

## Lincoln Public Library Trustees Minutes

July 26, 2016

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

**Absent:** Martin Dermady

The Minutes of the June 28, 2016 meeting were approved as amended. **VOTE:** Unanimous

### **DISCUSSION ITEMS:**

#### Crabapple Trees on Library Lane

- The public hearing must be rescheduled, as required legal notices were not properly published. About 12 people did show up on July 13<sup>th</sup>, including Barbara, Peter Sugar, Kathleen Nichols, Tree Warden Ken Bassett, and several Lincoln residents. There was some discussion about Peter's suggestion to replace the two crabapple trees with slow-growing Yellow Wood trees which produce a nice canopy, lovely white flowers in the spring, and are not susceptible to winter moths. They grow to a height of 60+ ft and a width of 40+ ft. Ken discussed the effect of global warming on present and future plantings. Trees such as red maples may not survive in a warmer climate.
- The timeline for the removal of the crabapple trees and immediate replacement with new trees would be in September or October.
- Barbara will speak with the DPW about funds to help defray some of the cost. Peter will also contact Ken Bassett with a similar intent.

#### Art Gallery Policy

- The Art Gallery Exhibit policy was approved as amended by the Town Council.  
**VOTE:** Unanimous
- The letter to artists on the wait-list apprising them of the new exhibition policy and new eligibility guidelines was approved at the last trustees meeting and will be sent out as soon as possible.

#### Flag Ceremony:

- Tom Risser and his group decided to display 3,000 flags on the Bemis lawn instead of the library lawn. (We did not know that the veterans group would move the display to Bemis Hall when we had our Trustees meeting.)

### **CAPITAL PLAN FY17**

#### Scissors Walk Project

- There is \$53,904 as approved by the Capital Planning Committee for the scissors walk project, consisting of some steps and an ADA-accessible ramp. There's a manhole there and moving it would be expensive. Steve McDonald, the DPW foreman, opened the manhole on July 25<sup>th</sup> for Michelle Crowley of Crowley Landscape Architecture. She determined that the manhole can be lowered, at less expense, and the pipes are far enough below ground to not cause a problem. The stone wall at the site will not need to be moved. (Removed is the correct word. If the manhole and pipes were in locations that would cause MCLA to move the location of the ramp, then the stone wall would have had to be removed. I will email you the plan for removing the stone wall.)

#### Engineering Study

- The engineer from Energy Management Associates, Scott Greenbaum, will be visiting the library on Wednesday, July 27, to look over the 3 air conditioning units and suggest a replacement system.
- There is one large air conditioner in the addition; 2 or 3 smaller ones are squeezed into the attic which are older models that may still require Freon. A heat pump might be better. Two years ago the neighbors complained about the noise from these units; however, a study at that time showed that they were in compliance with town regulations.
- The trustees inquired if it were possible to get a “green” grant to help with the replacement cost.

#### Alarm Code

- This has been changed; Barbara will walk the Trustees through it on the way out after the meeting and also how to turn off the building lights.
- Barbara is the primary contact for Lexington Alarm Systems in the event of an emergency or faulty signals from the system. The trustees will not be called anymore in case the alarm goes off.

#### Financial Report

- Peter wondered about the \$43,000 balance in the budget; Barbara explained that we can’t be certain of that amount, as the final accounting reports haven’t yet been distributed from Town Hall.

#### New Meeting Space & ADA Compliant Circ Desk

- It was agreed that a request for the \$10,000 consultant fee through the schematic design phase be submitted in FY2018, with the request for funding of the additional \$65,000 construction cost presented at a later date. **VOTE:** Unanimous
- Jacquelin asked if a MA Library grant could be used for this renovation.

#### Art Gallery Track Lighting

- A budget price for new art gallery track lighting fixtures, obtained by Peter from Wolfers Lighting in Waltham for \$619, was discussed.
- Barbara distributed her drawing of the gallery space track lighting as it looks now, with dimensions; replacements for the track fixtures that have been there for years are no longer available. Peter described how new tracks could be installed to fit within the existing locations. There are currently 13 LED heads; Peter pointed out that LED has a longer life (20,000 hours), and uses less power.
- The cost to replace the entire system is estimated to be about \$5,000 (I had \$10K???) (\$5,000 is for the tracks and light fixtures. It doesn’t include any labor or other material costs.) Kathleen wondered about eliminating the middle man – Wolfers – and going right to the distributors. Peter does not agree with this approach, but will look into it.

#### Website Upgrade

- Michael Dolan was impressed by the Joomla proposal submitted by Jen Kramer.
- Ginny reported on the State Procurement Workshop that she attended earlier in the week and how it relates to the Joomla proposal. The lowest bid must be accepted, but standards and requirements need not be compromised, as long as they are specified in detail in the quote. The bid process to be followed depends on the price of the item or service; there are 3 specified price

ranges. The OIG recommends an annual re-evaluation of line item expenditures including cost comparisons among vendors.

- Barbara spoke to Lynn Nichols of Starstruck Designs, but they require a third of the cost up front; as the library cannot legally comply, they declined to submit a price quote.
- The trustees voted to accept the proposal submitted by Jen Kramer. VOTE: ???

#### Librarian's Report

- Barbara distributed a copy of "eUpdate" explaining the new Public Records Law.
- Lexington Alarm Systems will visit the library to determine the cost of water alarms for the HVAC units in the Friends Room and the Vault.

#### Kudos

- To Barbara for immediately setting out to improve communications with the new IT Director.
- To Lisa Rothenberg and Ginny Turpin for their efforts on the ARIS report due next month to the Mass. Board of Library Commissioners.

The meeting was adjourned at 8:55 p.m. Following the meeting, Barbara instructed the trustees on setting and unsetting the security alarm.

The next meeting is on Wednesday, Sept. 21, 2016.

Respectfully submitted by,

Ginny Turpin

#### **LIBRARIAN'S REPORT**

**September 21, 2016**

**TO: Trustees, Lincoln Public Library**

**FROM: Barbara Myles, Librarian**

#### **Library Attendance**

In July 6,518 patrons visited the library. This compares to July 2015 when 7,582 patrons visited the library. In August 7,168 patrons visited the library. This compares to August 2015 when 6,141 patrons visited the library.

#### **Adult Department**

Classic Jazz, Friday Morning Book Group, Lincoln Film Society, and Open Mike are on hiatus until

September. Laura's Mystery Monday book group discussed Death at Wentwater Court by Carola Dunn in July and The Little Stranger by Sarah Waters in August. Lisa's Who Picked This Book? Club discussed Heart of the Matter by Emily Griffin in July and My Name is Memory by Anne Brashares in August. Photoshare, Traditional Jazz Jam, and Write Stuff also met over the summer. The First Parish's Meditation Sangha began meeting at the library in July due to construction at the First Parish. While they are meeting at the library, library patrons may join the group.

### **Children's Department**

The 6<sup>th</sup> Annual Summer Reading Challenge ended with a sleep over on August 26 for kids entering grades 4 through 7. Last year kids entering the third grade could also attend the sleep over. However, there were 41 kids at the sleep over last year, which were too many. This year 35 kids slept over so this is still a very popular event for the winning kids. On August 4 the Hampstead Players presented a play adaptation of The Wizard of Oz! Family Bingo Night took place on August 10 with volunteer Sally Kindleberger calling the numbers. Denise hosted dance parties over the summer. In July the theme was July 4<sup>th</sup> with attendees encouraged to wear red, white, and blue. The August dance party was a Silly Sock Hop and attendees wore their craziest socks. Jane continued her Pajama Storytimes in July but on a new night, Thursdays. Singalongs with Ed Morgan shifted to Friday mornings from Friday afternoons to accommodate weekend travelers.

### **Reference Department**

In July 499 reference questions were answered by Reference staff and the number of reference questions increased to 645 in August! Laura reported, "Lincoln is no longer a ghost town in the summer." For the first time, the Massachusetts Board of Library Commissioners requested database usage statistics this year. Laura and Kate spent many hours compiling these statistics. It is good that the MBLC is collecting these statistics because it shows that people read articles from databases as well as check out physical items like books, music, and movies.

### **Technical Services Department**

Alyssa's project to reclassify the non-fiction videos (documentaries and travel videos, for example) is almost finished. There are only about 30 non-fiction DVDs that need new spine labels. Andrew did a lot of work in the Sierra cataloging module changing the three letter call numbers to Dewey Decimal call numbers. He has expressed interest in learning more about technical services work and Alyssa is training him how to enter data into the Sierra acquisitions module.

### **Website Upgrade**

On September 19 our Website Team (Lisa Rothenberg, Debbie Leopold, Laura Paryl, Kate Tranquada, and Andy Loof) met with consultant, Jen Kramer, about upgrading the library's website from Joomla version 2.5 to 3.6. They selected a Joomla template for the web pages and discussed navigation options.

## Staff Training

On August 10 Susan Brooks, Town Clerk, and Marie Wasnock, Town Archivist, gave a training class to staff who work at the Reference Desk (Lisa Rothenberg, Laura Paryl, Robin Rapoport, Janet Spiller, and Kate Tranquada). First, Susan and Marie gave staff some background about the Lincoln Town Archives and explained various policies regarding patrons using archival materials. For example, patrons must fill out forms giving us their names and contact information as well as which items they want to look at, before we retrieve the items from the vault. Next, Marie showed staff how to search for Lincoln Town Archives material.

On September 13 Ginny attended a workshop given by the Mass. Board of Library Commissioners about this year's financial survey. Ginny reported that there are no surprises in this year's survey.

On September 15 Ginny attended the MHEC (Massachusetts Higher Education Consortium) Expo. 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, book processing supplies, and office supplies from these contracts. Ginny came back from the MHEC Expo with the name of a company where she can purchase ink and toner cartridges for less money than we are paying now.

## Work Plan and Classification Study

The Town is undertaking a Classification and Compensation Study for non-unionized staff. Library and Town Offices staff are not unionized so we are part of this study. All Town departments were asked to review and revise their job positions and send them to Mary Day, Assistant Town Administrator, by the end of August.

## 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. Construction is finished. The engineer approved the testing and balancing report which showed that the ductwork modifications are working as expected. The relative humidity and temperature in the vault are within their target ranges.
2. 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.
3. 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?

4. Removal of Two Crabapple Trees Located Near the Library Lane Sidewalk  
The July 13 tree hearing was invalid because there were legal advertisements in the "Lincoln Journal." The do over tree hearing is scheduled for September 27 at 7 p.m. at the DPW on Lewis Street.
5. 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.
6. Engineering Assessment of the Library's Air Conditioning Options  
Scott Greenbaum, an engineer with Energy Management Associates, recommended replacement systems for the three air conditioners that were installed in 1989. The replacement for AC1 in the Gund building is a custom built air handler unit that will also have a heating hot water coil and a DX cooling coil with a remote compressor/condenser. At a future date a remote heat pump/compressor can replace the boiler. For the Preston building, Scott recommends replacing AC2 and AC3 with seven wall mounted dedicated ductless split heat pumps (one for each room).
7. Installation of Ramp and Stairs at the End of the Library Lane Sidewalk  
This project is going out to bid. Plans and specifications will be available for contractors on September 28. Bids are due on October 12.
8. Water Sensors for Archives HVAC Units  
Lexington Alarm Systems staff was at the library on August 9 to determine how much it will cost to install water alarms for the HVAC units in the Friends Room and the vault.
9. New Coax Cable for Comcast Connection in Tarbell Room  
Lisa Rothenberg had scheduled a Football 101 program last fall but we had to cancel it when we discovered that the Comcast Cable TV connection in the Tarbell Room was not working. The coax cable was probably damaged during the renovation of the archives suite when that area was gutted. A new coax cable was installed on September 13. Comcast will return to set up our cable TV connection before Football 101 takes place on November 20.
10. Parapet Repairs  
There is a place on the parapet facing Trapelo Road that has cracks and some missing sandstone. We had some leaks in the Children's Room in the wall below this parapet and the parapet that faces Bedford Road. The backs of these parapets should probably be sealed. I have asked two companies for cost estimates and will meet with the Building & Grounds Committee to discuss them.

\* No change since last Librarian's Report

### **Kudos**

Kudos to Alyssa who was elected by her peers to be the Chair of the Minuteman Library Network's Technical Services Interest Group. Kudos also to Lisa Rothenberg, Debbie Leopold, volunteer Sally Kindleberger and her dog Lexie, who staffed a table at the Lincoln Public Schools' Back to School Picnic on September 8. Lexie and chocolate kisses lured students to the library table where they learned more about library programs and services.