

Lincoln Public Library Trustees Meeting
February 25, 2020

Present: Jacquelin Apsler, Chair; Ron Chester; Peter Sugar; Lucy Maulsby; Kathleen Nichols; Dennis Picker; Barbara Myles, Library Director; Lisa Rothenberg, Assistant Director; Ginny Turpin, Recorder
Guest: Cathy Moritz, Lincoln Garden Club and Friends of the Lincoln Library

1. Catalpa Reproduction Project – Cathy Moritz

a. Offspring care

90 of the cuttings that the Arnold Arboretum took of the library's catalpa tree have grown roots. They will be put out of doors in pots. Cathy is forming a Catalpa Tree Committee of five members to work on reproduction efforts. She and Barbara are on this committee. We must find places to plant approximately 60 cuttings, where the owner of the land will take care of the tree and be willing to give it up after ten years if it twists. Catalpas grow approximately two feet per year. The ten-year-old tree will be 20 feet tall and will cost approximately \$2,000-\$3,000 to transplant. Cathy asked if any Trustee wished to join the committee, Peter volunteered. Lucy volunteered to help.

b. Massachusetts Legacy Tree

Our catalpa tree was nominated for the state's Legacy Tree Program, which is run by the Department of Conservation and Recreation. Julie Coop is the director of the Legacy Tree Program. She nominated the catalpa tree because its twist makes it very interesting. Cathy asked the Trustees to vote on whether the tree can join the Legacy Tree Program.
Vote: Yes=6, No=0 Unanimous
Cathy further explained that the street address of the tree can be made public or just the town name can be given. She asked the Trustees to vote on keeping the street address a secret.

Vote: Yes=5, No=1

2. The January 28 meeting minutes were approved as amended.

Vote: Yes=6, No=0 Unanimous

3. Librarian's Report

Lisa Rothenberg is moving ahead with the audio-visual equipment upgrade in the Tarbell Room. A donation by the Friends of the Library and a grant from the Codman Trust are funding this project. Lisa, Kate Tranquada and Barbara have a field trip planned in March to look at low-vision equipment that can be loaned as part of our Library of Things project.

4. Update Capital Items for FY2020 & FY2021

a. Facility Review – Review Draft of Repair Tracking Chart from 2004. The Building & Grounds Committee added notes at the top of the spreadsheet that describe the contents of the columns. The title of the spreadsheet was changed from Library Repairs to Status of Repairs.

b. Air Conditioner Replacement Project – A baffle was installed today to eliminate the thumping noise caused by turbulence inside the air handler. The baffle separates the

return air flow from the supply air flow. Peter asked for a status of training on the new hardware and controls. Barbara explained that a training session was scheduled but Burnell Controls did not attend. We will need to reschedule.

- c. Parapet Repairs: Design Phase – Town Meeting Preparation
Peter is prepared to speak if our funding request is called out at Town Meeting.
 - d. FYI: CapCom's Next Steps - Working Groups & Proposed Members
 - i. Review Capital Request Process for Clarity and Completeness – Mary Day, Assistant Town Administrator; Jaki Apsler, Chair of Library Trustees; Marie Hylton, Capital Planning Committee
 - ii. Next Steps w/Library – Proposed members: FinCom rep (TBD); Jim Hutchinson (CapCom); Dennis Picker, Library Trustee; and Michael Haines, Facilities Director.
 - iii. Detailed DPW Equipment Inventory – Jim Henderson (CapCom) and DPW staff
 - iv. LSRHS/CapCom Communication (tentative) – Audrey Kalmus (CapCom); Bella Wong, LSRHS Superintendent/Principal), LSRHS School Committee representative (TBD), Nancy Marshall (LSRHS School Committee)
 - v. Jaki, our CapCom rep, was not at this meeting and, at this point in time, did not have any input regarding next steps. Dennis said that he was not interested in being the library's representative on this committee.
5. Conflict of Interest Law and Open Meeting Law Education Reminder
6. Reports
- a. Building & Grounds Committee – Peter Sugar, Dennis Picker, Barbara Myles
Nothing more to add than what was already discussed.
 - b. Friends of the Lincoln Library – Dennis Picker
The Friends are excited about their mystery night that is scheduled for this fall. Actors will perform as well as audience members. The Friends hope to raise approximately \$3,000 - \$4,000 from this event. More board members are needed to fill expiring terms.
 - c. Finance Report
We are on track for the fiscal year. The maintenance warrant article is 78% spent, but no big expenditures planned.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,
Barbara Myles