

**Virtual Meeting of Sherborn Library Board of Trustees
April 21, 2020 Minutes**

Trustees Participating: Mary Moore, Jennifer Searle, Kristiina Almy, Chris Kenney, Jim Murphy, and Hank Rauch.

Others Participating: Library Director Elizabeth Johnston and Assistant Library Director Liz Anderson; Select Board Members Jeff Waldron and Eric Johnson; Beacon Architect Peter Beyerly, CHA OPM Michael McNulty, DPW Director Sean Killeen, Friends of Library Chair Amy VanLangen, Library Building Committee Chair Jim Kolb.

This was a Virtual Meeting conducted in connection with the Zoom Platform with call-in capability. It was announced that the meeting would be recorded and thereafter kept as an official Town record.

Call to Order: The meeting of the Library Trustees was called to order by Chairperson Mary Moore at 7:33P.M. Mary was able to display the Agenda on her screen for all who had video capability, and added an Advisory Committee Request to the agenda as an item not reasonably known on less than 48 hours notice.

Voting of Minutes: On motion duly made and seconded, the Minutes of the March 24, 2020 Trustee Meeting were unanimously approved by voice vote, with no dissenting voices.

Chair Report: Mary applauded the efforts of Elizabeth and the Library staff for their extraordinary efforts, creativity, and aplomb in delivering services to the community through new channels and programs during this uncommon time of the COVID-19 pandemic. The Library continues to be both a beacon and inspiring port of call to our best selves in trying times.

Mary also noted that the MBLC had communicated the suspension of some requirements for State Aid to Libraries such as number of hours open to the public, and the percentage spending requirement for materials as part of the Library's operating budget; and for Libraries under construction, the relaxation of the deadline for filing monthly library construction reports. Mary noted that new Library Construction was deemed to be non-essential under the Governor's stay at home order, which was likely strangely helpful as the Town seeks to come to an agreeable Takeover Agreement with the Surety. There was an indication that it may be possible in a phased re-start of construction activity that external work could be approved even if internal work was not permitted, so long as sufficient social distancing could be maintained. Mary also reported that the Advisory Committee's Public Hearing originally planned to be held on March 14, had been re-scheduled as a virtual meeting for May 16th, and that it may be limited to Articles 1-9 of the Warrant, primarily operating budget items, and limited other articles deemed essential to be passed at that time. Other warrant items, including capital

expenditures, would in that circumstance, be postponed until a Fall Town Meeting, date yet to be determined. It is likely that this re-shuffling will be finalized prior to the Trustees' next monthly meeting in May. Relatedly, the Spring Annual Town Meeting, with the same likely abridged agenda, has been re-scheduled to June 16th, with Town elections thereafter to a yet undetermined date.

Friends of the Library Report: We were much excited to have Amy back for a report. Even with the news that the Arts & Craft Fair was to be postponed to next year, and that other Friends events were cancelled or on hold, Amy conveyed a sense of connection between the Town and the Library and the Friends that was strong and vibrant and is a harbinger of future activity and strength. Arts & Crafts vendors were offered a refund or a space in next year's Fair, and the Friends have or will send a notice in Library Newsletter letting readers know of the vendors' availability for online virtual shopping - our new medium. Three of the Friends' board, who were slated to rotate off the Board, may choose to stay on for the next yearly cycle, so as to follow through on the programs they had been working on in this yearly cycle.

House Subcommittee Report - Library Project Update:

It was reported that the LBC held a meeting on April 13, 2020, and that since the last joint meeting of the LBC with the Trustees that (i) the new CHA OPMs have been quickly ramping up to speed, with an expectation that they can have an updated project budget for the LBC at the next LBC meeting of May 4; (ii) the Surety (Travelers') had elected to complete the project with a new general contractor, and will where possible will work with existing filed sub-contractors; and (iii) the Town is currently negotiating a Takeover Agreement with the Surety which will govern the road map for completion of the project. The Takeover Agreement will be based on current accepted conditions and the remaining scope of work uncompleted or rejected.

It was also reported that CHA is converting the former OPM's (DTI) information into its budget model so as to accurately capture soft costs, FFE costs, storage costs and IT costs. CHA is seeking to have the stored furniture issue resolved so that all furniture is stored at one location. CHA is also developing a communication protocol for information transmittal and decision making to include KP Law, the OPM, the LBS, and the appropriate Town representatives.

The most important action item for the Trustees was an understanding of the largely aesthetic changes to the Library Project design occasioned by the failure of Five Star to properly pour and align the foundation of the addition. A helpful sketch of the impacts was displayed on the Zoom screen for the meeting. Both Jim Kolb and Mike McNulty commented that in their opinions, the changes depicted in the sketch were on balance, acceptable solutions to the underlying alignment issues and that these solutions would not result in a diminishment in the intended performance of the design or result in additional maintenance obligations and costs as compared to

the original design. Peter Byerly of Beacon Architectural Associates then spent time on describing the differences, explaining the intended solution, and answering questions posed by the meeting attendees.

As shown on the document entitled "Proposed Construction Fixed - View From Sanger Street - Sherborn Library - Beacon Architectural Associates" dated April 21, 2020, there were six significant areas discussed by Peter Byerly.

- A. ASK 108-109 Problem: Brick Shelf Dimension Varies and Is Too Small. Solution: Corbel Brick out in 1/2" increments below finish grade, Grout Solid Behind.
- B. ASK 109 Problem: Pier Back-up does not align with openings. Solution: Remove 8" CMU Back-up, Add 6" CMU Back-up to align with openings.
- C. ASK108-109 Problem: Brick Wall Does not align with soffit above. Solution: Trellis is constructed straight, dimension of soffit over window will vary from pier to pier by 1" - 1 1/2". (However will not be readily observable because of sight line orientations).
- D. ASK 110 Problem: Roof assembly juts out 1 1/2" over and past brick wall below. Solution: Create small overhang to align with window head and trellis around corner. (It was also noted that the roof assembly in that area would also need to be addressed as well).
- E. ASK 88 Problem: Steel installed incorrectly, protrudes through brick wall. Solution: Corbel small brick bracket on both sides to carry built up beam. (This solution will give the impression that the bracket has a carrying purpose, but in reality it is to hide the protrusion, and in this way still be consistent with the overall design).
- F. ASK 111 Problem: Brick wall sticks out beyond gutter and fascia assembly that has already been constructed. Solution: Create wood cap transition and gutter and hide n end of gable by creating ear boards. (It was explained that ear boards was a solution consistent with the "vocabulary" of the design and would not appear out of character for the project.)

After a series of questions relating to these external problems and proposed solutions, and further questions about the internal design impacts, Chris Kenney raised the question if there would be any long term effect on the durability of the project and if the solutions appear to be appropriate matches to the original design. The Trustees had in mind the alternative to these solutions - complete tear down and re-build of foundation and other completed elements and the relative costs, time to complete, and limits on recovery. It was pointed out that the Takeover Agreement was necessary for the new general contractor to be able to bid out the work remaining to be done - both corrective work and yet finished work. Jim Kolb

was asked whether the LBC had a recommendation or vote on these proposed solutions and he indicated that the sketch having been just recently received had not been voted on yet by the LBC as it was created between their meetings.

Thereafter Trustee Murphy, with friendly amendments by other Trustees, moved as follows:

Based upon the advice of Town Counsel, and discussed considerations relating to likely recovery of full and adequate compensation associated with removal and re-installation of the foundation, and the attendant delays associated therewith, I, move, so as to advance and finalize the completion of exhibits to the Takeover Agreement with the Surety, that the Trustees accept the recommended re-design to address construction errors as presented by Beacon Architectural Associates (ASK - 88, 108-109, 110 and 111), and direct Beacon to finalize those sketches so that may be included in the construction documents for the project, with the caveats that such inclusion shall not operate as a waiver of any claims against Five Star, and that this motion is supported (i) by the LBC, and (ii) by the Select Board, which for the Select Board may be supplied by them by their approval of the Takeover Agreement containing such design changes.

The motion was seconded and proceeded to a vote where it was unanimously adopted by the attending Trustees who each acknowledging their vote by announced roll call. There were no votes in opposition.

Finance Subcommittee: Hank echoed the prior report that non-essential Warrant articles were likely to be postponed to the Fall, including the Library's sponsored warrant article to use the Prudent Investor standard for endowment funds, and the Town Treasurer's similar warrant article.

Community Relations: Jennifer and Kristiina reflected on the wonderful Sherborn Library website and its easy to use and inviting features, that facilitates the new ways and increased activity to access and borrow materials; a updated FAQ is in draft form to be supplemented with information from tonight's meeting with the intention to post it to the website.

Director and Assistant Director Reports:

Elizabeth reported that CHA had approved Beacon's latest invoice. She will check with the LBC as to whether they need to also sign-off in order for it to be processed.

Ever aware and prepared for the future, Elizabeth brought forward for the Trustees' consideration and knowledge, re-opening plans for the Library. Such decisions to be based on board of health recommendations, other libraries determinations, information from library networks, interlibrary loan programs, the MBLC, and state and local government orders. Such a re-opening plan to likely include a stepped recovery model involving a soft start, closed reading room, pick-up initially by

appointment only, and no public programming with creative scheduling to minimize proximity of staff. Issues to also be considered were cleaning services and sanitation and exercising public controls. Jeff Waldron noted that extra costs incurred for these purposes were likely eligible for MEMA reimbursement and that the Library should separately catalog them for this purpose, but should do what was necessary knowing of this additional resource.

Elizabeth next detailed financial considerations for FY20 and FY21. She also noted the relaxation of the MBLC requirements on materials expenditure standards. In response to recent and renewed inquiries from Advisory about budget reductions, it was recognized that it would be reasonable to reduce new staff funding for the second quarter of FY21. Moving forward Elizabeth was seriously concerned that the cuts that the Library had to its budget endangered future appetites to return it to its earned footing and base. Jeff indicated that he would be supporting and advocating the Library as it returns to its full capacity in its own building.

Elizabeth reported that the Library had received a significant bill from the Sherborn Community Center Foundation for a boiler replacement. Although it will be processed for payment, contacts will be made with the SCCF to see whether some of those costs can be reduced or offset against future expense given the entirety of the factors surrounding that item.

Liz reported that the staff was holding weekly Zoom meetings, and thanked the Friends for funding the Zoom account. She highlighted the Library's use of OverDrive and eBooks and digital audiobooks as well as the free trial of the Kanopy movie streaming service featured on the Library website, the existing Hoopla and RB digital magazines and other digital resources and free access links. She highlighted Children Librarian Cheryl Ouellette's online story times, and a virtual book club, cookbook club bake off, and seed library distribution through Silverwood Organic Farm. She was also working with the COA Director Sue Kelliher on delivering books to the homebound and the Library staff was also making masks for residents as a side volunteer effort.

Advisory Request Response: As indicated at the top of the meeting and described in part during the meeting, the Advisory Committee requested that each large budget maker make cuts to their budget in anticipation of the stress on the citizenry's financial capability. It was agreed that Hank and Elizabeth would work offline to make recommendation.

Upcoming Meeting: The next meeting of the Trustees is scheduled for May 19. The three Trustees with expiring terms (Jim, Mary & Jennifer) are eligible to continue to act. The unopposed candidates for those slots will be contacted to inform them of the next meeting and to see if it would be helpful for them to attend (virtually or in person as the case may be) so as to help with the transition.

Upon motion duly made and seconded, the Trustees voted to adjourn close to 9PM.

Materials Available in advance of the Meeting:

1. Agenda;
2. Draft Library Meeting Minutes of March 24, 2020.
3. Prep/Notes for Trustees. (informational only, not for discussion)

Materials Distributed during or after the Meeting to Recording Secretary and attached to these minutes:

4. Two page Library Director's Report dated April 21, 2020.
5. BAA Proposed Construction Fixes dated April 21, 2020.

Respectfully submitted,
Jim Murphy
Recording Secretary