

Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, Nov 16, 2021

Trustees Participating

Kristiina Almy
Erin Carroll
Brian Connolly
Bruce Eckman
Christopher Kenney
Maximilien Klaisner
Susan Lepard
Mary McKenna
Frank Orlando

Other Participating

Library Director, Elizabeth Johnston

Jeff Waldron (Select Board) Margaret Powicki (Landscape) Liz Anderson (Library), Sean Killeen (DPW)
Amy VanLangen (Friends of the Sherborn Library)

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

Chair Report

Voting of Minutes

Brian took a vote to approve minutes from meeting held on October 19, 2021, which were motioned, seconded, approved unanimously.

Chair's Report (Brian Connolly)

May be a special meeting when ductwork bids are returned currently scheduled for Dec 3. Once reviewed, special meeting to approve with Select Board will be required. Dec 6 or 7 possibly.

Landscaping update: Received \$75,000 from Weezie fund. Presentations in November 2 Landscaping meeting were outstanding. Recording of presentations are available in addition to the minutes.

Training: Workplace Civility, Inclusion, and Diversity training held by town. The link to the recording will be provided for those that could not attend.

Executive Session of Select Board on Thursday November 18. Library Litigation is number one on the agenda.

Friends of the Sherborn Library Report

Amy VanLangen, President, Friends of the Sherborn Library
Annual Appeal going out – in mailboxes by Thanksgiving.
3 very successful Fall events, all well attended.
Focus is now Arts and Crafts Fair in May 2022.

Subcommittee Reports

Building Committee (Chris Kenny)

LBC 11/1/21 Mtg Updates

- a. BAA Materials- None
- b. BCG Materials
 - a. Pay application #45 #'s being validated for 11/3 OAC mtg
- c. CHA Materials
 - a. Contract Amendment #01 for \$5,000 for Ductwork Abatement Estimate executed on 11/8
- d. Project Budget
 - a. No update provided by CHA
 - i. CHA reconciling costs with Town Administrator
 - ii. Budget update to include estimate for Abatement / Duct replacement
 - iii. Budget update to include soft cost extension per current schedule
- e. Invoices and Requisitions
 - a. BAA Invoice – None (Sep & Oct pending)
 - b. CHA invoice- None
 - c. Builder's Risk Insurance - \$8,000 (Premium thru March 2022)
 - d. WJE- \$2,475 (Skylight Testing)
 - e. John Turner Consulting \$420 (Concrete inspections)
 - f. Environmental Analysis Lab - \$12,026.20 (ACM testing)
- f. OPM Progress Review/ Schedule
 - a. Progress per SB
 - i. Exterior/interior no new items noted
 - 1. Tracking Non-conforming work per BAA & Not complete work
 - b. Look Ahead
 - i. Work to complete list items being picked up
- g. Abatement & Duct Replacement Bidding
 - a. CCD 021 issued on 11/5 for Duct Replacement scope
 - i. BCG refusal letter received 11/5/21 claiming "directed work is outside the general scope of the Contract" (sim to CCD 17 refusal)
 - b. CHA estimate
 - i. Single construction phase
 - ii. HVAC sub as prime, who will carry abatement & demo subs
 - iii. CHA Estimated at \$971,636
 - c. Abatement & Duct Replacement bid package compiled by CHA on 11/9, distributed to list of 12 prospective bidders
 - i. Selection criteria includes;
 - 1. Completeness of package

2. DCAMM record
3. Recent work references
4. Bonding limits
 - a. Looking to award to “Lowest eligible, responsible bidder”
- ii. CHA Schedule
 1. Bids anticipated on 12/3,
 2. Notice to proceed to follow on 12/14
 3. 10 -day notification (MA DEP)
 4. Abatement – 35 days
 5. 3-mos carried for duct fabrication (conservative, assumed worst case)
 6. Anticipated completion 5/27
 - a. Building GC scopes for Cx, testing, balancing, etc. follows
- iii. Bidders to provide Schedule with their bids

From Elizabeth Johnston: How does this move forward with bids/selection?

Chris Kenny: We’ll put the bids in a format for comparison that the Trustees and LBC can use for their selection.

Next LBC mtg on 12/6

Landscaping Committee – Mary Moore not present (special meeting on November 2, 2021)

Finance Committee (Frank Orlando/Elizabeth Johnston)

- 1) Documents sent to Town Auditor for Endowment and other accounts.
- 2) UBS accounts in September quarter \$16,000 down.
- 3) Donations for Susan Pierce continue. \$5,200 being sent to UBS (in a sub account)
 - a. Purchase something for Children’s room or similar in her memory per her children
- 4) FY 23 budget begins July 2022. Numbers are due to the town by end of December 2021.
 - a. Draft numbers distributed by Elizabeth – including:
 - i. Level funded expenses
 - ii. 4% COLA adjustment

Still to be added:

 - iii. Minimum Wage adjustments are still needed
 - iv. One day less of work FY ‘23

Elizabeth will send Trustees updated budget when she has all the details required to create final.

Richard Saltonstall Charitable Foundation Grant Submission

Steve Borgeson initiated opportunity: \$400K for operations, specifically maintenance on the new building.

Trustees oversee the fund with a 4.5% cap on operation fund (likely less than that per Frank).

Approval requested for restatement of Endowment letters. Motion carried to approve three restatements of endowment letters.

Technology Committee (Frank Orlando)

Waiting for abatement for audio/visual work to start. Will need a few more pieces of equipment. In a holding pattern right now.

Elizabeth Johnston: We installed the new workstations in the Community Center - 8-10 stations with Windows 10, etc. Big step forward. Kevin coordinated all, great update.

Community Relations/Communications (Kristiina Almy, Max Klaisner, Susan Lepard)

Kristiina Almy: No new update at this time.

Chair: Ductwork schedule driving the communications schedule. Public forum couldn't be until after the first of year when we have more information from bidding responses, etc.

Susan Lepard: No public forum until firm opening date available is advisable.

Elizabeth Johnston: Many inquiries in the library, when will the library be open, any idea? Constant. Staff does their best.

Erin Carroll: Can we provide library staff with bullets to respond to public?

Group discussion - many different types of questions, a few bullets might not work. Over five years questions change. Librarians are doing their best to stay positive with their responses.

Susan Lepard: Put the website update in a Lucite frame up at checkout? We did this in the past, as an FAQ. Good idea to bring back the letter.

Elizabeth Johnston: Good idea, that would probably help.

Frank Orlando: Town meeting is April 8 & 26. Need a strong statement by then. Hopefully a good news announcement with a reopening date.

Susan Lepard: Trustees should brainstorm about how to thank the town for being patient through the long build process. Named bricks, big opening party, etc.

Chair: Max and Kristiina started on a reopening plan several months ago, we'll need to restart that.

Director and Assistant Director Reports

Director (Elizabeth Johnston): Budget and Endowments. Covered in Subcommittee reports.

Assistant Director (Liz Anderson): Year in Review Infographic will go with Friends Appeal and on website.

Maureen Hayes has been exceptional as the new Youth Services Librarian, shows in numbers and programming.

Continue to plan and run zoom programs.

Staff did a great job while I was on maternity leave.

Frank Orlando: Any comparison data with libraries of a similar size?

Elizabeth Johnston: MLN has a chart that shows how much they should be spending on ebooks.

Liz Anderson: Sherborn has a good online collection thanks to Elizabeth. Digital materials have gone up 40%. Pivoting to online spending has really made the difference.

Elizabeth Johnston: We did this due to space constraints first and then due to Covid. Publishers are not generous toward public libraries for digital materials. State Suit against publishers is underway – be more responsive to public library access.

Chair: Any guidance on reopening libraries from MBLC or similar? Is it town by town?

Elizabeth Johnston: Boards of Health are taking a big role. Discussion about vaccine rates, listen to recording. Masks and Occupancy tools are being used.

Liz Anderson: Some groups would like to meet in person again obviously (e.g., cookbook group) but we've done a good job pivoting to online. In the spring maybe we can get together and eat outdoors. Libraries are all over the place with in-person vs online programming right now. Winter may keep most groups on zoom.

Jeff Waldron: Sherborn BOH guidance should be used. Masking is being re-evaluated due to the high vaccination rates. Board of Health continues to review the data.

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. Adjourned to Executive Session at 8:36PM.

Submitted,

Mary McKenna, Recording Secretary