

Lincoln Public Library Trustees Minutes

January 23, 2018

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

Absent: Peter Sugar

The November minutes were accepted as written. Kudos to Barbara for a great job!

The December minutes were accepted as amended.

Staff Condolences & Concerns

- Alyssa Freden, head of Tech Services, lost her father after a short illness last week.
- Lisa Rothenberg, Assistant Director, broke her leg in a fall at her gym and will be out for at least six weeks. Kathleen will send cards on behalf of the Trustees.

Gift for Large Print Books

- An anonymous person gave \$250,000 to The Boston Foundation to establish the Lincoln MA Public Library Large Print Endowment Fund. The Friends of Lincoln Library will act as fiscal agent for distributions from this endowment fund. Barbara will look into the possibility of broadening its use beyond the large print book collection into other items that benefit people with low vision. Some examples are magnifying devices and computer tablets that allow people to read eBooks in any size font they desire.

Future Capital Planning

- The Building Project chart of capital projects for the next 30 years prepared by Barbara was discussed. The trustees had some questions:
 - What is the definition of “rustic” surfaces?
 - Would a contingency fund for building projects be a good idea?
 - Do emergency repairs indicate a failure of preventive maintenance which should be addressed?
 - Will future building project costs be affected by inflation, and should that be factored into the estimates?
 - Shouldn't facility reviews list more concrete items, such as the boiler and terrace, rather than broad terms such as space design?

Librarian's Report

- While out on medical leave, Assistant Director Lisa Rothenberg will work on collection development and other administrative duties from home.
- Barbara reported that the lighting relay panel was finally fixed.
- Heating problems have also been solved; Barbara is waiting for the final invoice from Burnell Controls.

- Barbara distributed a chart of Circulation statistics, and there was some discussion re circulation percentage comparisons, costs, etc.

Building & Grounds

- There was detailed discussion regarding the terrace and damage to it from usage and the elements.
- Kathleen recommends major improvements in lighting in the Library.
- Recent capital planning meetings have shown that the Building & Grounds committee needs to be better prepared when requesting funds, with relevant paperwork and documentation.

Friends of the Lincoln Library

- Ray Shepherd, the president of FOLL, reported at the Friends' meeting last month that the basement at Bemis is not working for the storage of items for the monthly Book Sale. More space is needed. They will discuss possible new venues at their next meeting.

Local Heroes

- Martin would like to schedule an astrophysics lecture in the near future; Jacquelin offered to help find a lecturer.

Financial Report

- On track.

The meeting was adjourned at 8:44 p.m.

The next meeting is on Tuesday, February 27, 2018.

Respectfully submitted by,
Ginny Turpin

LIBRARIAN'S REPORT

January 23, 2018

TO: Trustees, Lincoln Public Library

FROM: Barbara Myles, Librarian

Strategic Plan

The strategic planning process is underway. The Planning Committee has nearly finished the survey. Our consultant, Nancy Rea, met with the Planning Committee on December 8. She commented on an early draft of the survey and we discussed how to improve it. Now that we have agreed on the survey questions, we are testing the Survey Monkey version. Kate Tranquada made all of the drafts in MS Word and created the Survey Monkey version.

On January 13, 14 people attended our Community Meeting. We had Town employee representatives from the following departments: Information Technology, Police, Parks and Recreation, and Town Clerk's Office. We had Lincoln residents who serve on the following Town Boards: Council on Aging, Finance Committee, Library Trustees, and Selectmen. We also had representatives from the following Town organizations, deCordova Sculpture Park and Museum, and the Lincoln PTO. A Lincoln resident and a Hanscom Air Force Base resident also attended. This was a diverse group! The participants did a SOAR exercise during which they identified Strengths, Opportunities, Aspirations, and Results. Next, they created vision statements for the Town of Lincoln that look ahead for the next five to ten years. Finally, they created goals for the library. Perhaps the most ambitious goal was, "All members of the Lincoln/Hanscom community are engaged in library's resources."

Operating Budget

The First Budget Workshop was on December 6. Our budget was within the 2.5% budget guideline. One of the slides in my budget presentation included statistics about digital circulation versus physical circulation. I was asked if people can download eBooks remotely (yes). Next, I was asked to provide more information about the cost of digital circulations versus physical circulations in time for the Second Budget Workshop on January 24. What I learned is that currently digital circulations cost approximately three times more (\$2.43) than physical circulations (\$0.80). This cost difference should narrow as digital circulations increase.

Lisa's Broken Leg

Lisa Rothenberg broke her leg badly on January 15. After surgery, she was told that she cannot put any weight on her leg for six weeks. Lisa is wearing a Bledsoe brace that goes from mid-calf to mid-thigh. It has metal sides to keep the leg in place but it allows the knee to move. Lisa will need physical therapy after the brace comes off.

The staff are joining together to do some of the work that Lisa usually does. When Lisa is feeling a little better, she will order books for the library from home. Lisa and I talked about Lisa running her "Who Picked This Book?" book club via Skype. We will need to include Lisa in other meetings. For example, we need to include Lisa in meetings about the strategic plan and first floor redesign.

Outreach – Help with Downloading eSources

Kate continues to make visits to the Commons to show residents how to download eBooks and eAudio books to mobile devices. The residents value Kate's one on one lessons and keep inviting her back!

Cookie Monster in the Children's Room

Tory Black transformed the book drop in the Children's Room so it looks like a Cookie Monster. It very cute and fun!

Minuteman Library Network – OverDrive Upgrade

On October 30 Minuteman entered into a pilot project with Old Colony Network (OCLN), the SAILS Library Network (SAILS), and OverDrive to share our OverDrive collections. During phase one, patrons with a valid library card from any of the three participating networks can borrow and/or place holds on digital content from the collections from any of the participating networks. If a Lincoln patron searches for a title in OverDrive that is not owned by any Minuteman library, a question will pop up asking the user if s/he wants to view titles from OCLN/SAILS. The user must click on an option to view additional titles. If phase one goes well, phase two will begin in early 2018 to add mutually agreed upon features. If phase two goes well, other library networks will be invited to join the pilot project. The goal is to have one statewide OverDrive database.

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. Unfortunately, the existing track is a 3-phase track that is not the industry standard. Replacing the track and lighting fixtures is included in our First Floor Redesign project.

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 & Maravelis, P.C. to represent them against RDK Engineers, Casby Bros. and Rustic Fire Protection.

The last update I received from the lawyer was on November 28. She wrote, "Casby and Rustic settled with MIIA for their role in the loss. RDK has dug its heels in and we are looking toward a full trial against them. Technically, Casby and Rustic are still in it because RDK has counterclaims against them and refuses to release them, but there is a motion pending for Casby and Rustic to be released from the case. No hearing has been scheduled by the court just yet."

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

Construction began on August 31. Work continues even though it should have been finished

on September 12. There have been delays between every stage of this project. Temporary lights and handrails were installed on November 20.

Kevin Donovan, US Pavement's project manager for our project, "no longer works for US Pavement." Erin McCabe is optimistic about this development and thinks Kevin's replacement will finish the project quickly.

We are still waiting for the handrails to be installed. Michelle Crowley Landscape Architecture is waiting for US Pavement to correct the shop drawings for the handrails. The problem getting the work finished is probably that many staff members were laid off for the winter which will delay the handrail installation until spring.

4. 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. We requested \$20,100 from the Capital Planning Committee, Community Preservation Committee, and Finance Committee. We met with the Capital Planning Committee on December 4, the Finance Committee on December 11, and the Community Preservation Committee on December 14. The Finance Committee will not fund the repair unless (1) it is an emergency and (2) both the Capital Planning Committee and the Community Preservation Committee do not fund our funding requests. As of now we have not met either criterion.

5. Hearing Loop

We received a \$8,100 grant from the Ogden Codman Trust to install a hearing loop in the Tarbell Room. The Codman grant covers 50% of the cost of the hearing loop. Money from our State Aid budget will be used for the remaining 50%. Shanahan Sound and Video is the successful vendor. They have agreed to sign the Town's contract.

6. Restore Original Library Entrance

We requested \$6,500 from the Community Preservation Committee for restoring the original library entrance in the Preston building. The work includes stripping, painting, then applying six coats of marine varnish. Our meeting with the Community Preservation Committee was on December 14 and they were receptive to our proposal.

7. Landscape Master Plan

For FY2019 we requested funds from the Community Preservation Committee for installing: (1) a parking cut out along Trapelo Road, (2) a sidewalk along Trapelo Road, (3) a path from the Trapelo Road sidewalk to the War Memorial, and (4) a path from the Bedford Road sidewalk to the ramp near the handicapped parking area. Unfortunately, the Community Preservation Committee did not think that our request fit into the recreation category. As a result, our request was denied.

One of the members of the Community Preservation Committee suggested we bring our project to Jennifer Burney, Director of Planning and Land Use, who is managing Lincoln's Complete Streets project. When I spoke with her in December, she told me that it might be possible to put some of our paths and parking project into the Complete Streets project. Her Complete Streets Committee will meet in February to consider our proposal. I sent MCLA's Landscape Master Plan document to Jennifer so she can see that we have a "shovel ready" project.

8. First Floor Redesign Project

The staff met with Joel Bargmann and Rachel Young of Bargmann Hendrie + Archetype on January 11. I sent Lauren Stara's comments about our library to Joel prior to this meeting and many of the same topics came up during the discussion. Moving the reference desk to the opposite side of the Reference Room is a top priority. From a user's perspective, we agreed that a person who hasn't been to the library before needs to ask where things are. For example, there are no signs on the first floor that tell people what is on the second floor.

* No change since last Librarian's Report

Kudos

Congratulations to Andrew Loof who got a better job at the Wayland Free Public Library! At Wayland Andrew will be ordering books in addition to working at the circulation desk. Lucky for us, Andrew will continue to work part of his Lincoln schedule while Lisa is out sick. He also plans to continue working Sunday afternoons at Lincoln.