

Virtual Meeting of Sherborn Library Board of Trustees

Tuesday, July 21, 2020

Trustees Participating

Brian Connolly, Maximilien Klaisner, Erin Carroll, Frank Orlando, Christopher Kenney, Hank Rauch, Kristiina Almy

Other Participating

Library Director, Elizabeth Johnston; Assistant Library Director Liz Anderson; Select Board Member, Jeff Waldron; Peter Gallitano, Margo Powicki, Jeannie Guthrie

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

Brian reported that the Advisory Committee public hearing was attended by about 60 participants in total, with the Library being represented by Hank Rauch, Frank Orlando, Brian Connolly, and Elizabeth Johnston. The budget for the Library was supported by the Advisory Committee. ARTICLE 12. Apply Prudent Investor Standard for Library Trusts is also on the warrant and would allow the investment of the trust funds benefitting the Sherborn Library pursuant to the prudent investor rule. Brian reminded the Trustees that the Annual Town Meeting (ATM) is on Saturday, August 15th at the Department of Public Works. Jeff Waldron added that residents need to register to attend the ATM and can do so at Town Hall. There are ~150 seats available and the quorum has been reduced to 20. The Advisory meeting was 9 hours 45 minutes. The town will host a Zoom meeting of presentations a week in advance of the ATM.

Brian reported on the reorganization of the Board of Trustees and reviewed new chairs and working committee members. Motion was made to vote to approve Erin Carroll as Recording Secretary and Hank Rauch as Treasurer. Both were unanimously approved by voice vote, with no dissenting voices. There is a vacancy for the Vice Chair role.

Friends of the Library Report

On behalf of FOTSL, Liz Anderson provided a brief update. FOTSL is on hiatus for the summer months. With monies raised via a virtual trivia night, FOTSL donated a book drop for the front exterior of the library. Liz also noted FOTSL sponsors all museum passes and noted some museums are starting to open. Those that are not, many are offering credit towards future passes.

Subcommittee Reports

House Subcommittee & Library Building Committee

Chris reported that the last LBC meeting was on 7.13.20. The Takeover Agreement is in place. Beacon Consulting is the takeover consultant and will hold building permit. Applications for payment will go to

BC as they are the main point of contact for team. BC is the agent for bond company (Travelers). Five Star is now a subcontractor.

Approvals for remediation and reconstruction work occurred and work began on 7.13.20. There were additional comments made at the LBC meeting regarding site cleanup and improvement in the outside appearance. There are discussions regarding the various repairs and the scope of that work, including the roof. It was noted 60% of area was saturated and the building should be entitled to new roof. LBC is requesting all communication be from BC, not Five Star going forward. The focus remains on removing all obstacles, so the February date is met while also ensuring the quality of construction promised from the beginning.

Elizabeth noted she received a CHA invoice for \$8,000, which was missing backup documentation. LBC voted to pay the invoice on the condition that back up documentation was received. Also, she received a WB Mason invoice for \$6,000, which was approved pending confirmation inventory was there. Mike McNulty went to the warehouse, surveyed inventory, sent approval that we could pay those shipments. Also, she received a West Janney invoice for \$400 and \$4,305 for consulting work regarding an expert engineer brought in for quality issues, but this needed to be discussed further with the town. There was a brief discussion regarding key card access and who is responsible for approving and/or allowing access.

Brian asked about the communication. Chris noted the schedule is updated weekly and there is a three-week "look ahead" to ensure activities are in line with expectation. Max stated there seemed to be some confusion as to who was following up and when and encouraged accountability be established while in the LBC meetings. Elizabeth agreed that the slippage of time has consistently been a problem. Brian asked Mike to send him a copy of the minutes. Chris noted that they also schedule 30 min priority meetings.

Finance Subcommittee

Hank Rauch reported there was support at the Advisory meeting for Article 12 regarding the prudent investor act. If the Article passes at ATM, it then is sent to the State Legislature for approval. Hank noted that the majority of the endowed asset are already under the prudent investor act, but there are some assets that are custodied with the Town Treasurer, and those are the assets that will be covered by this Article.

Community Relations

Kristiina noted that there are updated FAQs regarding the Library project posted on the Library website. They will continue to be updated on a regular basis. Chis Kenney suggested that it may be helpful to identify and share key milestones regarding the construction, which demonstrate the progress of the project.

Director and Assistant Director Reports

Elizabeth Johnston noted the FY21 Operating Budget was approved for \$513,873, a decrease from \$553,465 which was originally requested, but reduced due to the library completion date and delay in bringing on additional staff. She is waiting for the final FY20 report from the finance office so she can reconcile accordingly. She would like to review the community center costs.

Elizabeth stated we are required to report to the State Board of Library Commissioners monthly, due to the grant, and submit all LBC and Trustee minutes, as well as COVID procedures and construction restart dates. The State also asked for the Building Committee minutes and the design plans regarding the

addition. The last payment of the grant, \$728,000, will be issued to the Library when we receive a certificate of occupancy.

The Library staff has a reopening plan to be phased in but will continue to do curbside pickup at least through Labor Day. It is important to have all the compliances in place, which takes a tremendous amount of planning. Elizabeth shared they have been advised to quarantine materials for 72 hours.

Liz Anderson reported that the Library is in week seven of curbside pickup, and the usage has doubled over the last month, noting between 500-600 pick-ups so far. They are typically staffed with three in the building at a time. At a recent Minuteman meeting, she learned only one library is open (Holliston) and they are having difficulty enforcing social distancing policies, ie. Wearing masks. Liz noted a concern around opening the library and ability to maintain a clean and sanitized environment, on an ongoing basis, especially with digital equipment like computers/keyboards. The volume across libraries has been difficult to keep up with between quarantining materials for 72 hours and preparing books and other materials for the delivery system.

Liz shared the Library received a grant to support an online summer reading program. The goal was set at 10k minutes, and we are now at 8,500 minutes – very good so far.

Overall, patrons are very happy, and the staff continues to brainstorm ways to be creative so they can reopen safely.

Unfinished Business

Library SCCF Lease: Brian noted that he and Mary Moore, former Chair of Library Trustees, contacted the Chair of the SCC Board regarding an extension of the lease to end of February. Some language may need to be amended regarding responsibility for improvements. A brief discussion was held regarding adding time for the move to the Library, which may take up to a month, per Elizabeth. There was consensus with requesting a lease through the end of March. Brian shared that he would bring the lease agreement to the Trustees for endorsement, and David Williams will be the person who approves it.

There is a resolution to be made between the Library and SCC regarding \$12,000. This will be researched further. Jeff Waldron asked if it was done through a Year-End Reserve Fund Transfer.

Sherborn Historical Society: Brian gave an overview of the working group and recent meeting with the SHS representatives. There is meaningful history connecting the SHS and the Library, dating back to when the Dowse family donated the library, they designated the bottom floor for the SHS. When library was sold, SHS was moved to town hall. SHS is a 501c3 organization.

As Trustees, we are custodians of the space and therefore must vote regarding the usage. The original thought was that the SHS could occupy space in the basement of the Library. There are various challenges and restrictions regarding the renovated space in the Library, including allocating the appropriate amount of space and ensuring it is adequately finished, grant monies restrict any organization other than the Library from using the renovated space, ensuring there is adequate storage space for the Library, the FOTSL, and other town groups and committees that have been “promised” space/storage.

Some expressed support in the potential synergies between the two organizations and philanthropic efforts that could be beneficial as it is expected the Library will kick off additional capital campaigns

It was generally recognized that additional information was needed from the SHS to fully evaluate the situation. It was agreed that the SHS should develop a thorough needs analysis/assessment that can be

reviewed by the Trustees. It was also suggested they contact the architect to understand that various options, if any. Jeff Waldron confirmed the SHS was already in touch with the architect. Peter Gallitano believes that the cost of the move out of Town Hall because it is a result of COVID and spacing issues, should be covered by the Cares Act. Any cost incurred would not be the responsibility of the Library.

Liz Anderson asked how this may affect other plans the Library had to use the basement space, such as maker space. Elizabeth added that during the time of design, the space was being reserved for hands on learning, such as 3d printing.

Erin Carroll requested to see the drawings or have a tour of the library, noting it is difficult, as a new Trustee without the benefit of the construction project history, to decide without that information. Elizabeth agreed she would contact the project manager and find a time for Trustees to tour the Library. Separately, Chris noted he would follow up on the drawings.

Elizabeth noted that other Town committees have been promised storage and space including the Council on Aging, FOTSL, Garden Club, and the Trustees. It was requested that a comprehensive list of organizations and their needs be collated for review.

Brian will follow up with George Fiske and the SHS to request a thorough needs analysis that can be shared with the Trustees.

At the end of the conversation, Brian motioned to the adjourn the meeting. The motion was seconded and voted unanimously. Meeting was adjourned at 9.37pm.

Submitted,

Erin Carroll

Recording Secretary