

## Lincoln Public Library Trustees Meeting

May 24, 2016

**Present:** Jacquelin Apsler, Chair; Martin Dermady, Jen James, Kathleen Nichols, Peter Sugar, Trustees; Barbara Myles, Library Director; Ginny Turpin, Recorder

Absent: Jack French

The Minutes of the April 26th meeting were accepted as written.

**VOTE:** Unanimous

### Discussion Items

- **Art Gallery Exhibit Policy**

The latest draft of the Art Gallery Exhibit Policy was reviewed and a few last corrections made. Bobbie will prepare copies of the final draft for review by the Trustees and the Town Council.

- **Reference Room Space Planning**

Peter submitted a preliminary cost estimate for the new meeting room, including a glass partition, rewiring of the area to include new lighting (Peter suggested a hanging bar track tied into the existing electrical system as a less expensive alternative), safety features such as a sprinkler, and the new Front Desk with handicapped access. Martin suggested adding about \$20,000 to the proposed \$65,000, for new furniture and consultant fees. The Gallery also needs new lighting and fixtures; there might be some savings in tying both projects together. Fund-raising may be necessary, but Jacquelin urged a try at Capital Planning first. A strong case can be made, as Town Hall has recognized the need for another meeting space in town. A Trustee sub-committee, Martin Dermady and Peter Sugar, will address this and also collect ideas for the new design and furniture. Peter will check with his colleagues at deCordova for expertise on lighting and design, and will report back at the July meeting.

- **Kudos**

To Bobbie for crafting an impressive, detailed presentation for the meeting with the Finance Committee last week.

### Reports

- **Librarian's Report**

Bobbie reported on the Staff Training Day on May 17<sup>th</sup>, which included a discussion at Bemis Hall with social worker Claire Gerstein on how to deal with difficult patrons; also, Kate Tranquada, our Reference Librarian, gave a very helpful presentation on digital materials available at the library, including the Digital Commonwealth eBook collections. Bobbie reported that more and more patrons are seeking help from the Reference staff on how to

use Overdrive and apps to download books and movies on their personal devices; a Kindle Fire and an Android tablet have been purchased for the Reference staff to practice with in order to better serve patrons with technology issues.

This prompted a discussion on Kindle books, and Jen mentioned that the library could receive a percentage on Kindles (and other items) purchased by patrons from Amazon through the Library.

Bobbie reported that in June the Friends will hold their first book sale since the Bemis Hall renovation.

Chuck Miller, IT director for the town of Lincoln, will be retiring in June; there is a short list of possible replacements.

- **Financial Report**

Kathleen suggested putting our custodial supply budget up for bids.

#### Building & Grounds

- Large gaps under two window sills in the Children's turret room have been repaired by Bob Bottino—kudos to Bob!
- The process of removing the crabapple trees has become more complicated as their good health necessitates a “process” to explain to residents the reason for their removal; an open meeting for this purpose will be held in June at the DPW. Ken Bassett, Lincoln's Tree Warden, and Chris Bibbo will be at this meeting.
- Bob Bottino has put up yellow tape at the corner of the property near the flowerpot to protect the newly planted grass seed from drivers who keep parking there and ruining the lawn.
- Peter discussed the lawsuit against RDK et al, cautioning that it won't be over until the contract is considered fulfilled.
- Peter requested a copy of the flow test from the Fire Suppression project. Bobbie will provide this.

#### Children/YA Programs— Martin Dermady

- “Local Heroes School Program”  
Martin is working on plans to organize a talk by Michael Dukakis on the Northeastern University Co-op Program. This would take place at the University, so he will need to charter a bus or two for transportation to the event. He would also like to schedule attorneys Keith and Maria Hylton for a presentation.
- Martin discussed his wish to offer a gift to the presenters, such as a zippered LL Bean tote bag featuring a Library or Local Heroes logo. Everyone agreed that this was a good idea.

The next meeting will be on Tuesday, June 28, 2016.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted by,  
Ginny Turpin

## LIBRARIAN'S REPORT

June 28, 2016

**TO: Trustees, Lincoln Public Library**

**FROM: Barbara Myles, Librarian**

### Library Attendance

In May 6,918 patrons visited the library. This compares to May 2015 when 7,386 patrons visited the library.

### Adult Department

Get ready for Throwback Thursday on July 7! Thursday evening hours at the library were cut in 1992 so our Throwback Thursday has a 1992 theme. We will show the movie, "A League of Their Own" (starring Tom Hanks and Geena Davis) and people are encouraged to wear 1992 fashions such as overalls, Air Jordan sneakers, and neon wind breakers. Do you remember 1992? H.W. Bush, Bill Clinton, and Ross Perot ran for President. The breakup of Yugoslavia into Slovenia and Croatia began. Prince Charles and Princess Diana separated. Some popular books were: The Pelican Brief by John Grisham, The English Patient by Michael Ondaatje, and Men are From Mars, Women are From Venus by John Gray, Ph.D. Some of the popular musicians were: Bonnie Raitt, Eric Clapton, REM, and U2.

### Children's Department

The big Summer Reading Kick Off Party was on June 22. We had great weather and Jane thinks that we had more kids at the party (well over 200) than last year! The reading challenge lists are made available to kids on the last day of school (June 17). Since the party was held a few days after the end of school, kids were able to pick up their summer reading challenge lists before the party. Amazingly, as of today two kids have already finished their reading challenges! There are some fun programs ahead. On July 8, for example, there will be a drive in movie. Kids will first make and decorate their cardboard cars. Next, they will "drive" to the Tarbell Room to see the movie, "Winnie the Pooh."

### Reference Department

In May 508 reference questions were answered by Reference staff. Laura hosted the Mystery Monday Book Group's potluck and movie showing on May 23. They watched Alfred Hitchcock's, "Strangers on a Train," which

was made from Patricia Highsmith's book of the same title. The Mystery Monday Book Group read Strangers on a Train earlier in the year. Laura and Kate continued weeding various sections of our adult collections. Laura is creating a list of classic mystery books and first-in-a-series mysteries for purchase to improve our mystery collection. Kate and Laura continued to work on guides for using mobile devices to download ebooks, eaudios, and evideos. These guides will be used by staff covering the Reference Desk and by patrons.

### **Friends of the Library**

The Friends of the Library met on June 1. Jane Flanders and I presented the library's funding request of \$27,626.70 for FY2017. We asked for more money for adult programs because the library will be open on Thursday nights beginning July 7. Once again the Friends unanimously voted to fund our entire request! After an eleven month hiatus, the Friends' Book Sale took place on June 11. There was a great turn out and the Friends raised approximately \$1,200. A typical Book Sale, in contrast, raises approximately \$600-\$700.

### **Minuteman Library Network**

One of the topics discussed at the June 15 Membership Committee was whether to move two application servers (Sierra and Encore) to a cloud hosting platform. Making this move would improve reliability of the servers because there is a history of electrical power problems at Central Site. Minuteman could purchase a generator and quotes received were between \$45,000 and \$60,000. Even if Minuteman's landlord paid for half of the generator, over the long term, the cloud option is the lower cost and most secure choice. Minuteman's Board of Directors will enter into negotiations with Innovative Interfaces, Inc. to provide hosting services for Sierra and Encore.

### **Summer Interns**

Two students were hired for our summer intern positions: Abigail Payne and Charlotte Sykes. Unfortunately, we did not receive funding for a Mass Port intern this summer.

### **Building Repairs**

1. Archives Environmental Controls Settings  
The goals of this project are to improve the environmental conditions in the vault and to reduce electricity consumption. The ductwork modifications are finished. The vault is now on its own HVAC unit. This project is completed. I am waiting for a letter from Karle Packard stating that the project was completed successfully.
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. The survey is

complete but it does not include utility lines.

3. 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.

4. 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 (approximately \$100,000) 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 met 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 on March 2. After this meeting, I sent Deawn the invoice from Rustic Fire Protection for their technician's work on January 1, 2015 to replace the sprinkler head (the invoice shows the name of the technician who performed the work), applications for payment, test certificates, Rustic Fire Protection's warranty, and the change order for moving the sprinkler from the ceiling of the turret to an interior wall.

5. 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.

The tree hearing will be on July 13 at 7 p.m. at the DPW to consider the removal of the two crabapple trees.

Ken Bassett suggested Swamp White Oak trees as a replacement for the crabapple trees.

6. Rebates for Energy Savings

John Snell completed Pay-For-Performance applications with information about energy savings for Town buildings including the Library. One application was sent to Eversource (electricity) and the other was sent to National Grid (natural gas). I gave John information about the FY2005 Preston building window restoration project and the FY2008 Gund building window replacement project that he will include in the documentation. From FY2014 to FY2016 natural gas was projected to decrease by 5%. Instead it has decreased by approximately 16%. Any rebates received will be deposited into the Town's general fund.

7. Trees are Food for Leaf-Eating Insects

The sugar maple, Japanese maple, and white birch were infested with leaf-eating insects. The white birch also has leaf miners and leaf borers. SavATree treated these trees then fertilized them on June 20.

8. White Lines for Parking Spaces

The white painted parking lines that demarcate parking spaces are disappearing. The lines were last painted during the summer of 2014. Chris Bibbo put my request to repaint the Library Lane parking lines on his list on June 20.

\* No change since last Librarian's Report

### **Kudos**

Kudos to Bob Bottino and Bob Lager. Not only did they wash some of the library's carpets over Memorial Day weekend, they also found and stopped a small flood in the Friends Room that would have grown into a big problem! The gasket for the water filter of the HVAC unit that is located in the Friends Room cracked and caused water to spray out. Our Bobs turned off the water to the filter.