

Trustees Meeting
January 7, 2020
7:30 PM

Present: Jacquelin Apsler, Chair; Ron Chester; Peter Sugar; Lucy Maulsby; Kathleen Nichols; Dennis Picker; Barbara Myles, Library Director

1. Approve meeting minutes for November 19
There was a motion to approve the minutes as amended.
Vote: Unanimous
2. Approve meeting minutes for December 10
There was a motion to approve the minutes as amended.
Vote: Unanimous
3. Discussion items
 - a. Ongoing initiatives
 - i. Astronomy programming – update: Dennis Picker
Dennis reported that only five people attended his November astronomy program. Thirteen had attended the October program, and twenty attended in September. He does not think this is enough of an audience to warrant getting an outside speaker. We had hoped that more young people would attend the programs, but the attendees in October and November were all middle aged and senior adults. He is not arranging any further astronomy programming. Kate is interested in having a star gazing date in April and is working on that program.
 - ii. Building community through books – Update: Lucy Maulsby
Lucy explained that the list of books recommended by the Lincoln School Committee will not change often. She will check with the school to see if more titles were added to the list.
 - b. Articles on other ARIS statistics/events/programming – update
Lucy’s article about the reference librarians was published in the Lincoln Squirrel on December 10. We agreed that it is a great article.
 - c. Capital projects for FY2020 & FY2021
 - i. Facility review
The facility review is not finished yet. Michael Louis, Senior Principal at Simpson Gumpertz & Heger, will make a presentation at the January 13 Capital Planning Committee meeting. He will submit the final version after this meeting. There was discussion about providing the Capital Planning Committee with a spreadsheet of the work done since the 2004 facility review. It was agreed that (1) the spreadsheet that Peter made with inflation adjusted costs will be edited, (2) Peter will write an explanation of the RS Means costs provided by SGH, and (3) Lucy will update the comments. The Buildings and

Grounds sub committee will work on the spreadsheet and present a version for the Trustees to review.

ii. AC1 replacement

The work is nearing completion. So far, we have paid \$220,000 of the \$265,000 contract with Thomas E. Snowden. The new air handler is making too much noise due to air turbulence. Snowden staff are working with the manufacturer (Trane) to stop the air turbulence. They cannot test the air conditioning system until warmer weather.

iii. FY2021 request – Parapet Repairs

We will present our parapet repairs – design phase project to the Capital Planning Committee on January 13 unless the Community Preservation Committee funds this project. The CPC meets on January 9 to decide which projects to fund for FY2021.

iv. January 13 meeting with Capital Planning Committee

The Trustees worked together on a letter to give to the CapCom in response to their December 10 letter. It was agreed that Jaquelin would create a final version that incorporated the thoughts expressed during our discussion.

Meeting adjourned at 10:00 p.m.

Respectfully submitted,
Barbara Myles
Library Director

TO: CapCom, FinCom
CC: Board of Selectmen, Barbara Myles
FROM: Lincoln Library Trustees
RE: Library Capital Projects and Building Maintenance
DATE: January 10, 2019

Dear Members of Lincoln's Capital Planning and Finance Committees,

Thank you for your letter of Dec. 13, 2019. We appreciate your recognition of the challenges and complexities inherent in maintaining Lincoln's library as a valuable and historic community asset. We also appreciate your acknowledgement that "many of the Library's building maintenance and capital requests have been strong and thoroughly prepared." We hope that together we can enhance our mutual understanding of the issues, develop more effective channels of communication, and strengthen our collaboration.

Below are our responses to the concerns you raised in your letter.

1a. Submit Reserve Fund transfer requests to FinCom only in emergency situations.

- The Library understands the emergency nature of Reserve Fund Transfers. Your letter refers to a fall 2018 Reserve Fund Transfer Request for a project "that did not qualify as an emergency." In fact, the Library's request for \$7,200 was made in June 2018 for an immediate water test that was needed for repair work to be completed as soon as possible for safety reasons. Water damage compromised the structural integrity of the parapets that were in danger of breaking apart and falling on Library patrons below.
- FinCom unanimously approved that transfer request at its June 25, 2018, meeting. The approved motion for the transfer included a "friendly amendment" to allow the Library to increase its maintenance budget with a contingency to handle "urgent, unforeseen, and unpredictable" emergencies and minimize reserve fund transfer requests.
- Following FinCom's suggestion, the Library requested \$10,000 contingency in its FY2020 Maintenance Budget. CapCom reduced it to \$5,000.

1b. Inappropriately submitting the same request to three committees—FinCom, CapCom, and CPC—in the fall of 2018.

- The Library followed the process that had been in place for several years. The same request submitted to both CapCom and CPC conformed with previous instructions from both committees.
- Regarding the statement that the Library's submission to CPC was "not appropriate since the Library addition would have to be formally designated as a historic resource." In fact, the 1989 addition qualifies as a "historic resource" in accordance with the definition in MGL Ch. 44B,

which was confirmed by a motion unanimously approved by the Historic District Commission on November 5, 2019.

- There was no third, simultaneous submission to FinCom in the Fall of 2018. The only Library submission to FinCom for a Reserve Fund Transfer in the past 18 months was unanimously approved in June of 2018. See 1a. above.

The Library will continue to follow the protocols stated in the instructions for submitting capital requests. We also believe there are situations in which it is appropriate to submit a capital funding request to both the Capcom and the Community Preservation Committee. We would welcome the opportunity to work with both of these committees to develop procedures to allow efficient handling of such dual requests.

2. Improve preparation and presentation of significant capital requests.

We appreciate your recognition that most of the Library's capital requests have been "well-researched and thoroughly documented." Even with the help and direction of the Trustees, the burden of the preparation of the materials and documents falls heavily on Barbara. It's a task she takes seriously and executes with focus and dedication. The Trustees are grateful for Barbara's thoroughness and the gravity with which she performs these tasks. Any mistakes, misunderstandings, misdirection, or miscommunications are the sole responsibility of the Trustees.

- We acknowledge that the \$800,000 request for A/C repairs, based on a quote from Ambient Temperature Corporation, was not sufficiently documented. Gary Vanderweil of Vanderweil Engineers designed a more precisely defined scope with a cost estimate by D.G. Jones of \$305,000. A number of factors—aged equipment, Freon being outlawed and costly to replace in the short term, significant repair costs, breakdown of equipment, an uncomfortable and unhealthy climate for patrons and staff, and the need to close the library for days—required a speedier process than our preferred two-phase approach. CapCom supported the consolidation of the two phases into one year and recommended our request for \$305,000 which was approved at Town Meeting.
- We disagree with your second concern that the water test conducted on August 7, 2018 was not useful. With water infiltration damaging the building's infrastructure and with the parapet being a critical safety concern, we needed the water test in order to discover the source of the water infiltration. The test revealed the parapets and through-wall flashing are the source of the leaks. Water freezing in the cracks of the parapet during the winter could break them apart and injure pedestrians below. Building Recon Services recommended "*repointing the deteriorated masonry joints to help minimize water entering the wall cavity where it is evident through-wall flashing is non-existent or defective and pointing will repair damaged mortar joints*". CapCom denied funding for the repointing and instead approved funding for a more comprehensive investigation in FY20. The Library encased the parapets in netting to address the immediate safety concerns until the investigation could be conducted and the design and eventual repairs could be funded in two phases.

In the above two cases, we deviated from our preferred two-phase process for legitimate safety concerns. Going forward, we will follow the two-phase process wherever possible: first, requesting funds for a detailed design and cost estimating phase, and, second, basing our request for the construction/implementation/installation phase on detailed estimates.

With the FY2020 funding for our Facility Review approved at Town Meeting, we hired Simpson Gumpertz & Heger (SGH) to conduct the review and investigate the specific causes of the water infiltration. SGH conducted our 2004 Facility Review, which has guided all of the work the Library has undertaken in the past 15 years. SGH knows the Library facility well and is the best in the business. Based on SGH's recent comprehensive and thorough report, we obtained three credible bids for preparing the necessary design documents for repairing the parapet, which are part of our FY2021 capital request.

3. Improve management of approved projects.

Your primary concern relates to the larger AC unit #1 and two smaller AC units #2 and #3. Given that CapCom and the Library discussed this situation at length in the summer of 2019, we will limit our comments to the main facts of the project.

- Our process was as follows:
 - We explored green options with the Green Committee and found the costs to be prohibitive.
 - We received advice from Vanderweil Engineers, a nationally recognized HVAC firm.
 - We hired a reputable HVAC engineering firm, Northeast Engineering, to prepare design and bid documents.
 - We engaged the cost-estimating firm, D.G. Jones, that had produced reliable estimates on prior Library projects.
 - We used cost estimates prepared by D.G. Jones as the basis of the request approved by CapCom.
- The one bid we received for the three AC units was 71% higher than estimated. Consequently, we initiated a second round of bidding modifying the scope with the replacement of AC unit #1 as the primary line item and the replacement of AC units #2 and #3 as an add-alternate. The re-bid project received multiple bids. The lowest bid allowed us to replace only AC #1 with the allotted funds.
- We replaced the largest unit (#1) since it was the most at risk of failure and more difficult and costly to service going forward due to the manufacture of Freon gas being outlawed. Unit #1, by itself, handles 2/3 of the building's cooling load. Although the three units were all installed in 1989 and beyond their life cycle, we hope to not have to replace units #2 and #3 for at least 3 to 5 years. Even if one or both of them fail, the more efficient, higher capacity unit #1 will be able to handle the load well enough to keep the building open and fairly comfortable until we can replace units #2 and #3.

Your second concern regarding project management is the ADA-compliant scissors walkway and stairs.

- Cost increases were due to a number of factors. Our landscape architect explained the increases as follows: Contractors told her they “added up-charges due to the busy market” and added in higher mobilization costs because the project was “so small.” In addition, construction costs increased between the time the estimates were prepared (January 2016) and the project was bid (March 2017), and there was a change in scope regarding the need for higher curbing and some lighting.
- In your letter, you state *“This project was initially proposed to CapCom for FY17 and approved by Town Meeting in the amount of \$53,904. However only the stairs were able to be completed before the funds were exhausted.”* This is incorrect. The project was not started until after the Library’s request for an additional \$20,000 was approved by CapCom and Town Meeting for FY18.

For the past 15 years, since the 2004 Facility Review, the Library has maintained its building and grounds following best practices for design and construction under the auspices of qualified engineers, architects, and cost estimators. The Library is committed to the ongoing stewardship of this community resource.

We will continue to hire professional advice for our capital and maintenance projects and continue to benefit from professional expertise on the Board of Trustees. Until recently, we had two architects on our Building & Grounds Sub-committee. We still have one. Barbara has been a Massachusetts Certified Public Procurement Official (MCPPO) since 2006 and is re-certified regularly.

While we differ from CapCom and FinCom on the details, decisions, and outcomes of the two projects listed above, we can learn from them.

4. Perform a transparent review of maintenance costs. Identify and implement efficiencies to bring costs more in-line with other town buildings.

The Library is transparent about its maintenance costs. Our maintenance budget is based on:

- Comprehensive building condition assessments by SGH in 2004 and 2019
- A multi-year average of actual expenditures
- Maintenance carried out as required without deferral
- Consulting with professional experts in various disciplines

Each year the Library furnishes CapCom with a detailed accounting of all maintenance expenditures.

In addition, the Library is fortunate to have two outstanding custodial caretakers. Their care and oversight of the facility is unparalleled. The Library benefits from their talent, attention to detail, and the pride they take in maintaining the building.

The Library maintains a spreadsheet that tracks all of the 2004 Facility Review items. It has been distributed to CapCom in the past and will be so again this year.

In conclusion, we want to thank CapCom and FinCom for your ongoing engagement with the Library in all of its complexities. We appreciate your willingness to support and foster this vibrant community resource. We will continue to refine internal review processes; hire engineering, design, and construction expertise as appropriate; communicate in a timely fashion with CapCom about overruns; and maintain a transparent system to track maintenance.

We welcome the opportunity to explore ways in which building management professionals employed by the Town might assist with the care of the Library building. We are happy to work with the relevant committees to determine how this can be done both sensibly and realistically. By improving communication and collaboration, we hope to forge stronger partnerships with all concerned.

Sincerely,

Lincoln Public Library Trustees

Jacquelin Apsler, Chair

Ron Chester

Lucy Maulsby

Kathleen Nichols

Dennis Picker

Peter Sugar

LIBRARIAN'S REPORT

January 28, 2020

TO: Trustees, Lincoln Public Library

FROM: Barbara Myles, Librarian

FY2021 Capital Projects Budget

We have one capital project for FY2021, the design of repairs that will stop water from leaking into the walls of the north and south parapets on the 1989 addition and a cost estimate for construction to make the repairs. The Community Preservation Committee approved funding for this project.

Low Vision Equipment

Lisa Rothenberg, Kate Tranquada, and I will go to the Norwood Public Library, Minuteman Library Network's leader in assistive technology, in February to meet with them about assistive technology they have purchased for Norwood.

Star Gazing Party

Kate has set up a star gazing party with Kelly Beatty, Senior Editor of Sky & Telescope Magazine, for April 29 (or if bad weather April 30) at the Pierce House. We will bring the library's new telescope, that was donated by the Aldrich Astronomical Society, to the party. Kate and I went to the Pierce House on January 23 to meet with Victoria Otis, Pierce House Events Manager, about the star gazing party.

Staff Illnesses

Unfortunately, nearly every staff member has had a bad cold or the flu this month that has kept them out for multiple days to a week. I don't remember any other time in my tenure with so many sick staff during such a short period of time.

Minuteman Library Network Membership Meeting

At the January 15 Membership meeting, the library directors of the Minuteman Library Network's libraries voted to increase the OverDrive budget from \$600,000 to \$750,000 for FY2021. Even with this large budget increase, we expect long wait times for OverDrive titles. There was a discussion about the Macmillan eBooks boycott by public libraries. Macmillan's new policy limits eBook sales to public libraries to one copy of each book per public library for the first two months after publication. Publishers have not restricted their printed books and the publishers have thrived. Now the Macmillan is acting as though public libraries will cause them severe financial hardship. Right now the Minuteman Library Network is purchasing Macmillan's eBooks on OverDrive but many MLN directors want to join the boycott.

Building and Grounds 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. Unfortunately, the existing track is a 3-phase track that is not the industry standard. The optimal number of lights in the gallery is 12 and we are down to 10 lights. The artists have started to complain about the inadequate number

of lights. (Replacing the track and light fixtures is not included in our request for FY2020 funding.)

2. Replace AC1

Thomas E. Snowden, Inc. staff and our project engineer, Jeff White, met with a Trane representative on January 8 about the thumping noises and whistling noises the air handler is making on a regular but not constant basis. The Trane representative thinks putting a baffle between the supply air fan and the return air fan to keep these air flows separated from each other will eliminate the turbulence that is causing the noises. This baffle is on order from Trane. The condensing unit for air conditioning was readied for operation on January 28.

3. Street Lights on Library Lane Not Working

The street light nearest to Bedford Road is working, as of January 25. The other street lights are not working. Chris Bibbo, Lincoln's DPW Superintendent, told me that he has reported this to the electrician.

4. Energy Efficiency

Commonwealth Electrical Technologies staff replaced 106 fluorescent light bulbs and 5 metal halide light bulbs (located in the street lights on Library Lane) with LED lights on January 16-17. Bob Bottino found four bulbs that are not working, and I have reported this problem to Commonwealth Electrical Technologies.

5. Facility Review

Michael Louis attended the Capital Planning Committee meeting on January 13. He gave an overview of the Condition Assessment of the library and answered questions. After this meeting, Michael sent us the December 18, 2019 version of the condition assessment report. Peter has found a few errors in this report that need correcting.

6. More Cracks along Library Lane*

Cracks from the intersection of Library Lane and Bedford Road down to the handicapped parking area appeared at the end of the summer. I will report these to Chris Bibbo so he can put Library Lane on the list for pavement sealing next summer.

7. Bats in the Attic

On January 17 the Orkin technician found three dead bats in three cardboard mouse traps in the attic. Orkin does not have a pest control program for bats. A Critter Control technician visited the library on January 21 and determined that bats are entering the library through the holes in the bell tower where the shafts, which connect to the clocks' hands and make them turn, go through the building. What we need to do is install a screen that will keep the bats out. We cannot do this work until after May when the bats can fly outdoors at night without freezing. Until then, the library's attic is their home.

* No change since last Librarian's Report

Kudos

Kudos to the staff for doing extra work during the time of sicknesses that has become known as the plague. We are keeping our spirits up through collaboration. I'm proud that everyone is so willing to help out in this mini-crisis.