

Lincoln Public Library Trustees Meeting  
February 25, 2016  
7:30 p.m.

Present: Jacquelin Apsler, Chair; Julie Brogan Martin Dermady; Jack French; Kathleen Nichols; Peter Sugar; Barbara Myles, Director

1. **Approve Minutes of January 26 Meeting**

It was agreed that these draft minutes need to be substantially revised before a vote can be taken.

2. **Discussion Items**

a. **Space Planning Concept – Next Steps**

We reviewed the entire list of renovation requests suggested to the designers by the staff and other constituencies. We also considered the final culled list we had submitted to Stefura. We want to focus on what the staff considers important as we consider any changes. It was agreed that some of the smaller items can be done with funds from the maintenance budget, especially items in the Children's Room. Stefura Associates' plan calls for changing the Tarbell Room to a reading room. Concerns were raised as to the convenience of being able to rearrange a reading room into a meeting room. Peter stated that it is critical to have another meeting room. Jacquelin said that we will need to do some fundraising for this project as well as asking for funds from the Town. The poor lighting throughout the library needs improvement in every area. Martin said that new LED lighting would improve the basement. The second floor needs better lighting too. He also stated that the Reference Room is underperforming as real estate. The Reference Room is now computers, study, and reference services. Changes elsewhere in the library would mostly involve re-tweaking. Martin told us that the Salt Box restaurant has an open kitchen and people can watch the staff prepare their meals. He asked if we should make the staff room open in the same manner. Making that change would lose a lot of storage behind the circulation desk and be very costly, so it is not a high priority. Jacquelin stated that it is not known what the Town would accept for a space planning budget request. She suggested perhaps \$50,000. Jacquelin suggested possibly paying for the architect with library funds. Julie suggested changing the walkway we have now in the entry hall into a lobby and that the Circulation Desk be included in the design of the lobby. Everyone agreed to make the Gallery feel more community-oriented with café seating. Based on previous discussions and reviewing the Stefura design, it was supposed that the Reference Room would be the next priority for a capital planning budget request. Stefura had incorporated the feedback from staff and patrons that a second meeting room was needed. Thus, they had designed a major overhaul of the back office into a meeting room. That plan was soundly rejected by everyone as much too costly and disruptive, but the need for a smaller, second meeting room seemed possible by reconfiguring the Reference Room. Barbara stated that the demand for two large meeting rooms for use at the same time plus no parking for all of the cars is a real problem. We don't need two large meeting rooms for use at the same time. We need a medium size meeting room that is larger than the

Lincoln Historical Room and smaller than the Tarbell Room. While the Trustees want a second meeting room that is larger than the Historical Room, there was major disagreement as to just how much of the Reference Room to redesign into a second meeting room. Barbara felt that just glassing in the back section would be enough. Others felt that the glass wall/doors needed to be out further into the Reference Room. Barbara was adamant that it not go as far as the bay window. Jacquelin suggested that we move forward on improving the lighting in the basement and installing a glass wall for a meeting room at the Trapelo Road end of the Reference Room if we could get agreement on the placement of the enclosure. Martin and Peter agreed to come up with a compromise solution that would satisfy Barbara's concerns about placement of the wall and still give us a medium-sized meeting room. This topic will be discussed again at the next meeting.

**b. Inquiry Re Building & Grounds Committee**

Kathleen asked about the possibility of dissolving the Building & Grounds Committee in favor of including building and grounds business at the monthly Trustees meetings. This change would require more Trustees meetings, especially when building projects are underway. Agreement was reached that the Building & Grounds Committee would continue.

**c. Library Card Registration Promotion – Next Steps**

Kathleen distributed a press release she wrote about the library's effort to increase the number of Lincoln residents who are registered borrowers. Julie told us about the Friends of the Library's initiative to give new Lincoln residents a coupon that they can redeem at the library when they register for a library card. The FOLL has not determined what the new Lincoln residents receive after they register for borrower cards, however. Barbara handed out a statistical report showing the number of people who registered for a Lincoln borrower card this fiscal year and part of FY2015. Through January staff have registered 202 new borrowers. Unfortunately, we do not have comparative statistics for FY2015. AKA Bistro continues to offer a 10% discount on food to people who present their Lincoln library cards when ordering their dinners.

**3. Reports & Updates**

**a. Librarian's Report – Barbara Myles**

Barbara stated that the Minuteman Library Network increased the number of holds that each borrower may have at one time from 30 titles to 50 titles. This increase made it difficult to store all of the items on hold behind the Circulation Desk. Often the overflow items were stored on carts in the Staff Work Room. Kudos to Lisa Rothenberg for suggesting that we move all of the items on hold to shelves in the Reference Room. Many other libraries have already moved the items on hold to public areas. Borrowers pick up their books, videos, and music themselves then bring them to the Circulation Desk to be checked out. Kudos to our custodians, Bob Bottino and Bob Lager, for building and installing a shelf for the courtesy phone. The shelf looked so good that they decided to paint the surrounding walls too! Welcome to Denise Shaver, our new Assistant Children's Librarian. Denise is working Tuesdays, Wednesdays, and every third Saturday. She is doing the Tuesday

pre-school program and has renamed it “Rock and Read.”

**b. Building & Grounds Update – Peter Sugar and Barbara Myles**

Peter and Barbara reported that the roof repair project is finished. Construction has begun on the project to modify the air conditioning ducts in the archives area to keep warm air from the Archivist’s Office from getting into the vault. Barbara stated that Lincoln’s insurance company, Massachusetts Interlocal Insurance Agency (MIIA), is pursuing legal action to recover the cost of repairing the damage done to the library when a sprinkler turned on unexpectedly on January 1, 2015. MIIA has hired the law firm, Tang & Maravelis, P.C. to represent them. Barbara will be meeting with MIIA’s lawyer, Mary Day (Assistant Town Administrator), and Michael Haines (Facilities Manager) on March 2 to work on responses to RDK Engineers’ discovery request.

**c. Local Heroes Update – Martin Dermady**

The next Local Heroes event is on Saturday, April 9 with Michael Rosenblatt, MD as our Local Hero.

**d. Friends of the Lincoln Library – Julie Brogan**

The Friends gave money to the Minuteman Library Network to help fund legislative breakfasts. The Friends purchased a new museum pass to the Tower Hill Botanical Garden in Boylston, MA. The Lincoln Authors event at Town Offices was co-sponsored by the Friends. In the future, this event will be at the library.

**e. Finance Report**

The library’s budgets and spending are on track.

**Adjournment**

The meeting adjourned at approximately 9:45 p.m.

Respectfully submitted,

Barbara Myles  
Library Director

**LIBRARIAN'S REPORT – BUILDING & GROUNDS UPDATE  
February 25, 2016**

**TO: Trustees, Lincoln Public Library  
FROM: Barbara Myles, Librarian**

## **Building Repairs**

### **1. Archives Environmental Controls Settings**

Construction has begun on the project to modify the air conditioning ducts in the archives area to keep warm air from the Archivist's Office from getting into the vault. The goals of this project are to improve the environmental conditions in the vault and to reduce electricity consumption.

### **2. Landscape Design**

The Capital Planning Committee asked for detailed cost estimates that were difficult for Michelle Crowley Landscape Architecture (MCLA) to prepare because we do not have an up to date land survey of the library grounds. To remedy this situation, we authorized MCLA to have a land survey performed. This project is almost finished.

### **3. Preston Building Roof Reconstruction Project**

This project is finished. Jim McKenna, our Clerk of the Works for this project, inspected One Way Painting and Roofing's work and it met his standards. Lincoln's Building Inspector, Dan Walsh, gave us a Certificate of Completion for this project.

### **4. Gallery Track Light Fixtures\***

Replacement track light fixtures of any kind are not available for the Zumtobel brand track lighting fixtures currently in use in the gallery. Three companies have given me this same information. Unfortunately, the track is a 3-phase track that is not the industry standard. Eventually there will not be enough light fixtures for artists to display their work in the gallery. Perhaps replacing the lighting in the gallery could be part of the space planning project.

### **5. Sprinkler in First Floor Turret**

The fire suppression project is finished. However, Lincoln's insurance company, Massachusetts Interlocal Insurance Agency (MIIA), is pursuing legal action to recover the cost of repairing the damage done to the library when a sprinkler turned on unexpectedly on January 1, 2015. MIIA has hired the law firm, Tang & Maravelis, P.C. to represent them against RDK Engineers, Casby Bros. and Rustic Fire Protection. I will be meeting on March 2 with Deawn Takahashi, Esq., Tang & Maravelis, Mary Day, Assistant Town Administrator, and Michael Haines, Facilities Manager, to work on responses to RDK's discovery request.

### **6. Catalpa Tree – NStar Trimming\***

On May 14 I was informed by Chris Bibbo, the Superintendent of Lincoln's DPW, that NStar will be trimming the catalpa tree. Either Chris Bibbo or Ken Bassett, Lincoln's Tree Warden, will be with the NStar crew when they are trimming the tree "to make sure that the work is minimized to the fullest extent." When I looked at the catalpa tree on June 22, I did not see evidence of any recent trimming.

### **7. Red Oak Tree Pruning**

A big limb fell off of the big red oak tree located at the corner of Library Lane and Trapelo Road during the evening of Friday, July 31. Staff from the DPW, SavATree, and Ken Bassett met and decided that this tree would benefit from pruning and cabling. This work

was performed on January 22, 2016.

8. Removal of Two Crabapple Trees Located Near the Library Lane Sidewalk  
At the November 11 Trustees meeting it was agreed to remove the crabapple trees adjacent to the sidewalk because an elderly woman slipped on a crabapple while walking on the sidewalk. There is no way to keep the sidewalk clear at all times so it is a safety problem. Peter reported that he spoke with Ken Bassett and he agrees that the crabapple trees can be cut down. On February 24 I asked Chris Bibbo to cut these trees down.
9. Repair Water Damaged Walls in the DeNormandie and Tarbell Rooms  
Now that the roof has been repaired I hired Classic Construction to repair the water damaged walls in the DeNormandie and Tarbell Rooms.
10. New Shelf for Courtesy Phone  
Bob Bottino built a shelf for the courtesy phone that replaces the old book truck where the courtesy phone used to be located. Both Bobs installed this new shelf and painted the walls in this area on Saturday, February 20. Their work looks great!

\* No change since last Librarian's Report