

Lincoln Public Library Trustees Meeting
September 21, 2016
7:30 p.m.
Lincoln Public Library

Present: Jacquelin Apsler, Chair; Marin Dermady; Jen James; Kathleen Nichols; Barbara Myles, Director

Absent: Jack French, Peter Sugar

1. **Approve July 26, 2016 Minutes**

The minutes were amended to increase the cost of the gallery track light replacement project from \$619 to approximately \$10,000.

Vote: Yes=3, No=0

2. **Discussion Items**

a. **Crab Apple Trees**

At the July 13 Tree Hearing, Ken Bassett (Lincoln's Tree Warden) recommended that the library suggest a replacement tree for the crab apples trees. Michelle Crowley Landscape Architecture recommended yellowwood trees. The Building & Grounds Committee concurs with MCLA. Kathleen disagrees with this recommendation because yellowwoods need extra care and they have brittle branches. The yellowwood trees can be planted in November or December when they will be dormant.

b. **Art Gallery Exhibit Letter to Wait List - Update**

The letters were sent to artists on the wait list to show their artwork in the gallery. Surprisingly, Barbara received no complaints from artists who were on the wait list. The deadline for artists to apply to the library's new Art Committee for an exhibit in 2017 is September 30. Jen James, Lisa Rothenberg, Lindsay Clemens, Susan Hallstein, and Shing Hsieh comprise the Art Committee.

c. **Website Upgrade – Update**

The Website Committee (Lisa Rothenberg, Debbie Leopold, Andrew Loof, Laura Paryl, and Kate Tranquada) met with Jen Kramer on September 19. Jen is upgrading the library's website to the latest version of Joomla and modifying the navigation. They selected the Joomla web page template for the upgraded website and brainstormed about navigation options.

d. **Capital Plan FY2017**

i. **Scissor Walk Next Steps** – The advertisement for this project will appear in the "Central Register" on September 2; the pre-bid conference is scheduled for October 5; and bids are due on October 12.

ii. **A/C Feasibility Study: Engineering Update + Green Grant Option** – The reports, written by engineer Scott Greenbaum, show that he is recommending

heat pumps as the replacement technology, a custom built air handling unit to replace AC1's air handling unit (located in the Gund building), and seven wall mounted air conditioning units (one for each room) for the Preston building. No other options, such as geothermal were included in the report. The Trustees were concerned that the custom built air handling unit is risky and that there will be high electricity costs as a result of the engineer's solution. It was agreed that Martin would speak with the Scott about his report. We requested replacement options but Scott only gave us a solution.

e. **Capital Plan FY2018**

i. **Reference Room/Circulation Desk Renovation – Schematic Design** – Peter and Martin agree that \$10,000 will pay for a schematic design of the renovation of the Reference Room and Circulation Desk.

ii. **Grounds Master Plan – Next Steps**

It was agreed that we will not apply for FY2018 funding from the Capital Planning Committee for this project. Instead, we will complete the Scissor Walk project during FY2017 and perhaps apply for additional funding in FY2018.

iii. **Facility Review** – The cost proposal from Simpson Gumpertz and Heger for the facility review was \$12,500, less than we expected. We will request \$13,750 to fund this facility review (\$12,500 plus a 10% contingency).

f. **Art Gallery Track Lighting Update**

It was agreed that Barbara will get more prices for track lighting and find an electrician who can replace the existing track lighting with new track lighting.

g. **Local Heroes – LL Bean Totes Logo, Pricing, and Timeline**

Martin showed us a mockup of the design that his wife, Margie, made to put on the green tote bags. Inside the white triangle there is a tree and the words, "Lincoln Public Library LOCAL HEROES." There was agreement that the design was good. Jen asked to see a modified design in which the tree is above the words instead of to the left of the words.

The next Local Heroes event is on October 8 with Michael Dukakis. Unfortunately, he is not responding probably due to the presidential campaign season. Maria Hylton and Peter Georgiou will speak on November 5 about the law profession.

h. **Local Heroes – Update**

Martin has scheduled the first Local Heroes program for December 5 and the topic is computer science. Margo Seltzer and Andy Payne, both Lincoln residents, will make the presentation. The target audience is high school and middle school students. Martin has also booked Paulo Lozano, an Associate Professor of Aeronautics and Astronautics at MIT, to present a program about aeronautics on January 16. Martin is

also working on scheduling more Local Heroes talks during 2016.

i. **9/11 Flag Ceremony – 3,000 Flags**

The Veterans of Lincoln (VOLMA) installed nearly 3,000 flags around the War Memorial to commemorate the 15th anniversary of 9/11/2001 attacks in New York, Washington, and Shanksville, PA. VOLMA held a ceremony on 9/11 at the library near the flag display. Due to the drought conditions, the ground was hard and it was difficult to install the flags. An electric drill was used to make holes in the lawn for the flags.

3. **Brief Reports**

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

Barbara reported that the Town is hiring a consultant to perform a classification study of non-unionized employees. Library staff are included in this classification study. Barbara worked with staff to update their job descriptions so they reflect what staff do now.

b. **Building & Grounds Update – Barbara Myles**

Barbara is getting a price quote From Lexington Alarm Systems for installing water detectors for the archives HVAC units.

c. **Friends of the Lincoln Library – Kathleen Nichols**

Kathleen reported that the Friends will be publishing a new telephone book next spring. There was concern that a paper telephone book is no longer relevant. Martin stated that maybe 50% of the residents at Battle Road Farm do not keep their copies of the Friends’ telephone book. Jen suggested that the Friends only send out paper copies to people who want it. Other Lincoln residents can have PDF copies.

d. **Finance Report**

Actual spending through August is 20% of the budget but we are only 16.7% into the new year. This happens each year because we pay for our Minuteman Library Network yearly membership (almost \$29,500) in July.

Adjournment

The meeting adjourned at approximately 9:00 p.m.

Respectfully submitted,

Barbara Myles
Library Director

LIBRARIAN'S REPORT
October 18, 2016

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

Building Repairs

1. 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.

2. 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 & Marvelis, 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?

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

The September 27 Tree Hearing was not as well attended at the July 13 Tree Hearing. There was agreement that the crab apple trees will be cut down by the DPW. However, Chris Bibbio, Lincoln's DPW Superintendent, is concerned about people giving his staff a hard time when they are cutting down healthy trees. He asked that announcements be placed in the Lincoln Journal and Lincoln Squirrel to explain why these trees are being cut down. I gave Toby Frost, the woman who fell after slipping on a crab apple last December, information to include in her piece for the Lincoln Squirrel. Toby sent her piece to the Lincoln Squirrel on October 14 but I have not seen it yet in the Lincoln Squirrel.

4. 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.

5. 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).

Scott attended the October 13 Building & Grounds Committee meeting and explained how he arrived at his recommendations. He also told us that he has received a cost estimate from Ambient Temperature Corp. for a different air conditioning solution for the Preston building that does not include wall mounted units. We are waiting for his next report.

6. Installation of Ramp and Stairs at the End of the Library Lane Sidewalk
The project budget is \$53,904 (including approximately \$5,000 for the landscape architects' fee). We received two bids but they were both over budget. CHB Excavating's bid was \$61,000 and U.S. Pavement Services' bid was \$67,400. The Building & Grounds Committee met on October 13 with Naomi Cottrell of Michelle Crowley Landscape Architecture to discuss ways to reduce the scope of the project. We will go out to bid in the spring with the smaller project.
7. 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. Lexington Alarm Systems' cost proposal is \$2,540 but it includes wireless transmitters that would be mounted in the gallery. I think the system would be more reliable with a hard wired connection instead of a wireless connection. Plus, we would not have wireless units in the gallery. I will ask for a cost proposal with a hard wired connection.
8. 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.
9. 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 but only one, The Waterproofing Company, gave me a cost proposal. TWC's cost estimate is \$26,384 with the following description, "To supply labor and materials required to access two gable parapets, perform spot pointing with custom-colored mortar to match existing precast concrete, power wash and install 40% silane water repellent." This project is too big for our maintenance budget.

* No change since last Librarian's Report

Sad Announcement

Lisa Bracken was diagnosed with metastatic adenocarcinoma last month and has had to resign her

position at the library. Lisa worked for the library for almost 19 years, first as a Page, then as a Circulation Assistant, and finally as our Senior Library Technician where her primary responsibility was for interlibrary loans. Lisa is a super person with a great sense of humor. She sat at the desk near my office door so I saw her a lot. I enjoyed working with her and miss her very much.