

Lincoln Public Library Trustees Minutes

May 22, 2018

Present: Jacquelin Apsler, Chair; Kathleen Nichols, Ron Chester, Jen James, Martin Dermady, Peter Sugar, Trustees; Barbara Myles, Library Director; Tory Black, Senior Library Technician; Ginny Turpin, Recorder

The March minutes were accepted as amended.

There was no April meeting, as there was no quorum.

Staff Update

- Lisa Rothenberg, Assistant Director, is back at work full-time. With the help of physical therapy, she's healing rapidly and more mobile after breaking her leg.
- New Library Card Design: Barbara handed out library cards with our new design, which Tory created, to the Trustees. There was some discussion re other ways to use the design, i.e., tote bags.
- Professional development: The staff might benefit from a visit by a consultant, Jon Mattleman, who can help train them on handling patrons with apparent mental health issues. He's a former Youth Commissioner for Needham schools, and has done presentations for area libraries. Jacquelin has worked with Jon on other trainings, will check with him, and is willing to write a grant to fund the training.

Friends of the Lincoln Library

- New Chairperson: Daniela Caride introduced herself as the new President of the Friends. She reported that a retirement party is being planned for Jane Flanders in October.
- Stone Bench: The Friends will be ordering a lovely, rustic stone bench to be placed on the lawn near the patio and dedicated to Children's Librarians, Jane Flanders and Amy Gavalis, for their many years of service to the Library. It will be made of stone native to western Mass. by Ashville Stone. A picture of the bench was circulated and discussed. Martin and the other Trustees posed the following questions:
 - How long has the company been producing this type of bench?
 - Has it held up well? Could a weakness develop over time resulting in a fracture at the elbow joint in the frame?
 - Do they offer a lifetime guarantee?
 - Can they provide some references?
- Daniela will discuss these concerns with the Friends at their next meeting.
- Motion to approve the purchase of the bench with contingency.

VOTE: Unanimous
- Patio Repair: The Lincoln Garden Club (Daniela is a co-director) will help with the landscaping involved in installing the bench. This led to discussion about the poor shape of the patio; Daniela showed videos of loose stones from water damage that need to be replaced and some brick edging which is hazardous and needs repair. Some solutions:
 - Installing a **downspout** under the patio.
 - A **permeable** solution, requiring some inexpensive excavation, proposed by Jim Henderson, who came over and took a look at the patio.
 - There are two options: provide compacted granular fill under the bluestone, or pour a concrete base under the stones as recommended by Peter Sugar. He will ask the contractor for a price estimate for both options.
 - Do as a Capital Project for FY19 with a Reserve Fund Transfer of about \$10-20K.

- Daniela expressed interest in the Garden Club partnering with the library in pursuing elements of the Master Plan for the library's grounds.

Large Print Books Endowment

- First Check: The first check from the Boston Foundation for \$10k has arrived. Many large print books have been ordered and received already; they are being readied for the shelves by Tory Black, who has printed a special bookplate featuring our new library card design.
- Alternative uses for the funds: Jen James proposed researching the possibility of using some of the funds for new lighting for the library, which is very much needed and would serve as another useful aid for those with limited or impaired vision.

Strategic Plan

- Mission Statement: Meetings were held with the community, Trustees and staff to discuss library needs, goals, and the development of mission and vision statements for the Library. These meetings were facilitated by consultant, Nancy Rea.
- Library Survey: A thorough analysis of the Library Survey was performed by our reference librarian Kate Tranquada, and the results are now accessible.
- A draft of strategic plan will be ready for the June Trustees meeting; voting will be in July.

Capital Planning for FY2020

- Facility Review: Jacquelin reiterated her view that a Facility Review would be beneficial, with a coherent and well thought out proposal. She feels it is important to demonstrate that the Trustees have been responsible stewards of the Library. Barbara wondered if other departments do Facility Reviews; Jen James answered in the affirmative, and Kathleen said that Buck Creel has been involved in the preparation of Facility Reviews for the Lincoln Public Schools.
- Trapelo Road Parking: Peter distributed a drawing for the proposed parking expansion along Trapelo Road. There would be seven potential parking places. Two small trees will be affected. Peter indicated the probable necessity for a new low stone wall bordering the lawn. Barbara asked if excavation would be necessary and how much. Peter replied that it would be minimal.
- Time Line: The parking expansion will not be happening soon, as traffic studies and Selectmen approval are required. Jacquelin suggests letting Town Offices take the initiative on this.

South Sudanese Enrichment for Families Fundraiser

- Our official policies do not allow for fundraising beyond library needs. Resolved; needs no further discussion.

deCordova Overseers

- Ron Chester reported that he received an email invitation to a meeting regarding deCordova's future; it will take place on May 30th at 6:30 pm at the museum, and he urges all Lincoln Library Trustees to attend, as they all have a vote as overseers. If the town accepts the changes at Town Meeting in March 2019, Ron predicts the formation of a special board with fiduciary powers led by The Trustees of Reservations. The current deCordova board will become an advisory group and be reduced to 9 members. The current Overseers including LPL Trustees as overseers, will be eliminated. Beyond these changes, he feels the museum will not undergo any changes that are not of a technical or legal nature.

Memorial Day

- There will be three Trustees at the event.

Library Interior Design

- There was some discussion re the height of the checkout counter, encroachment on the lobby, minimizing work in the art gallery. The priority should be an ADA compliant bathroom and circulation desk. Martin suggested the work be performed in phases with ADA compliance, lighting, and the turret room as our first priority.
- Turret room on the first floor is being used as a meeting room for various groups; it should be enclosed and soundproofed.
- Barbara requested that moving the Reference Desk to the other side of the Reference Room so that the Reference librarians will be seen by patrons when they enter the library also be a top priority.
- It was agreed that Barbara should go ahead and pay Bargmann Hendrie + Archetype's bill for design services.

Librarian's Report

- **Building**: Barbara reported that air conditioner number one, which cools the 1989 addition, has a leak and lost all of its Freon. The repair will be expensive because Freon now costs \$60/pound and AC1 needs about 50 pounds of Freon (\$3,000).
- Punch List for the scissors walk, stairs, and ramp is not complete. Barbara will get legal advice.
- The Children's department is preparing for their June 19 Summer Kick-Off Party.
- **New archivist**: A welcome pizza reception was held on Tuesday, May 22nd in the staff room for the new archivist, Lisa Welter. She will work 13 hours per week, dividing her time between the Library and Town Offices, where she will be working on metadata archiving in the town clerk's office. She leaves her Boston Public Library job as a supervisor of the Prints Department's meta data project. Lisa will continue with her other part time job as Archivist at Buckingham Browne and Nichols School.
- **Susan Brooks**, Town Clerk, attended the pizza reception. Her upcoming retirement was announced that is effective June 30; Valerie Fox, Deputy Town Clerk, will be Acting Town Clerk until the March 2019 Town election.

The meeting was adjourned at 9:30 p.m.

The Trustees then entered into Executive Session.

The next meeting is on Tuesday, June 26, 2018.

Respectfully submitted by,
Ginny Turpin