

Lincoln Public Library Trustees Minutes

February 27, 2018

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

Absent: Ron Chester

The January 23rd minutes were accepted as amended.

The January 26th minutes, which included the Space Designers, were accepted as amended.

Staff Concerns

- Jane has announced her retirement from the library; her last day will be in October.
- Lisa Rothenberg, Assistant Director, has been able to come into work for a few hours each week as she heals from a broken leg. She is also working from home.
- Andrew Loof has left the Lincoln Library for a full-time job at the Wayland Library.
- Jane Flanders and the Children's staff are hosting programs for school vacation week.

Library Survey

- The survey has been printed and will be mailed to households in Lincoln. It can be accessed online through Survey Monkey. It ends a month from date of issue.

Librarian's Report

- A patron with a history of assault visited the library recently. The staff was very concerned and brought up the topic of staff safety at last week's staff meeting with Detective Ian Spencer of the Lincoln Police Department. Also discussed was the recent fatal stabbing of a patron at the Winchester Library. Office Spencer talked about sheltering in place, available exits, whether or not video cameras are an appropriate option, etc.
- The lawsuit with RDK Engineers has finally been settled.

Bargmann Hendrie + Archetype

- Peter suggests that professional estimates are needed, as many elements are involved with each item cost. It is a complicated process and he wants to be sure it is done properly. There should be a range to the costing for some added flexibility.

Building & Grounds

- The Community Preservation Committee approved our \$6,500 funding request for restoring the library's original entrance but did not fund the parapet repairs of the paths and parking project. This summer we will need to hire a company to perform a water test on the parapets to determine exactly how water is entering the building from the parapets. We will apply again for funds to make parapet repairs next fall.

- The ramp and stairs project is about finished. Michelle Crowley Landscape Architecture is preparing the punch list.
- A cutout for parking off of Trapelo Road was discussed. The Traffic Committee will have to be consulted.

Friends of the Lincoln Library

- Ray Shepard is stepping down as president of Friends of the Lincoln Library.
- Job descriptions and bylaws are being reviewed and revised.
- Kathleen is also ending her term as Trustee Liaison to the FOLL; she would like to concentrate on her other town responsibilities.
- Plans are underway for the Staff and Volunteer Appreciation Luncheon in May.

Financial Report

- On track.

The meeting was adjourned at 8:40 p.m.

The next meeting is on Wednesday, March 28, 2018.

Respectfully submitted by,
Ginny Turpin

LIBRARIAN'S REPORT

February 27, 2018

TO: Trustees, Lincoln Public Library

FROM: Barbara Myles, Librarian

Strategic Plan

Consultant Nancy Rea facilitated a staff meeting during the morning of February 8 and a Trustees meeting during the afternoon of February 8. Kate Tranquada put the survey on Survey Monkey. It is live on the library's website. Paper surveys are at the printer. When we receive the paper surveys, staff will make a bundle for each mail route. Next, we will bring them to the Post Office where they will be mailed to all Lincoln and Hanscom households. It is important that we get a good response to the surveys so we know what our residents want and we can show support for what they want. The Planning Committee will meet next week to review the notes from the three meetings that Nancy Rea facilitated.

Reorganizing Storage and Shelving Workflow

During the staff meeting with Bargmann Hendrie + Archetype staff, Joel Bargmann stated that we did not use our storage spaces well at the Circulation Desk and Staff Workroom. Jacquie Weekley and Tory Black have taken on this challenge and have made significant changes! In the past after books were checked in, staff put them on shelves in the Staff Workroom. Later shelveers took the books off of the shelves and put them on book carts to return them to the shelves. Jacquie and Tory asked the Bobs to remove some of the shelves in the Staff Workroom so book carts would fit in their place. Now, instead of putting books onto book shelves, books are put onto book carts. This eliminates a step and puts the book carts to work. Jacquie and Tory also added storage bins to the cabinets so equipment and supplies are easier to find.

Lisa's Broken Leg

Lisa Rothenberg worked at the library for a couple of hours for two hours on both February 22 and 23. On February 26, she worked at the library for five hours! She hops with a walker to get around, which is tiring. Staff are doing a great job doing tasks that Lisa would do if she were at the library. It's extra work for everyone and staff are happy to do it for Lisa.

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

On February 14 I received from the lawyer, Deawn Takahashi. Deawn wrote, "I just wanted to drop you a quick note to let you know we settled the remaining claims against RDK and the case is over. Thank you for your help throughout, Barbara."

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

The bollard lights and metal handrails are installed. Michelle Crowley Landscape Architects are preparing a punch list for US Pavement to complete.

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. None of these committees approved our funding request for FY2019. We need to perform a water test on both parapets to make sure that the flashing at the base of the parapets do not allow water to enter the building.

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 signed the Town's contract. Colleen Wilkins, Lincoln's Finance Director, requested that I add

another signature line to the contract for the Treasurer of the Friends of the Lincoln Library to sign. After Barbara Low signs the contract, I will bring it to Colleen for her signature.

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. The Community Preservation Committee has put our project on their list of projects for a vote at Town Meeting on March 25.

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 Trustees met with Joel Bargmann and Rachel Young of Bargmann Hendrie + Archetype on January 26. I sent the minutes of our meeting to Joel and Rachel. They will incorporate the staff and Trustees' comments in the concept designs. Prices for the concept designs will be sent to us in early March.

* No change since last Librarian's Report

Kudos

Kudos to Jacquie and Tory for reorganizing our storage areas and improving the shelving workflow!