

**Minutes**  
**Sherborn Library Board of Trustees**  
**July 18, 2017**

Present: Library Director Elizabeth Johnston, Chairwoman Mary Moore, Kristiina Almy, Stacey Brandon, Brian Connolly, Chris Kenney, Jim Murphy, Hank Rauch

Also present: Jim Kolb, Robert Malone, Libby Yon

Call to Order:

The meeting was called to order by Chairwoman Moore (MM) at 7:32 P.M. MM introduced Robert Malone of Five Star Building Corporation (FSBC).

Presentation to Selectmen on July 13: Mary Moore (MM)

In response to the Chief of Police's concerns about the construction site, Jim Kolb from the Library Building Committee (LBC) briefed the Selectmen on how site safety and access issues will be addressed and the need for tighter coordination and communication between the town and general contractor. Another update will be provided at the July 27 Selectmen's Meeting.

Five Star Report: Robert Malone (RM), newly assigned project manager from FSBC, presented a response to topics the Library Building Committee (LBC) had asked FSBC to address, including tree damage, need for additional site fencing and security, and adding police details for traffic safety. RM also reviewed having 23 Washington St. as the parking area for construction workers. Construction site activity may also have been the cause of the low traces of coliform in the well water that showed in a routine water test. The well supplies water to the Police Station, Town Hall, Community Center (and Library). Water testing conducted on July 17 indicated a low level of coliform bacteria present, so the Department of Environmental Protection has issued a Cease and Desist Order for the construction project, until the impact on the well can be remediated.

RM also briefed the Trustees on substandard concrete placement in the foundation. FSBC replaced the concrete subcontractor on July 10, after concluding their work was of low quality. Any concrete deficiencies will be removed and a new subcontractor will be found for the remaining concrete that has yet to be cast.

RM answered many questions from the Trustees and Jim Kolb about how Five Star would rapidly address site control and construction deficiencies and prepare a new project recovery schedule. RM committed to a full recovery schedule within 30 days. RM estimated that the project is about eight weeks behind schedule. The Trustees expressed their dissatisfaction with FSBC and requested that the owner of FSBC attend either the August 7 LBC meeting and/or the August 15 Trustees' meeting.

Voting of Minutes:

The minutes of the Trustees' meeting held on June 20, 2017 were reviewed and approved unanimously.

Friends of the Library Report: Elizabeth Johnston (EJ)

In the interest of time, a brief update was provided that attendance at the Summer Concerts has been very good.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)  
Library Building Committee (LBC) updates:

CK briefed the Trustees on the LBCs dissatisfaction with the on-site project manager (OPM) and the need for the OPM to respond quickly to questions about the construction site activities from the Town Administrator, Planning Board, Library Trustees and other interested parties. The LBC has asked the OPM to provide a weekly written report on Action Items and Open Issues, as well as respond to each town official or other individual who has asked a question or had a complaint. The Trustees discussed forming a project recovery sub-committee and strategies for better engaging and communicating with the Town Administrator and other Town officials.

A Beacon Architectural Associates letter to FSBC dated July 10 raised concerns over the schedule and the quality of work. At an estimated six to eight weeks behind schedule, the ability to make up time is diminishing as the project is only 14% completed per billing, but should be 50% complete per the calendar. Given these delays, the LBC will approach the Sherborn Community Center about extending the lease for the temporary space.

CK also discussed many of the topics covered earlier in the meeting by RM in the Five Star Report.

Payment requisition 6 for \$238,124 was reduced to \$215,181 and conditional pending the concrete review by the structural engineer. Change requests 6a for \$13,567 and 6b for (\$6,943) both related to baluster spacing on rail replacements were accepted. The Trustees voted and approved a motion to accept payment requisition 6 and change order requests 6a and 6b.

A project budget updated as of July 10 was distributed.

Sherborn Library Interiors Committee (SLIC): updates  
Furniture bids came in at \$255,585 vs. the budget of \$285,000. SLIC recommended spending \$26,809 to provide wood end panels/canopy tops to the stacks. Next steps are to issue purchase orders for furnishings

Muralist Robert Evans is finishing a project and will present ideas to SLIC in July.

The LBC approved submitting the application for a Massachusetts Clean Energy Grant, where the application fee is \$5,000 to receive a \$42,000 potential grant.

Finance Subcommittee: Jim Murphy (JM)

JM presented the Sherborn Library Endowment Fund balances as of June 30, 2017, which showed an increase of 13.8% from June 30, 2016. Both the equities and bond portion of the investment portfolio had exceeded their benchmarks.

Personnel Subcommittee: Stacey Brandon (SB)  
SB had nothing new to report.

Community Relations Committee: Kristiina Almy (KA)

In the interest of time, KA deferred on providing a Committee Relations Committee update.

Policy Review Subcommittee: Brian Connolly (BC)

BC discussed the draft of the Website Policy-Development, Management and Usage that was distributed, commenting that the library staff had reviewed other library's policies as well as the

Library's existing policy. Trustees were asked to review the written policy and provide any comments before the next Trustee meeting.

Library Director's Report: Elizabeth Johnston (EJ)

In the interest of time, EJ deferred on providing the Director's update.

Unfinished Business:

The formation of a Landscape Planning Subcommittee to plan for post construction landscaping will be discussed at the August Trustees' meeting.

SB reported that the new web site visuals are complete and content continuing to be reviewed by the development team. A "beta" site is planned for September and a demonstration may be ready for the September Trustees' meeting.

SB reported that the draft Memorandum of Understanding (MOU) with the Town was given to David Williams, Town Administrator and his response was he would not sign it. The Trustees discussed next steps and considered re-starting the discussion, after the Town hires a new Community Maintenance and Development Director.

New Business:

MM discussed initiating a new round of fundraising. The Trustees discussed engaging Maureen Nguyen from Savvy Philanthropy to help develop thematic approaches to fundraising. She has assisted Library fundraising in the past.

Trustee Stacey Brandon is moving out of town and will be resigning at the end of August. The Trustees discussed identifying candidates and initiating the process to appoint a new trustee.

Upcoming Meetings:

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

Library Trustees, August 15, 2017 7:30 PM at the Sherborn Police Station

Construction Site Meetings, Ongoing – Tuesdays 1:30 P.M. Construction Trailer

The Trustees adjourned at 9:31 P.M.

Respectfully Submitted,  
Brian Connolly  
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held June 20, 2017
3. Sherborn Library Construction Project Budget July 10, 2017
4. Website Policy-Development, Management and Usage (Draft)
5. Five Star Building Construction: Sherborn Library Committee Topics
6. Sherborn Endowment Fund Balances as of June 30, 2017