

Lincoln Public Library Trustees Minutes

March 28, 2018

Present: Jacquelin Apsler, Chair; Ron Chester; Martin Dermady, Jen James; Kathleen Nichols, Peter Sugar, Trustees; Barbara Myles, Library Director; Jane Flanders, Children's Librarian; Police Chief Kevin Kennedy

1. Discussion Items

a. Chief Kevin Kennedy

In light of the February 24 fatal stabbing at the Winchester Public Library, Chief Kennedy discussed safety concerns and ways to improve safety at the library. He reviewed the training that Sergeant Jon Wentworth and Detective Ian Spencer have given at the library since the Sandy Hook Elementary School mass shooting in 2012. This training includes ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training (Det. Spencer met with the staff on March 6. We thought through scenarios and talked about what to do in a crisis. The police encourage staff to call the police if someone is suspicious. This gives the police a chance to identify people. All staff should feel empowered to call 911. If the staff would like more training, such as RESIST (Realistic, Escape Strategies, and Instinct-based Self-defense Training), the police are willing to give it.

Chief Kennedy recommended that the Trustees install cameras at the library. Even though it can't be quantified, cameras do prevent crime. If something bad does happen, the police have a chance to go back and review the film. Chief Kennedy stated that the police are willing to review the library's code of conduct policy. The policy should make it clear that any staff can ask a patron to leave.

b. Approve February 27 Minutes

The minutes of the February 27 Trustees meeting were approved

Vote: Unanimous.

c. Staff Update

Lisa Rothenberg's broken leg is healing. She has graduated from using a walker to crutches and is now allowed to put some weight on her foot. Marie Wasnock has resigned her position as Lincoln's Archivist in order to take a full time position as Archivist and Records Coordinator at Emerson College. Marie's position will be advertised soon.

d. Strategic Plan Update

The surveys were mailed to every household in Lincoln and Hanscom Air Force Base on

March 12. We have received about 200 responses after two weeks. In comparison, we only received about 30 survey responses for our previous strategic plan. The planning Committee met on March 15. We sorted through all of the meetings Nancy Rea facilitated with the community, staff and Trustees to determine the service responses. We made piles of the index cards that were completed during the meetings for each service response. From these piles of index cards, we will figure out goals and objectives. During our March meeting we talked about technology and have many questions. Michael Dolan, Lincoln's IT Director, has agreed to meet with us with us.

e. **Bergmann Hendrie & Archetype – Next Steps**

Rachel Young brought revised conceptual designs with pricing information to the March 16 Building & Grounds Committee meeting. She divided the design into eight sections or alternates. Each alternate has its own cost so it will be possible for the library to select which alternates to move ahead with. The estimated cost of the total project is \$732,000. Please note that the costs were calculated with the assumption that construction would take place in the first quarter of 2019. Peter asked Rachel to recalculate the estimates with the assumption that construction would take place in the first quarter of 2020.

Due to the higher than expected cost, Peter, Martin and Barbara decided to delay the Staff Workroom upgrade. Instead of making a large, combined Reference and Circulation Desk, it was agreed to have a smaller service desk for just the Reference librarians. The design included four feet high shelving in the gallery. However, the March exhibit had large paintings that would not fit if the shelves were four feet high. It was agreed not to put shelving in the gallery. The design removed most of the shelving in the Reference Room. It was agreed to restore shelving to the Reference Room. The total amount of shelving will be reduced but not by as much as the case in the first design.

This discussion will be continued in the Trustees' April meeting when Barbara will have printouts of the design and its alternates for each Trustee.

f. **Capital Planning for FY2020**

i. **Plan for Facility Review Request**

Jacquelin stated that the plan for the facility review capital request should be detailed the way the Fire Department's plan for a new fire truck. The plan should be visual. The Building & Grounds Committee will work on this.

ii. **Trapelo Road Parking – Plan for Meeting with the Traffic Committee on April 26**

Peter contacted Ken Bassett, Chair of the Traffic Committee. (The Traffic Committee is a sub-committee of the Roads and Paths Committee.) Jacquelin, Peter, and Martin will attend the April 26 Traffic Committee meeting to

discuss adding a parking cut-in along Trapelo Road. They will show the Traffic Committee Michelle Crowley Landscape Architecture's conceptual landscape plan.

g. **Dog and Pet Policy**

Working therapy dogs were added to the library's Dog and Pet Policy. They are allowed in all parts of the library as are working guide dogs and working assistance dogs.

h. **Friends of the Lincoln Library Liaison**

Kathleen is stepping down as a member of the Friends Board. Jacquelin asked for one of the Trustees to volunteer to serve as the Trustees' liaison to the Friends. There were no volunteers. Daniela Caride is becoming the President and Cathy Moritz will take charge of the Book Sale.

i. **DeCordova Sculpture Park and Museum Liaison – Peter Sugar**

Peter announced that he is stepping down as a deCordova Trustee after serving three three-year terms. Peter asked Ron to take his place and Ron agreed. In the future, all liaison position openings shall be discussed and approved during a Trustee meeting. There was a motion to appoint Ron to serve as the library's liaison to deCordova.

Vote: Unanimous

2. **Reports & Updates**

a. **Librarian's Report – Kudos/Staff Comments – Barbara Myles**

We had a very interesting program on March 22. Ben Mezrich's book, "Woolly: The True Story of the Quest to Revive one of History's Most Famous Iconic Extinct Creatures," was published last summer. It was quite popular and uses the writing technique, "creative non-fiction." Lisa Rothenberg arranged for Justin Quinn, a member of George Church's lab at Harvard University, to speak about the Woolly Mammoth Project. Kudos to Lisa for getting Justin Quinn, who is a character in Ben Mezrich's book! Harvard's Woolly Mammoth Team is comparing DNA from mammoth remains found in the Arctic Circle with DNA from living elephants to figure out what DNA distinguishes Woolly mammoths from other elephants. The plan is to insert these genes into Asian elephant DNA and create woolly mammoths that will populate the Arctic Circle.

b. **Building & Grounds Updates – Peter Sugar & Barbara Myles**

- i. **Ramp and Stairs Project** – The punch list is ready to discuss with US Pavement staff. We are waiting for the snow to melt before having this meeting.
- ii. **Hearing Loop** – The contract was sent to Town Counsel for his review.

iii. **Restore Original Library Entrance** – Town Meeting approved this project.
We can begin July 1st.

c. **Friends of the Lincoln Library – Kathleen Nichols**

The Friends are working on a big fundraising event in September for a library in Puerto Rico. Julie Brogan asked for and received two free tickets for the Boston performance of Hamilton. These tickets will be raffled off with the winning ticket selected at a party. The Friends have reviewed and updated their bylaws, operations manual and conflict of interest policy. Nominations for new members of the Board of the Friends of the Library. The Friends are looking for someone to be the chair of their book sales. Each book sale raises between \$500 and \$700. Jacquelin reported that distributions from The Boston Foundation will be sent to the Library instead of to the Friends.

d. **Local Heroes – Martin Dermady**

Martin reported that it has been a difficult year because it has been hard to get Lincoln Sudbury Regional High School teachers involved. It's not a career day program. Martin is considering using a broad topic, such as sustainability, as a theme for upcoming Local Heroes programs. Martin will go directly to students through their high school clubs, like the Law Club, to find ideas for future Local Heroes programs.

e. **Finance Report**

The money in the Building Maintenance budget may run out before the end of the fiscal year. We had extra expenses last summer when the air conditioning was broken for three weeks. Barbara will make a report of Building Maintenance spending for the April Trustees meeting. We may need to request a reserve fund transfer.

3. **Adjournment**

The meeting adjourned at 9:35 p.m.

The next meeting is on Tuesday, April 24, 2018.

Respectfully submitted by,
Barbara Myles