necessary at this point?

Brian Connolly:

I think we should do one, but only when we are 100% confident on the reopening date, so that would mean the meeting will be some time in the Fall.

Susan Lepard:

Do we have a general idea on the opening date?

Brian Connolly:

Chris Kenney said Substantial Completion at the end of October and Opening in November.

Chris Kenney:

Those dates have been stable for a couple of months, and the risk profile has gone way down, but the BCG must get back in there, and all the systems have to be started up, and the building inspector has to signed off on his list. We're very close, we're almost three quarters of the way through the ductwork, so once that's done the commissioning starts and then, we'll know that the building's ready.

Susan Lepard:

Does the technology installation delay anything?

Frank Orlando:

That can be done simultaneously and that should take less time than the than the finish work, which is projected to take about six weeks. And they already started working on the punch list.

Susan Lepard:

I have some thoughts about the reopening but I don't want to reinvent the wheel until I see the plan - they may already be in the plan.

Elizabeth Johnston:

Max Klaisner and I met yesterday, unfortunately he's had to leave town tonight for a couple of weeks for a family emergency. We did go over the plan and it's still quite comprehensive. Max changed the dates and we looked at November 28 as a potential reopening date, and we worked backwards to identify things that if we did not get them done by a certain time would prevent us from being able to reopen. We highlighted those things so they are at the top of the task list. It was a productive meeting.

The muralist (Rob Evans) was home for a short period of time, and he went over to the new library and took some pictures to spend some time on the design in his studio. But he is going back to the West Coast. He's still looking at September for the mural.

Brian Connolly:

Anything else before we move to Library reporting? We'll have Max Klaisner distribute that the latest version of the plan that he and Elizabeth worked on yesterday. (The one before was so old that it didn't make sense to distribute.)

Susan Lepard:

I am happy to help wherever, but I need information, and we need to make this team-oriented thing. We could share information by email.

Brian Connolly:

Max skills are logistics - what has to happen, what the sequencing is, etc. We want to leverage your communication skills and bring them together.

Elizabeth Johnston:

Yesterday was the first time, we got to sit down and really work on updating the plan. I'll be sure to follow up with him.

Director and Assistant Director Reports

Elizabeth Johnston:

FY'22 year end of fiscal year spreadsheet was distributed to Trustees. Still somewhat of an estimated turn back - carried over a few items that were ordered and contracted but couldn't be fulfilled until late in the summer. We have until September to fulfill them. There's still a turn back of \$57,407.47. We didn't get in the new library, so operations and personnel make up the turn back amount. The Children's Librarians position for FY 22 will wait until we're closer to moving into the library.

I'm meeting with Carla Caforio from the moving company. She's working towards fulfilling our request to update the move in budget; her original estimate was 7+ years ago.

I've identified the language and the names of the donors who were promised recognition on signage from campaign donations of \$5,000+. In conjunction with that signage we'll be doing name spaces such as the children's wing and the tree house and the inglenook fireplace, etc. Getting estimates for their design, and the cost of the donor signage which is very important to have in the building before we reopen. Mary Moore has agreed to help me with because she was very active in the campaign.

Liz Anderson:

Been chipping away at the state reports: we get MBLC certification through the ARIS Report – statistics on services and usage, and the MBLC Financial Report. This is how we qualify for grants and stay in the Interlibrary Loan system.

Sharing my screen (see below). Slide #1 is a non-resident circulation transactions - materials that we provide to other towns around us and the state gives us money back - we had a big jump in that – because our staff has been doing such an exceptional job - which will mean more state funding for us.

Slide #2 is eBook check-outs, the usage of really has gone up over the past five years, from around 4,000 checkouts in 2018 and now it's over 12,000.

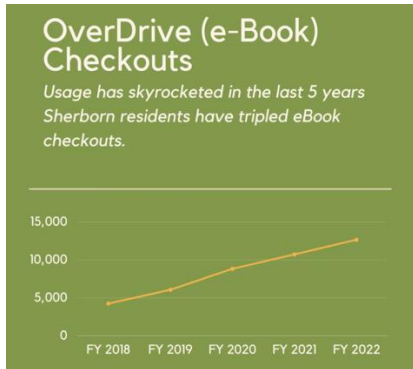
Slide #3 is the website, we received a grant in 2018 from Middlesex Savings Bank to redo our website and this year we had about 5,000 more hits on our website, mostly the events calendar and museum passes. Renovating our homepage increased awareness of library programs is the biggest takeaway.

Slide #4 is programs, and one of the main goals that we had this year was to do more intergenerational programs, and have had a great partnership with partnering with the COA. Last fiscal year we had four intergenerational programs with 350 attendees. This year we had 28 all ages programs with 16,000 attendees.

Slide #1



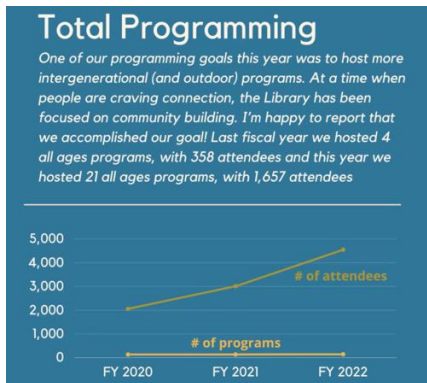
Slide #2



Slide #3



Slide #4



We continue to build on that idea of Community - people really want to connect with each other - especially post-pandemic. And the library is a great place for this.

Brian Connolly:

These are great slides, we could use these materials when we do our public meeting. Thank you.

Erin Carroll:

It's really impressive what you've just shared, so thank you and Elizabeth and the entire team, considering that we've been in a pandemic, and not in the library building, it's a testament to the staff, so thank you.

Liz Anderson:

Also, the Summer Reading program is now over 250 participants. In the past it never topped 100. And these programs will continue to grow when we get a new Children's Librarian on staff. There's a lot of good energy in the library right now.

Brian Connolly:

Thank you. Really good updates tonight. As I said at the top of the call, and to quote Chris Kenney, the risk profile has decrease significantly, so we should be reaching the finish line on the Library Project soon, and that is very energizing.

If there are no other questions, I'll take a vote to adjourn. All in favor:

Chris Kenney: Aye. Erin Carroll: Aye. Brian Connolly: Aye. Sue Lepard: Aye. Frank Orlando: Aye. Tom VanLangen: Aye.

The next meeting of the Library Board of Trustees is August 16, 2022.