

Lincoln Public Library Trustees Minutes

June 28, 2016

Present: Jacquelin Apsler, Chair; Peter Sugar, Kathleen Nichols, Jen James, Martin Dermady, Trustees; Barbara Myles, Library Director; Lisa Rothenberg, Assistant Library Director; Ginny Turpin, Recorder; Michael Dolan, Lincoln IT Director

Absent: Jack French

The Minutes of the May 24, 2016 meeting were approved as amended. **VOTE:** Unanimous

Welcome Michael Dolan

- Michael talked about his work experience before accepting the position of IT Director at Lincoln Town Hall. He emphasized that his experience as a Help Desk manager will help him assess how best to set up a responsive “ticket” process without the typical rigidity. He very much likes to connect with his “clients”, such as the library.
- Bobbie discussed concerns of the library re technology; i.e., patchy WiFi service and whether or not some access points need to be replaced; collecting stats of WiFi usage required by the state; bandwidth issues for the public vs the staff; and a better understanding of our queue status after reporting a problem. Michael said that he would check with Integrated Technology regarding a WiFi update for the library. He will contact other libraries to see how they collect WiFi stats, and he will work with Bobbie on improving communication between the library and the IT office. When possible the Guardian IT technician (Anthony) will be sent to the library first to troubleshoot small problems. If Anthony cannot make it, Barbara or Lisa will be informed and a new ETA determined.
- Bobbie discussed the need for a Joomla update to avoid security risks to the library website. Michael offered to review the website migration proposal for \$9,800 to update Joomla from Jen Kramer, who has years of experience with Joomla.

DISCUSSION ITEMS:

Flag Ceremony:

- Tom Risser approached the Library with a request to display 300 flags on the lawn near Bedford Road in honor of the victims of September 11th. It was noted that Weston is planning a display of 3,000 flags. The Trustees wondered why Lincoln could not also display 3,000 rather than just 300 flags. The director will discuss this with Tom Risser with the final decision pending.

Crabapple Trees on Library Lane

- After a patron fell stepping on the fallen apples, the library has asked DPW to remove two crabapple trees for safety reasons. Ken Bassett, the town’s tree warden, reportedly agrees with the request.
- The public hearing on the fate of the crabapple trees is scheduled for July 13th, at the DPW. Peter, Barbara and Kathleen will attend.
- Kathleen has prepared a list of replaceable trees for the site. Peter suggested considering trees with small flowers/foilage that will not block the library from view.
- Barbara will contact the site designers to review options they were considering for Library Lane as well.

Art Gallery Policy

- The two corrected versions of the policy will be integrated by Barbara. The letter to artists on the wait-list apprising them of the new exhibition policy and new eligibility guidelines was approved. **VOTE:** Unanimous
- The contract to be signed by exhibitors was substantially revised by town counsel to further protect the library. Once the policy is finalized, the trustees will vote to approve it and the rewritten contract.

New Meeting Space, ADA-Compliant Circulation Desk & Art Gallery Track Lighting

- At our July meeting, Peter and Martin will report on the next step for the proposed renovations and estimated costs for a possible FY2018 capital project.
- Bobbie distributed a \$5,600 quote for new recessed track lighting by Graybar Electric Company.
- Peter and Martin will offer some suggestions for track lighting at the July meeting.

Friends of the Lincoln Library

- Since the library cannot receive revenue directly, the Amazon Affiliate serves the library best as a revenue stream for the Friends of the Library. Barbara will speak to the Friends about pursuing this revenue.
- There will not be a float designed by the Friends of the Lincoln Library in this year's July 4th parade.

"Local Heroes" School Program

- After some discussion about the LL Bean gift totes proposed by Martin Dermady, it was decided that the colors will be green and white. They will have a zipper and a library logo for those to be sold or gifted to patrons and the general public. A specially designed "Local Hero" logo designed by Mrs. Dermady will be on the other side for a smaller run of totes designated as gifts for the "Local Heroes" presenters. These newly designed totes will be given to past Local Heroes presenters as well.
- Martin will check on the specifics; i.e. minimum purchase requirements, for the two runs. The approximate cost will be \$70 per bag. Money from the Gift Fund will be used to purchase the totes.
- Martin also explained that the next Local Hero would be former Governor Michael Dukakis on Saturday, Oct. 8th. A bus will be provided to transport interested students and chaperones.

Librarian's Report

- Bob Bottino and Bob Lager discovered some water damage caused by flooding in the Friends' storage room where one of the archives HVAC units is located, when they were cleaning the floors and rugs last month. Some old Town Reports were damaged and had to be discarded. Barbara will get water sensors installed where the two archives HVAC units are located so we will be notified of any future floods. She extended kudos to the Bobs for their alertness diligence, and hard work that saved the library from serious damage to historic materials.
- The library has planned a theme night for the first Thursday night opening on July 7th. It's called Throwback Thursday and will feature a showing of the film, "A League of their Own."
- Jane and Barbara presented their request for FY17 funding to the Friends on June 1st. The Friends voted to fund the entire amount of \$27,626.70, some of which will go to support additional programs for Thursday nights.
- Two summer interns have been added to the staff for the summer.
- There were 312 new library patrons added to the Sierra integrated library system last year from July 2015 through May 2016.

Finance Report

- Just days from the end of the fiscal year, revenues and expenses appear to be on track for the year.

The meeting was adjourned at 9:10 p.m.

The next meeting is on Tuesday, July 26, 2016.

Respectfully submitted by,

Ginny Turpin

LIBRARIAN'S REPORT

July 26, 2016

TO: Trustees, Lincoln Public Library

FROM: Barbara Myles, Librarian

Library Attendance

In June 7,725 patrons visited the library. This compares to June 2015 when 7,627 patrons visited the library.

Adult Department

The library has been open three Thursday evenings in FY2017. The average Thursday attendance in July 2015 (when the library closed at 6 p.m.) was 636 people. In 2016 the Thursday average rose to 705 or 69 more people. As people get used to our new schedule, I expect this number to increase. Classic Jazz, Friday Morning Book Group, Lincoln Film Society, and Open Mike are on hiatus until September. Our other monthly programs: Mystery Monday, Photoshare, Traditional Jazz Jam, Who Picked This Book? Club, and Write Stuff are continuing to meet over the summer. Laura's Mystery Monday group met on July 25 and discussed Death at Wentwater Court by Carola Dunn. Lisa's Who Picked This Book? Club met on July 11 and discussed Heart of the Matter by Emily Griffin.

Children's Department

Once again the Children's librarians have scheduled many events for the summer. As of July 26, ten kids have completed the summer reading challenge! This summer, the Children's librarians made a reading challenge for adults. Why should kids have all the fun? Singer/musician Vanessa Trien performed on July 6 and everyone was encouraged to dance to her music. The Museum of Science gave a hands on workshop in which kids engineered, launched, and return vehicles for an imaginary space journey. This was an indoor program! Puppeteer Bonnie Duncan, gave a hilarious puppet show, "Lollipops for Breakfast," on July 21. Tomorrow the Institute of Contemporary Art is giving an art making workshop where kids will dress up buildings.

Reference Department

In June 590 reference questions were answered by Reference staff. Kate continues 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. A Bedford Rotary meeting that Jacquelin Apsler attended featured Noreen O'Gara, Assistant Director at Bedford Free Public Library. Noreen told them about some new services at her library including lending WiFi Hotspots and Roku (stream TV and movies over the Internet to your computer or mobile devices) devices to patrons. Kate is researching these products

for us to possibly purchase.

Technical Services Department

In addition to her regular duties, Alyssa decided it was time to take on the challenge of reclassifying the non-fiction videos (documentaries and travel videos, for example). The call numbers for non-fiction DVDs are the first three letters of their titles. This worked well when the collection was small. Now, however, we have thousands of non-fiction DVDs and it would be better to shelve them by subject. Alyssa is assigning Dewey call numbers to the non-fiction DVDs. She trained Lisa Bracken so she can assign Dewey call numbers when she has some available time away from her interlibrary loan duties. Alyssa taught Charlie Sykes, one of our summer interns, how to make new spine labels with Dewey call numbers. Andrew is changing the call numbers in the catalog so the new Dewey call numbers will display. I am very impressed by how Alyssa took on this big project and how other staff joined the project. The non-fiction DVDs will be more browseable because they will be shelved by subject.

Staff Training

On July 25 Ginny attended a workshop given by the Massachusetts Higher Education Consortium (MHEC), a group purchasing consortium. The MHEC negotiates contracts with vendors for goods and services. These contracts can be used by educational organizations, including libraries that are located in New England. We purchase books and book processing supplies from these contracts.

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. Graphs of relative humidity and temperature in the Lincoln Historical Room and vault show the ductwork modifications have had the desired effect. The relative humidity and temperature in the vault are within their target ranges. We are waiting to get comments from the engineer about the testing and balancing report, which was completed later than we expected.
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. Utility lines were added to the survey on July 18. The surveyor used plans I sent of various building projects we have completed to update his survey.
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.
Peter Sugar showed us a price quote he received from Wolfers Lighting for Juno Trac-Master recessed track and light fixtures that use LED lights.

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.

Investigators came to the library on July 14 to look at a spare sprinkler cover that is the same type as the one that was covering the sprinkler head that froze on January 1, 2015. Perhaps the fact that sprinkler had a cover on it made it easier to freeze?

5. Removal of Two Crabapple Trees Located Near the Library Lane Sidewalk

The tree hearing was held on July 13 at 7 p.m. at the DPW on Lewis Street. Twelve people attended this hearing. Ken Bassett, Tree Warden, was chair the meeting. I explained how Toby Frost came to the library last December with Sharon Antia to report that she slipped and fell on a crab apple while walking along the Library Lane sidewalk. Toby was not hurt badly but she was concerned that someone else would slip and get seriously hurt. She asked that the trees be cut down to prevent someone prevent this from happening. Peter stated that the crabapple trees would be replaced with trees that do not drop stuff that people can slip on. Both Toby and Kathleen Nichols said that even though they are tree huggers, they want the crabapple trees to be removed.

Virginia Lemire said that she had not seen the legal announcement for this tree hearing. Chris Bibbo assured her that his administrative assistant had placed the ads and the meeting continued. Jeff Eaton asked about moving the crabapple trees further into the lawn so the crab apples would fall on the lawn instead of the sidewalk. Both Ken and Peter replied that it is more expensive to move the trees than to cut them down and plant new ones. Stacy Osur did not want the trees to be cut down because they are healthy. Ken agreed that the crabapple trees are a hazard. He decided to continue this tree hearing until the library can bring a landscape plan showing which species of tree will be planted after the crabapple trees are removed.

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. 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. The lines were painted on Monday, July 25 before the library opened!

8. Engineering Assessment of the Library's Air Conditioning Options

Scott Greenbaum, an engineer with Energy Management Associates, will be at the library on July 27 to see the three air conditioners that were installed in 1989. He will be able to write his engineering assessment after his site visit. He knows that we need his report by early September so we can ask for funding this fall.

9. Installation of Ramp and Stairs at the End of the Library Lane Sidewalk

The Building & Grounds Committee met with Michelle Crowley of Michelle Crowley Landscape Architecture on July 25 and discussed the ramp and stairs project. Steve McDonald, DPW Foreman, opened the cover to the manhole near the bike rack. After looking into the manhole, Michelle was able to determine that the manhole can be lowered. This is good because it will make the upcoming construction less expensive. She also showed us plans for the ramp and stairs.

10. Water Sensors for Archives HVAC Units

Lexington Alarm Systems staff will be at the library on July 29 to determine how much it will cost to install water alarms for the HVAC units in the Friends Room and the vault. Running cable from the janitor's closet on the first floor to the Preston building may be tricky.

* No change since last Librarian's Report

Kudos

Kudos to Lisa Rothenberg and Ginny Turpin who are completing the Massachusetts Board of Library Commissioners' annual statistical survey. It is a very labor intensive project. Each year the MBLC makes changes to some of the questions and asks some new questions.