

## LINCOLN LIBRARY TRUSTEES MEETING

June 25, 2019

Present: Jacquelin Apsler, Chair; Dennis Picker, Kathleen Nichols, Peter Sugar, Lucy Maulsby, Kate Tranquada, Reference Librarian; Barbara Myles, Library Director; Ginny Turpin, Recorder

The minutes of the May 28, 2019 meeting were approved as written.

### **Discussion Items:**

a. ARIS Multi-Year Statistics.

Barbara started the discussion by explaining the meaning of the statistics that are collected annually by the library. She reported that the Friends of the Lincoln Library has increased their contribution to Children's programming each year. The number of programs has more than doubled from 217 to 560 from FY2002 to FY2018, as they are very popular and well attended.

Peter asked about the dip in statistics in FY2016 for the number of programs and attendance at programs. Barbara explained that staff at Eventkeeper lost months of FY2016 statistics when they deleted FY2015 statistics. Closures at neighboring libraries due to renovations accounted for very high statistics in FY2010. The attendance and visitor statistics are the same; Barbara will eliminate one of them for clarity.

Jacquelin and Lucy wondered if programs could be more specifically identified, such as book discussions versus lecture talks. The term, registered borrowers, was discussed. This statistic only includes Lincoln residents. Museum pass usage has increased because patrons can book passes themselves at the library's website.

Barbara explained the meaning of nonresident lending, tangible versus electronics items, and non-print versus eBook circulation. Lucy pointed out that growth in children's electronics has been minimal, which mirrors the low sales for children's eBooks.

Jacquelin had a question about the cost of the library brochure which is mailed to Lincoln residents; Barbara explained that the Friends of the Library pay for the printing (~\$800) and mailing (~\$300).

b. LPL—Institute of Life Long Learning.

Dennis spoke about the Library as a "focal point institution for Lifelong Learning". He proposes expanding the programs at the library, sponsoring clubs on different topics of interest to the community and collaborating with the schools and the Council on Aging. Dennis would like to start with a pilot on Astronomy; a telescope was recently donated to the "library of things" collection. An astronomy program would include a "presentation" that would demonstrate how to use the telescope, a collection including books and periodicals on the subject, and a "virtual

planetarium” which hopefully will attract the interest of patrons of all ages. Dennis also proposed some night tours of the sky on the world wide telescope website.

c. A/C Project Update.

Peter reported that a second bidder will be taking a tour of the library. Jacquelin suggested leaving discussion about requests for additional capital until the next Trustees meeting in July.

**Librarian’s Report:**

1. Summer Reading Kick-Off Party was well attended and a big success.
2. Staff Training Day was held on June 4<sup>th</sup> and featured the program, “Public Library Mental Health Training,” presented by Jon Mattleman. Kate reported that it was an informative session dealing with issues librarians face such as difficult patrons. There was group problem solving which generated much lively discussion. The staff enjoyed the opportunity to share experiences and exchange ideas, and appreciated the library being closed for a half day so that all could attend.
3. The Lincoln Journal. Barbara reported on the demise of the Lincoln Journal, which has become smaller over the years. It has merged with the Concord Journal. There was some discussion about the effect of this change on recording Lincoln history for the archives. The Lincoln Squirrel’s success was probably a factor in the Lincoln Journal’s demise.
4. Brady Painting will paint the exterior wood on the Bedford Road side of the 1989 addition, including the turret. The Trustees agreed this project should be delayed until after the scheduled parapet water test.
5. Hearing Loop. It is up and running in the Tarbell Room; the Faraday fabric that Barbara ordered from Amazon has effectively eliminated the electromagnetic interference that was creating static on the hearing loop. She has plans to promote the hearing loop in the fall.
6. MFA Trip to view Talouse-Lautrec exhibit. Unfortunately, this was cancelled due to lack of interest. Lisa will offer another museum trip in February 2020.
7. Friends of the Library. The library’s budget request of \$31,919 was generously approved. FOLL is also considering a fundraiser for an audio visual system for the Tarbell Room that will be more effective and user friendly than the existing setup.
8. Photocopier. A new copier with a coin-operated box will be delivered by the end of the month. Many thanks to Michael Dolan, Director of Lincoln’s Information Technology Department, for implementing this and using his department’s budget to pay for the lease. Income from its use will go to the Town.
9. Retirement Party for Dana Weigent, Circulation Assistant, Children’s Department. After 32 years at the library, Dana has retired and a small celebratory brunch was held for her on Tuesday, June 25. She will be missed, but says that she will return often to say hello. The Trustees offered her their best wishes for a happy retirement!

**Financial Report:**

The budget is on track through April.

The Large Print budget was noted and discussed. The annual \$10,000 check issued by the Boston Foundation specifically for this collection arrived in last month.

The A/C Replacement Project’s balance of \$270,000 listed on the Muni Fund report was discussed by Peter and Barbara. The construction budget is \$265,000. She will prepare a detailed budget for him.

New Software. Barbara, Lisa Rothenberg and Ginny Turpin will meet this week to discuss the implementation of new staffing software for FY 2020. It will aid in more effective monitoring of salary budget expenditures and remaining balances from month to month.

The meeting was adjourned at 9:12 p.m.

The next meeting is on Tuesday, July 30, 2019.

Respectfully submitted,  
Ginny Turpin