

**LINCOLN PUBLIC LIBRARY TRUSTEES MEETING**  
**TUESDAY, FEBRUARY 25, 2020**  
**7:30 PM - Reference Room**

**AGENDA**

Recorder: Ginny Turpin – *Votes May Be Taken*

1. Welcome Guests: Cathy Moritz, Garden Club & FOLL; Paul Blanchfield, FinCom Liaison
2. Catalpa Reproduction Project – Cathy Moritz
  - a. Offspring Care
  - b. “Massachusetts Legacy Tree”
3. Welcome FinCom Liaison: Kudos, Comments, Questions – Paul Blanchfield
4. Approve Meeting Minutes for January 28, 2020
5. Librarian’s Report + Brief Updates on Town Reports and Article on Most Popular Items
6. Update Capital Items for FY2020 & FY2021:
  - a. Facility Review – Review Draft of Repair Tracking Chart from 2004
  - b. A/C Replacement – Noise/baffle Update
  - c. Parapet Repairs – Town Meeting Prep
  - d. FYI: CapCom’s Next Steps – Working Groups & Proposed Members:
    - i. Review Capital Request Process for Clarity and Completeness – Mary Day, Jaki Apsler, Marie Hylton
    - ii. Next Steps w/Library – Proposed members: FinCom rep (TBD), Jim Hutchinson (CapCom), Dennis Picker, Michael Haines
    - iii. Detailed DPW Equipment Inventory – Jim Henderson + DPW staff
    - iv. LSRHS/CapCom Communication (tentative) – Audrey Kalmus (CapCom), Bella Wong (Supt./Principal), LS SC rep (TDB), Nancy Marshall (LS SC)
7. Conflict of Interest Law and Open Meeting Law Education Reminder – See email
8. Reports:
  - a. Building & Grounds Updates – Peter Sugar, Dennis Picker, & Barbara Myles
  - b. Friends of the Lincoln Library (FOLL) – Dennis Picker
  - c. Finance Report
9. Other Business
10. Adjournment

**NEXT MEETING → Tuesday, March 17, 2020 -- Meetings start at 7:30 PM (unless otherwise noted)**

*2020 Meeting Schedule: Usually the 4<sup>th</sup> Tuesday of each month unless otherwise noted.  
Jan. 28, Feb. 25, March 17 (3<sup>rd</sup> Tuesday), April 28, May 26, June 23, July 28, August-NO MEETING,  
September 15 (3<sup>rd</sup> Tuesday), October 27, November 17 (3<sup>rd</sup> Tuesday), December 15 (3<sup>rd</sup> Tuesday).*

**\*All subcommittee meetings are subject to the Open Meeting Law regulations, must be posted with an agenda, and have official minutes recorded.**