

Minutes
Sherborn Library Board of Trustees
September 19, 2017

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Brian Connolly, Bruce Eckman, Chris Kenney, Jim Murphy, Jennifer Searle

Also present: Ariana Delaney, Brendan Daly

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:30 P.M.

Voting of Minutes:

The minutes of the Trustees' meeting held on August 15, 2017 were reviewed and approved unanimously.

Nomination Process for Trustees Appointment: Mary Moore (MM)

With Trustee Stacey Brandon's resignation in August, MM described the process of nominating and appointing an Interim Trustee to serve out the term until elections in May 2018. Since the opening was posted in August, there have been two applicants for the position. MM led the Trustees through a discussion on what priorities the Library would have in the near future and what skills and experience would be valuable in a new Trustee. The Trustees voted to nominate Lisa Schwarz as Interim Trustee, and will recommend her to the Board of Selectmen, who will vote to appoint the Interim Trustee at their September 27 meeting jointly with the Trustees.

Friends of the Library Report: Ariana Delaney (AD)

The most recent meeting was September 14, with seven new board members, bringing the total to nineteen. Upcoming events in October will include a family event at the playground and an event for adults at the Heritage. The "Friendsgiving" event will be held November 11 at the Hodson-Walker barn. The Friends are considering new locations for the 2018 Arts & Craft Fair, as the Jameson baseball fields will not be available. The Trustees discussed the 2018 gift from the Friends of the Library and funding the Robert Evans mural in the Children's Room in the new building was considered an appropriate use of the gift for the Friends.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

CK briefed the Trustees that the LBC had met September 11 and are still waiting for a construction recovery schedule from Five Star Building Corporation (FSBC). However, given the expected delays, it was appropriate to discuss with Sherborn Community Center (SCC) a lease extension until April and also notify other vendors of the delay.

Interior work is ongoing, including work on the fire alarm system and door frames. The defective foundation footings and walls were removed and new quality control measures are in place for the replacement of the footings and foundation which is expected in the next few weeks. The water tank has been delivered and is on-site. Whitewater, Inc. concluded that the Town's well contamination was most likely not related to the Library construction work.

The Planning Board has approved the removal of the sugar maple near where the new parking spaces will be located. Hartney Greymont has been hired by FSBC to remove the tree and develop watering and maintenance plans for the remaining trees near the new parking spaces.

The Town has expressed interest in combining their generator with the Library's, an option that had originally had been considered, but not pursued. A re-engineering proposal will be submitted, and there was some discussion about funding a combined generator with the Town and how it would be managed.

Project management and site supervision has significantly improved over the last 30 days. A new Clerk of the Works had been appointed and the role has been increased from 20 to 30 hours a week. He has been providing daily reports and has been instrumental in getting the tree issues resolved.

Robert Malone, the FSBC project manager since August, has been taking control of the project. The superintendent from FSBC has been replaced. Payment Requisition 8 for \$155,671 was approved by the Trustees. About 16% of the project funding has been spent to date. There is no modification to the Construction budget this month.

Sherborn Library Interior Committee (SLIC) updates:

Muralist Robert Evans and the furniture procurement team have been informed about the construction delays.

A telephone/power line pole hearing will be held with the Board of Selectmen on September 20 with Eversource to discuss a new pole and location for a transformer.

The Trustees discussed the need to develop a contingency plan for additional construction delays.

Treasurer's Report: Jim Murphy (JM)

JM said there was nothing critical to report this month. Director Johnston (EJ) distributed the Library's fiscal year 2017 financial results, showing a surplus to budget of \$14,986, primarily due to the cost of utilities in the Sherborn Community Center being lower than expected.

EJ discussed the fiscal year 2018 budget, noting that a delay in the new building being completed would result in a delay in hiring for the new positions, as they wouldn't be needed as long as the Library is still occupying the Sherborn Community Center.

Community Relations Committee: Kristiina Almy (KA) and Jennifer Searle (JS)

JS said a press release on the Library Construction Project was covered in both local papers and an updated set of FAQs was posted on the Library's website. The Trustees discussed communication strategies and activities going forward in keeping the community informed about the delays, changes and progress in the construction project. The Trustees authorized the Community Relations Committee to post updated FAQs when material changes to the project have occurred.

Policy Review Subcommittee: Brian Connolly (BC)

An updated draft of Website Policy was reviewed and suggestions were made to clarify the language in the Monetary Transactions sections. The Trustees then voted and approved a

motion that authorized EJ and BC, together, to make changes to the draft Website Policy as may be judged necessary, and it is moved that the Trustees approve the Website Policy.

Unfinished Business:

The current Trustees subcommittee roster was distributed and MM asked all Trustees to consider continuing their current subcommittee assignments and inform her of any changes they would like to make.

A letter agreement with Robert Evans will be created to secure his services for painting the mural. The Trustees discussed the construction delay and how that would impact the painting of the mural. The Sherborn Library Interiors Committee (SLIC) will work with Mr. Evans in arranging the painting activities.

New Business

An Open Meeting Law and Social Media guidance document from KP Law was distributed and the Trustees were asked to familiarize themselves with the content.

EJ reviewed recent staff resignations, including the retirement of Donna Bryant as well as the resignations of part timers Jenn Collins and Gwenyth Swain. A public reception for Donna will be held on October 13.

Advisory liaisons for fiscal year 2019 budget development are Brendan Daly and Jeff Waldron. Brendan was in attendance and introduced to the Trustees.

The Library Director's annual performance evaluation process was reviewed, with Trustees participating asked to return their evaluation to JS by the end of September.

The new Town website with new procedures for uploading public meetings and minutes went into effect this month.

The Trustees adjourned at 9:25 P.M.

Upcoming Meetings:

Library Building Committee, October 2, 2017 at 7:00 P.M. at the Police Station

Library Trustees, October 17, 2017 at 7:30 P.M. at the Police Station

Construction Site Meetings, Ongoing – Thursdays 1:00 P.M. Town Hall

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held August 15, 2017
3. Sherborn Library Directors Report September 19, 2017
4. Sherborn Library Fiscal Year 2017 Budget Status Report September 19, 2017
5. Draft Sherborn Library Website Policy
6. Open Meetings Law and Social Media document
7. Trustees subcommittee roster for 2018