

Lincoln Public Library Trustees Meeting  
January 28, 2020

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

1. The January 7<sup>th</sup> meeting minutes were approved as amended.  
**Vote: Unanimous**
  
2. Discussion Items
  - a. Facility Review: At the Capital Planning Committee's January 13 meeting, Michael Louis (Senior Principal at Simpson Gumpertz and Heger) gave a presentation about the December 2019 Condition Assessment report about the library building. Jim Henderson liked Michael Louis's presentation. Maria Hylton thought it was too detailed. The Capital Planning Committee's and Finance Committee's December 13, letter which caused much concern, did not come up for discussion at the Capital Planning Committee meeting on January 13. Dennis mentioned that our future reports to the Capital Planning Committee may be on transparencies.
  
  - b. A/C Replacement: The loud noise issuing from the new air handler unit is a result of the return air flow fan and supply air flow fans being in the same unit without any separation, which causes air turbulence. Thomas E. Snowden staff tried shutting the return fan off to stop the noise, but then the temperature in the building plummeted when the outside air went down to the single digits in early January. The return fan was turned back on and Thomas E. Snowden staff ordered a baffle to keep the return air and supply air separated. The baffle should stop the noise.
  
  - c. FY2021 Request—Parapet Repairs: The design phase of this project was approved at the Community Preservation Committee's January 9 public hearing. As a result, we did not discuss this project at the January 13 Capital Planning Committee's meeting.
  
  - d. Jan. 13<sup>th</sup> Meeting with CapCom: It was a pleasant, calm and informative meeting. Three Trustees were in attendance at the meeting. Jacquelin reported that there was no discussion about the proposed Community Center that will house the Council on Aging and Parks and Recreation Department. Barbara said that there will be a motion at Town Meeting to change the name of the Council on Aging to the Council on Aging and Human Services.
  
3. Reports:
  - a. Librarian's Report:
    1. Many of the staff have been out sick, but fortunately others have stepped up to fill in. The Norwood Library trip to meet with librarians about their assistive technology has been postponed due to the absences.
  
    2. The Daisies (pre-Brownies/Girl Scouts for girls ages 5-7) have expressed an interest in attending the Star-gazing party in April.

3. Macmillan eBooks: some libraries are boycotting books published by Macmillan Publishing Group and its subsidiaries because of their embargo that limits libraries to purchasing only one eBook during the first eight weeks after publication. Libraries also pay a much higher price for eBooks than what the general public pay. This fortunately doesn't affect LPL very much.
  4. Library Lane Street Lights: One of the five streetlights is working after Eversource put in a new connection from Bedford Road. Peter asked about the bollard light at the bottom of the stairs, which stopped working after electricity to all outdoor lights was lost in October 2017. Barbara reported that Bob Bottino is working on it with the circuit board company. Peter asked Barbara to put pressure on the manufacturer to make sure the problem is resolved.
  5. Bats in the Belfry: Three bats were found in mousetraps in the attic by an Orkin technician. Orkin does not deal with bats so Barbara called Critter Control. The Critter Control technician discovered that bats are entering the attic through the holes in the wall for the pipes that turn the hands of the tower clock's hands. A screen needs to be installed over the holes in the bell tower to keep the bats out. This work cannot be done until May when the bats will be able to fly outdoors at night without freezing.
  6. Town Annual Report: Barbara is working on the library section of this report, which is due on Monday, February 3. The Trustees suggested including the following topics:
    - The Catalpa Tree
    - The Historical Display Case gift
    - Art projects
    - CPC Materials Preservation
    - Two New Trustees
    - Archivist's Presentations
    - Arnold Arboretum Collaboration
- b. Friends of the Lincoln Library (FOLL):
- i. Daniela Caride moved out of town. No replacement has been found yet for the president position.
  - ii. A Mystery Dinner night is being planned for October 17. A company with experience in performing interactive mystery nights will be hired. \$75 with appetizers and drinks.
  - iii. The number of attendees at FOLL meetings has decreased. We must find a way to get more members involved.

- iv. Some events have generated a lot of interest and attendance, i.e, the Robert Frost 4-part seminar featuring Stephen Collins. Over 40 people attended each session!
- v. Book sales are still doing well with about \$12,000 raised each year. This is due in large part to Cathy Moritz's untiring efforts. She needs help, however.
- vi. Jacquelin suggested inviting Cathy Moritz to the next Trustees' meeting, and any other Garden Club members that would like to attend to tell us about their work with the Arnold Arboretum to clone the catalpa tree.

4. Proposed Meeting Dates for 2020 were discussed and finalized:

Jan. 28	Apr. 28	July 28	Oct. 27
Feb. 25	May 26	Sept. 15 (3 <sup>rd</sup> )	Nov. 17
Mar. 17	June 23	August	Dec. 15

Meeting adjourned at 8:45 p.m.

Respectfully submitted,  
Ginny Turpin

## **LIBRARIAN'S REPORT**

**February 25, 2020**

**TO: Trustees, Lincoln Public Library**

**FROM: Barbara Myles, Librarian**

### **Friends of the Library**

The Friends met on February 12. We were all urged to recruit new board members. The board is down to eight members from its usual 12 members. With Daniele Caride's resignation in May, the number of board members will go down to seven. The annual appeal raised \$9,208 from 96 donations and will be spent on audio visual equipment for the Tarbell Room. Lisa Rothenberg was given the go ahead to order the equipment. Cathy Moritz gave a presentation about the book sale. She has worked for two years to improve the book sales so they generate more revenue. Her efforts were very successful, and she needs more help from board members. Heather Anderson is delivering library materials to homebound residents. This service lapsed after Belinda Gingrich resigned from the board. It's great to resume this service. Save Saturday evening, October 17 for the Friends' Mystery Night fundraiser!

### **Low Vision Equipment**

Lisa Rothenberg, Kate Tranquada, and I went to the Norwood Public Library, Minuteman Library Network's leader in assistive technology, on February 18 and met with outreach librarians about assistive technology in use at Norwood. Norwood has many devices ranging from low technology hand held magnifiers to a high technology computer station with Kurzweil software that can read aloud the printed words put under its scanner. They have had various degrees of success with these products and they steered us away from some products that did not work well for them. Our next step is to have staff from New England Low Vision come to the library on March 26 and demonstrate devices, including devices we liked at Norwood.

### **Robotics Program**

On January 31 I met with Anne Hutchinson about expanding the library's Lego Club to older kids. Anne is the robotics coach at Lincoln Sudbury Regional High School and the Gear Ticks Lego robotics teams that are run by the Parks and Recreation Department. She was also on the board of the Friends of the Lincoln Library when her son, Jack, was young. The robotics teams involve a large time commitment and are competitive. A library program would have neither of these things. Anne was very enthusiastic about the library expanding the Lego club. She said there is a big demand for robotics in Lincoln.

Our Lego program is for ages 4-7. We do not have engineering expertise on staff at the library so we may begin expanding our Lego program by purchasing some Lego Technics kits that are appropriate for ages 7-10.

### **Town Archives**

The Community Preservation Committee approved \$25,395 to preserve and digitize the following items from the Town Archives: Perambulation Records 1834-1920, Register of Voters 1884-1892, Register of Voters 1894-1920, Selectmen's Minutes 1876-1897, Marriage Intentions, 1850-1913, and Marriage Intentions 1914-1933. Lisa Welter, Town Archivist, identified these items for preservation. Most of the 1890 federal census was destroyed by fire in 1921, which

makes preserving the Register of Voters 1884-1892 volume very important. The 19<sup>th</sup> Amendment to the U.S. Constitution giving women the right to vote was ratified on August 18, 1920. There are many women's names written in the Register of Voters 1894-1920 book in late August 1920. Lisa thinks there may have been an organized effort to get Lincoln women to register to vote as soon as it was legal to do so.

The digital files are added to the Digital Commonwealth's repository ([digitalcommonwealth.org](http://digitalcommonwealth.org)) at no cost to the Town. Massachusetts taxes pay for this service.

### **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.

#### **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 was installed on February 25 by a Trane technician and the thumping noise has stopped. The condensing unit for air conditioning was readied for operation on January 28 and will be tested when the weather warms up in late March or April.

#### **3. Street Lights on Library Lane Not Working**

All five street lights were working on January 31!

#### **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 report about 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. I reported these errors to Michael Louis by email and followed up with a telephone call. Perhaps I should write an errata page to hand out with the Condition Assessment report.

#### **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 reported 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.

8. Elevator

Our elevator passed inspection on February 20!

\* No change since last Librarian's Report

**Kudos**

Kudos to Lisa Rothenberg for organizing and obtaining grants for the audio visual equipment upgrade to the Tarbell Room. Lisa applied for and received grants from the Codman Trust and the Friends of the Lincoln Library. The installation will take place next month!