

Minutes
Sherborn Library Board of Trustees
May 16, 2017

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

Also present: Abby Fiske, Barbara Kantorski

Call to Order:

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

Voting of Minutes:

The minutes of the Trustees' meeting held on April 18, 2017 were reviewed and approved unanimously.

Friends of the Library Report: Abby Fiske (AF)

The Arts & Crafts Fair was very successful with 80 vendors attending. The new location at Jameson Field drew some complaints from vendors, however attendance was good and police and volunteers did well in directing traffic and parking. Over \$1,800 was raised in the Friends of the Library silent auction. The full amount raised from the Arts & Craft fair will be presented at the next Trustees meeting.

A welcome event will be held at the Nosh & Grog on May 18. AF is turning over the presidency of the Friends of the Library to Ariana Delaney and Kaitlin Dunham, who will become co-presidents. MM and the Trustees thanked AF for her outstanding service.

Subcommittee Reports:

House Subcommittee: Chris Kenney (CK)

Library Building Committee (LBC) updates:

The construction schedule was updated with BAA and Five Star. They are behind schedule but will be able to make up the time. The new schedule shows a completion date of December 16, 2017.

Excavation and rock ledge removal continues to progress. On May 12 a meeting was held to listen to the contractor and subcontractor positions on their dispute over the quantified bid versus the documents indicating otherwise. There is a sense there will be an amicable resolution to the dispute between the parties involved.

Payment requisition 4 for \$119,476 was recommended by the LBC.

To date a net \$92,250 in change orders have been received, including a proposal for new hand rail options based on input from the building inspector. Tile bids had come back at \$59,462 over the initial allowance and a change proposal will be initiated. In addition, there are fire alarm modifications and additional cut out work at the foundation.

CK provided an updated budget to reflect five changes to specific line items and resulting in a reduction in contingency funding, however the overall budget total remains unchanged. These changes were recommended by the LBC for Trustee approval.

The Sherborn Library Interiors Committee (SLIC) has an estimate of \$54,405 for their recommended interior enhancements, down from their original request of \$95,500. Bids are being put out for furnishings, with final orders taking place on an orderly schedule from the end of May through September.

The Trustees discussed the adjusted budget, changes to contingencies and potential future changes. Every month there will be an updated budget. Two Change orders totaling \$67,929 were approved by the Trustees.

Finance Subcommittee: Jim Murphy (JM)

JM provided an analysis of funding sources for the construction project that showed the need for funding from endowments to be \$243,651. Then JM provided a recommendation on how much from each of four endowment funds could be drawn to fund the need.

The Trustees discussed the recommendation, including having a separate sub-group formed to discuss landscaping. The Trustees then voted and approved the following motion. *"It is moved that subject to such Town Counsel reviews as may be judged necessary, and other actions as may be required by the terms of the particular endowment fund, that the Trustees be authorized to expend the Endowment Funds in the recommended amounts to supplement the funds already raised and contributed toward the Library Renovation project."*

Personnel Subcommittee: Stacey Brandon (SB)

SB reported that there were no questions at the Town Meeting, where the staffing plans were approved.

Community Relations Committee: Jennifer Searle (JS)

A draft press release is ready with an update on construction and is ready for release when certain milestones are achieved. In addition, an update for donors is planned as well as FAQs for both the Town and Library's websites. The Friends of the Library is writing an article about the successful Arts & Craft Fair.

Library Director's Report: Elizabeth Johnston (EJ)

EJ reported that the Library may receive its Massachusetts Board of Library Commissioners (MBLC) funding increment for the construction project early and before the fiscal year ends June 30, 2017.

Programs continue to be strong with an upcoming panel discussion on the book Being Mortal being funded from a grant awarded by the Hospice Foundation of America and the Harman Foundation and through collaboration with the Sherborn Council on Aging. The Cookbook Club is off to a great start and Children's Summer Reading sign-ups begin June 19.

The MBLC would like a sign at the construction showing the funders and sponsors of the project. This will be discussed with the Town.

Unfinished Business:

SB reported that the outline of the web site map is finished and wire frames complete and visuals will be provided by the designer at a May 18th meeting. A demonstration is planned for the June Trustees meeting.

The Trustees discussed re-establishing a Memorandum of Understanding with the Town to clarify certain roles, responsibilities and funding between of the Town and Library. The timing is

right, following the recent Annual Town Meeting where budgets were staffing and budgets were approved, as well as the Town will be hiring a new Director of Community Maintenance & Development (CM&D) / Facilities Manager.

New Business:

SB announced her family would be moving out of town later in 2017 and she would be resigning from the Board of Trustees. MM and the Trustees thanked her for her service and will begin the process to appoint a replacement.

Upcoming Meetings:

Library Building Committee, June 5, 2017 7:00 PM at the Police Station

Library Trustees, June 20, 2017 7:30 PM at the Sherborn Town Hall

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

The Trustees adjourned at 9:06 P.M.

Respectfully Submitted,
Brian Connolly
Recording Secretary

Materials Distributed at the Meeting:

1. Agenda
2. Minutes from Library Trustees Meeting held April 18, 2017
3. Library Building Project Budget dated May 1, 2017
4. Library Building Committee SLIC Proposed Enhancements, May 2017
5. Endowment Source of Funds for Library Renovation, May 2017
6. Director's Report May 16, 2017