

JOINT VIRTUAL MEETING LIBRARY BUILDING COMMITTEE & LIBRARY TRUSTEES AGENDA

Tuesday, April 18, 2023

Virtual Meeting

**Adjourn to Executive Session**

Adjourn to Executive Session under the following exemptions, not to return to Open Session.

Item 1: To discuss strategy with respect to threatened potential litigation if the Chair so declares that an open meeting may have a detrimental effect on the litigating position of the Select Board and Town, and the Chair does so declare, to discuss the Town Library pursuant to M.G.L. Chapter 30A, Sections 21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007)

Roll Call Vote to Adjourn to Executive Session 7:32PM

Brian Connolly (Chair) (Yes), Chris Kenney (Yes), Sue Lepard (Yes), Seth Molloy (Yes), Frank Orlando (Yes), Tom VanLangen (Yes)

Return to Public Session 7:48PM

**Trustees Participating**

Brian Connolly (Chair)

Sue Lepard

Chris Kenney

Seth Molloy

Frank Orlando

Tom VanLangen

**Other Participating**

Liz Anderson (Library Director)

Heidi Doyle (Town Treasurer)

Margot Powicki (Landscaping Subcommittee)

Mary Moore

Sean Killeen (DPW)

**Vote to Approve Minutes**

Chair motioned to approve minutes from March 21, 2023 Board of Trustees meeting.

Vote to approve minutes from meeting held on March 21, 2023:

Motioned, Seconded, Approved Unanimously.

**Chair's Report** Chair acknowledged this is Max Klaisner's last meeting as Library Trustee and thanked him for his service.

Liz Anderson will present him with a book she has selected for him; "From Scratch: Adventures in Harvesting, Hunting and Fishing on a Fragile Planet" by David Moscow and John Moscow

Town is hosting Ethics/Conflict of Interest training session for all Town officials on May 15<sup>th</sup>. This is not a substitute for the state's Online Ethical Training that all Trustees need to complete. It takes about 45 minutes. Email distributed.

Annual Town Meeting April 25, 2023 @ DSHS. Town election on May 9<sup>th</sup>. Temporary Open Meeting Law to allow virtual meetings extended to March 31, 2025.

Now that we are in the new building will be looking to test/refresh building use policies.

**Friends of the Library Report** (Irene Saranteas)

Many events: Trivia Night generated \$3,315, up 18% over last year. Welcome Committee is meeting April 28 and May 20, Arts & Crafts Fair is May 13 and the Annual Book sale will be held June 2-4.

\$2,500 grant received from the Mass. Cultural Council and will be used for the Summer Concert Series. The Friends are researching what permits and insurance coverage is needed to host after hours events in the Library's Community Room, where alcohol will be served.

**House Subcommittee & Library Building Committee** (Chris Kenney)

LBC Meeting was held April 3, 2023 and the following invoices were approved for payment:

Apex (duct work) for \$2,500

BAA for \$25,507

Pavilions (carpet tile) for \$2,797

Meyer #1 for \$39,956

Meyer #2 for \$5,980 (pending backup)

The OPM's project report had the following:

An additional leak was found in the sky lights and Wiss Janey will conduct testing.

A Temporary Certificate of Occupancy for public access was issued March 16.

The documentation required for the MBLC is being collected, with a target submission date in May.

No project budget update was presented. The next LBC meeting is scheduled for May 1.

**Community Relations & Library Opening Plan** (Sue Lepard)

Ribbon Cutting ceremony scheduled for April 29 at 11:00 AM. 158 RSVPs have been received and ~200 guests are expected to attend - including over 75% of the capital campaign donors. The Dover Sherborn High School Band will play and the ceremony will include a celebration of Elizabeth Johnston's retirement as Library Director.

The Trustees voted to approve \$850 from the endowment to pay for a professional photographer and some of the food costs. Massachusetts Cultural Grant funds were used for most of the ribbon cutting ceremony costs.

Kristiina Almy (former Trustee) has designed a printed program and commemorative bookmarks. A "cheat sheet" has been created for Trustees describing the history of the building, the spaces endowed by major donors and other information that they could share with ribbon cutting ceremony attendees.

**Finance Subcommittee** (Frank Orlando, Liz Anderson)

The endowment appreciated by \$102,800 in Q1 2022 and \$26,000 in new donations were received, about half of which were in honor of Sally Willis.

The MBLC will be paying \$363,000, the last tranche of the construction grant, in June. The documentation from the architect and Town is expected to be ready for MBLC submission in early May.

Town Treasurer Heidi Doyle discussed that the \$108,000 in Library Endowment funds that are held in custody by the Town now has more investment options, as they are now eligible under the prudent investor statutes. Frank Orlando recommended that the Trustees consider investing \$54,000 in equities and retain \$54,000 in short term money market funds and that the Trustees vote on a motion at their June meeting so any changes can be effective as of July 1, 2023 the start of the fiscal year.

**Technology Committee** (Frank Orlando)

The electronic display boards are up and running. Audio-Visual equipment is installed in the Community Room and Trustees Room, with a thank you to Brendan Waldron for his help. The telephone system migration is complete to the Town's VOIP system, with Library staff now learning how to use the new system.

**Sherborn Historical Society Update** (Brian Connolly and Chris Kenney)

March 27, 2023 call was held with a few Trustees and Sherborn Historical Society (SHS) members to discuss hiring an architect and planning for use of space. Minutes and materials from the March 2021 Trustees meeting were distributed to Trustees and documented the Trustees vote to allow the SHS to occupy up to 1,800 square feet in the Lower Level of the Library subject to the creation of a Memorandum of Understanding between SHS, Library and Town that would address governance, oversight and costs; agree to work in good faith to create an operating manual and before move in, complete a Written Agreement between the Library and SHS as required by Massachusetts Board of Library Commissioners that would address operations and governance.

**Library Director Report** (Liz Anderson)

The Library has been open for a month and the staff has been extremely busy and receiving lots of positive feedback from patrons. Shelf installation has been completed and additional improvement done include planters being set up and the exterior painting being done. As the building is now in use, there are many small repairs being identified that need to be done.

The Library received its second MA state payment for \$4,000.

Library fines had been suspended during the pandemic and many Minuteman network libraries have eliminated fines permanently. The Trustees should discuss and consider eliminating fines at one of its upcoming meetings.

**Other:**

Next Trustees' Meeting is May 16, 2023

Vote to Adjourn 8:52PM

Motioned to Adjourn, Seconded, Unanimous Approval.