

Lincoln Public Library Trustees Meeting
May 28, 2019

Present: Jacquelin Apsler, Chair; Ron Chester; Lucy Maulsby; Kathleen Nichols; Dennis Picker; Peter Sugar; Barbara Myles, Library Director; Sarah Feather, Assistant Children's Librarian

1. **Welcome Sarah Feather, the Library's New Assistant Children's Librarian**

Sarah spoke about her education in the western and southern U.S. She went to grade school and middle school in New Mexico, high school in Texas, college in Arkansas, and graduate school in Texas. Sarah is working with Debbie Leopold and Denise Shaver to get ready for the summer reading kick off party and summer programs. A recent special project is updating the library's video game collection. Sarah started a Wednesday afternoon craft program for older kids. She is also the Codman Pool's swim team coach!

2. **Welcome Lucy Maulsby – Newly Elected Trustee**

Lucy was congratulated and welcomed as the library's newest Trustee. She had high praise for Debbie's book groups that her sons attend.

3. **Review Meeting Minutes for April 23, 2019**

The minutes we approved as amended.

Vote: Yes=5, No=0, Abstain=1

4. **Discussion Items**

a. **Air Conditioners Replacement Project – Update**

Peter reported that only one contractor bid during the first bidding round and the bid was too high. Construction prices have gone up by 7% since last year. The job is out to bid with a reduced scope. Instead of replacing all three of the air conditioners that were installed in 1989, only the 30 ton unit that services the 1989 addition (AC1) is included for the second round of bidding. If the bids are too high again, we will not be able to replace any air conditioners this summer.

b. **Code of Conduct – Review 4th Draft with Minor Revisions**

Additional revisions were requested to the Welcome to Your Library document. The staff committee working on this (Barbara Myles, Laura Paryl, and Dana Weigent) also need to make sure that this document lines up with the Code of Conduct policy.

c. **Budget Needs for FY2021**

- i. **Operations** – We are expecting no more than a 2.5% budget increase. Our operating budget will probably be OK due to Dana Weigent's retirement. The new staff person replacing Dana will have a lower salary.

- ii. **Maintenance** – We received the line item amounts requested with the exception of the additional \$10,000 that the Finance Committee requested we add for emergencies. The Capital Planning Committee lowered this amount to \$5,000.
 - iii. **Capital Planning Projects** – Possible capital projects include replacing the air conditioners that were installed in 1989 that were not replaced during the summer (AC2 and AC3), repairing the north and south parapets, and making repairs identified by the upcoming facility review.
- d. **Foundation Example: Concord Free Public Library**
 We looked at the Concord Free Public Library Corporation’s recent brochure that gives an update about their \$10 million capital campaign, describes how the CFPL’s public-private partnership works, and lists the maintenance projects that were recently completed. The brochure states that Concord has raised \$5.6 million from relatively few (123) donors. We need to find people to serve on a foundation board.
 There was a discussion about what projects a Lincoln Public Library foundation would fund. Suggested projects included: first floor interior design and the library grounds master plan.
- e. **Friends of the Lincoln Library Trustee Liaison**
 Dennis volunteered to be the Trustees’ liaison to the Friends of the Lincoln Library.
- f. **deCordova’s Annual Meeting – May 29, 2019, 6:30 PM**
 Announcements about deCordova’s new governance structure are expected at deCordova’s annual meeting tomorrow. Effective July 1, the Trustees of Reservations is the Overseers of the Corporation. Previously, the Selectmen of the Town of Lincoln, the members of the School Committee of the Town of Lincoln and the members of the Board of Library Trustees of the Town of Lincoln were included in the Overseers of the Corporation.

5. Reports

- a. **Librarian’s Report – Barbara Myles**
 The Aldrich Astronomical Society donated a telescope to the library on May 16. John Root, delivered the telescope on May 16 and gave staff (Lisa Rothenberg, Kate Tranquada and me) a 90 minute training of its use. Library Land Project’s ranking of public libraries gave the library a 4.45 rating out of a maximum score of 5.0. Only 11 of the 170 Massachusetts libraries ranked as of May 11 received higher scores! Michael Dolan, Lincoln’s IT director, would like to lease a photocopier for the library with money from his budget. Now, the library and the Council on Aging are the only

two Town departments that use donations from their Friends organizations to fund their photocopiers.

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

Barbara has contacted Michael Louis, Senior Principal at Simpson Gumpertz & Heger, to schedule the water test to determine the source of the water leaks in the north and south parapets and the facility review for July. Our custodians (Bob Bottino and Bob Lager) located a deteriorated electrical box in the planter at the handicapped parking area. It has a short circuit. This must be repaired to restore the exterior lights on the library side of Library Lane. Instead of supplying the Library Lane street lights with electricity from the library, the DPW will install a conduit from the Town's street light network to the street lights on Library Lane. This work will happen when the water main at the intersection of Bedford Road and Library Lane is repaired.

c. Friends of the Lincoln Library – Barbara Myles

The Friends approved a staff grant to Alyssa Freden so she can attend the American Library Association's Annual Conference in Washington, DC. It looks like the Friends' book sales will raise approximately \$10,000 this fiscal year, which is approximately \$2,000 more than what was raised by the book sales last fiscal year. The new phone books were mailed to all Lincoln households. This year the Friends' Annual Appreciation was a breakfast instead of a luncheon. It was held when the library was closed so that staff could attend the entire event. (In previous years, staff rotated in and out of the luncheons while the library was open.)

d. Finance Report

Spending is on track for the operating budget. However, the maintenance budget will run out early due to the unexpected \$9,000 expenditure on netting for the discs and coping stones on the north and south parapets. This netting is a safety measure to prevent pieces of the discs and coping stones from dropping to the ground.

6. Adjournment

The next meeting is on Tuesday, June 25, 2019.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Barbara Myles

LIBRARIAN'S REPORT

June 25, 2019

TO: Trustees, Lincoln Public Library

FROM: Barbara Myles, Librarian

Children's Services

Our Summer Reading Kick Off party was on June 19. Lots of kids came to the party and had a good time. All of the Children's librarians and student workers set up tables and decorations for the party then staffed various stations. There were stations for registering for the Summer Reading program, getting ice cream sundaes, face painting, and balloon making. Once again there was a magic show with lots of yelling and screaming by the audience! New this year was a mini Friends of the Library book sale. Kim Bodnar spent many hours organizing the sale and getting books from Bemis Hall to the library lawn. This mini sale raised about \$200 for the Friends and increased awareness about the book sale. It would be great if some of the people who attended the party decided to volunteer for the Friends. Since the last day of school for the Lincoln Public Schools was June 14, several days before the Summer Reading Kick Off party, the Children's Department allowed kids to begin their Summer Reading Challenges on June 14. The first kid to complete the Summer Reading challenge completed it on June 21!

Due to the air conditioning replacement project, staff did not hire as many performers as they usually do over the summer. Performers booked in the February-April timeframe. Bookings are not final until payment is received. No refunds are available. If we scheduled performers and advertised them in our summer brochure but could not have the performance due to the construction project there would be a lot of unhappy kids and Friends of the Library board members.

The Children's Department purchased four iPads that will circulate within the library. (They will not be bolted to furniture like the two iPads we have now.) The best recommended educational applications will be installed on them. A Nintendo Switch video game console was purchased by the Children's Department. This console allows eight kids to play a game together. We already have a Dungeons and Dragons game on Sunday afternoons for older kids. Now we're extending group games to video games.

Dana Weigent will retire on June 30 after 32 years of service! Her retirement marks the end of an era. She, Amy Gavalis, and Jane Flanders worked together for over 25 years.

Adult Services

505 reference questions were answered in May. Laura Paryl's Uplifting Reads book group discussed Savannah Breeze by Mary Kay Andrews Gilbert on May 20 and Enchanted April by Elizabeth von Armin on June 24. Laura is thinking about changing her book club's focus from uplifting or positive books to great reads/award winners or more book club favorites that are a bit older such as: The Poisonwood Bible, The Confederacy of Dunces, Angle of Repose, Tender at the Bone, etc. Over the summer she will decide what to name her book club. Lisa Rothenberg's Who Picked This Book? Club discussed The Secret Keeper by Kate Morton on May 6 and Tangerine by Christine Mangan on June 3. The Friday Morning Book Group is on hiatus until September. The theme of the FY2020 season is traveling the world. The Write Stuff continues to meet twice each month (once at the library and once at Bemis Hall). Lincoln Open Mic Acoustic met on June 10 and is now on hiatus until September. The Metro West Bogleheads met on June 8 and discussed Social Security including tax considerations. The knitting group continues to meet on Wednesday evenings. Drop in help with downloading eBooks and eAudio books is available on Thursday afternoons from 3pm – 5pm. The Lincoln Film Society meets on the first Thursday of the month.

To encourage people who visit the Council on Aging to visit the library, Kate set up a display of handouts about the eSources that are available with a Lincoln Public Library borrower card. Kate also dropped in on the COA's Thursday Drop-In Computer help session to raise awareness about the library's eSources. She continues to make monthly visits to the Commons to help residents download eBooks to their mobile devices.

The June 8 trip to the Museum of Fine Arts was cancelled because we did not have enough people sign up to qualify for the tour. We think there was greater interest for the February museum trips because people wanted to get out of their homes and didn't want to drive in bad winter weather. Lisa Rothenberg will plan another museum trip for February 2020.

Lisa finds work projects for many volunteers. This year the Lincoln Sudbury Regional High School seniors who volunteered at the library for their service day spray painted book carts, shifted oversize books, and finished the music CD color labeling projects. Music CDs of different genres now have different colored labels that will allow us to quickly find music CDs that are shelved in the wrong place.

Staff Training

1. Staff Training Half Day – June 4

Jon Mattleman gave a public library mental health training on June 4. Staff agreed that Jon knew what he was talking about. He agreed that sometimes users (patrons) have strange and/or difficult behaviors. He gave us his list, "25 ideas to consider when dealing with an unruly or disruptive user" and acknowledged that following this list is difficult at times. Staff were separated into small groups and given a scenario to discuss and brainstorm ways to address the scenario. Finally, staff were brought back together to discuss their approaches to the various scenarios.

2. Mass History Conference – June 24

I attended the Massachusetts History Conference with my Lincoln Town Archives colleagues: Valerie Fox (Town Clerk and Co-Director of the Lincoln Town Archives) and Lisa Welter (Lincoln Town Archivist). Cinnamon Catlin-Legutko, President/CEO of the Abbe Museum in Bar Harbor, ME. There are Native American artifacts at the Abbe Museum and Ms. Catlin-Legutko told us about her museum board's successful efforts to work with the Wabanaki people to decolonize the museum. I also attended sessions about advocacy, unseen history, an un-erasing the history of Native Americans in Massachusetts. There are a few researchers who are looking for information about Native Americans in Lincoln but are not having success. It was worthwhile to learn about decolonizing collections and where to find information about Native Americans at this conference.

Friends of the Library

The Friends approved the library's FY2020 budget request of \$31,919.50. They will also consider using their annual appeal as a fundraiser for an audio visual system for the Tarbell Room. We have many requests to use AV components in the Tarbell Room and it is often tricky to get everything right due to the numerous combinations available. (For example, Macs vs. PCs, TV or projector, DVD or streaming video.)

Code of Conduct Policy Update

Dana Weigent, Laura Paryl, and I met on June 18 to discuss updates to our Code of Conduct

policy and Welcome to Your Library flyer. We discussed the changes requested by the Trustees and revised the policy.

Telescope Donation

We are ready to circulate the telescope. The Aldrich Astronomical Society would like to make a formal presentation and give an astronomy program at the library. Kate and I will work with Dennis Picker on this project. Dennis also plans on starting an astronomy club!

New Photocopier

The new photocopier will arrive before the end of the month and will be coin operated. Since the Information Technology Department is paying the lease, income from the photocopier will go to the Town's general fund.

Demise of *The Lincoln Journal*

As of June 3 *The Lincoln Journal* merged with *The Concord Journal*. *The Lincoln Journal* was getting thinner and thinner over the past few years. Unfortunately, there is very little Lincoln related information in *The Concord Journal*. Subscribers to the *Lincoln Journal* may get a retroactive refund to June 3 if they cancel their subscriptions before June 30. The library microfilmed *The Lincoln Journal* to record Lincoln history as it occurred. Now *The Lincoln Squirrel* is Lincoln's chronicler of current events. We need to find out if Alice Waugh (Editor of *The Lincoln Squirrel*) has a complete archive of all published issues of *The Lincoln Squirrel* and how the library can provide access for users who are at the library.

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. (Replacing the track and light fixtures is not included in our request for FY2020 funding.)

2. Parapet Repairs

The Capital Planning Committee decided to fund another water test for FY2020 instead of funding repairs recommended by a FY2019 water test.

Peter and I met with Michael Louis, Senior Principal at Simpson Gumpertz & Heger on February 19. Peter showed Michael the building drawings of the parapets. Michael agreed with Peter that the flashing in the parapet could cause leaks into the building. Michael wrote a proposal for investigating the cause of the water leaks. A contractor will remove bricks from selected areas of the parapets and SGH staff will perform the water test. The cost of the investigation and report is \$14,400.

On May 23 Michael Louis, Senior Principal at Simpson Gumpertz & Heger, told me that he will contact the other contractor who will remove the bricks for the water test about performing the water test in early July. I left Michael a voice mail today requesting an update.

3. **Hearing Loop**

The hearing loop was installed in the floor of the Tarbell Room on May 20. Two patrons with t-coil equipped hearing aids told us that the hearing loop works well. We plan on having the hearing loop active during all programs. Kate Tranquada suggested that the library install a hearing loop and provided convincing statistics to support our application for a grant from the Codman Trust. Now Kate is organizing a program in the fall to build awareness about our hearing loop. There are people who have given up on attending library programs because they cannot hear the performances or other attendees of the programs. We want those people to come back and re-enjoy our programs!
4. **Replace AC1, AC2, and AC3**

The first round of bids for our air conditioning replacement project were all too high. Our construction budget is \$265,000. We only received one bid in the amount of \$420,000 due to a hot construction market. The project was re-advertised on May 29 in the Central Register with the air conditioner for the Gund addition as the main project and the two air conditioners in the attic of the Preston building as an alternate project. Most likely we will be able to afford only the replacement air conditioner for the Gund addition. Bids are due on July 2.
5. **War Memorial Bulb Planting Project***

On July 27 Dan Pereira and I spoke about this project. Dan told me that he could put some of his department's celebration funds toward this project. We agreed that Nancy Henderson would be a good person to do this project. I emailed Nancy on July 27 asking her for a cost estimate for purchasing and planting the bulbs. She replied quickly and stated that she would get a quote to me soon for the bulbs. On September 28 Nancy emailed Peter to tell him that she was not able to provide an estimate for the bulb planting because her company's "project schedule would not accommodate [her] doing the work." I relayed this information to Dan Pereira, Director of the Parks and Recreation Department. He told me that he would ask Byrne's Landscaping to plant the tulips. The tulips began blooming on May 7 and most of them were in bloom on May 24, three days before the Memorial Day ceremony at the War Memorial!
6. **Long Cracks Across Library Lane***

Five cracks have appeared across the width of Library Lane. The first crack in the pavement is at the bottom of the new stairs and the others are approximately 15 feet apart down to Trapelo Road. I reported this to Chris Bibbo and he replied that he will add Library Lane to their next crack sealing contract.
7. **Short Circuit in Outdoor Lights**

The electrical circuit(s) for the outdoor lights short circuited in October 2018 and stopped working. This includes the street lights along Library Lane. Temporary lights were installed before winter on the library side of Library Lane. This spring Bob Bottino, Bob Lager and an electrician began working to find the junction boxes and test the electrical connections. Bob Bottino has also worked with DPW staff to look for and test electrical connections for the street lights. Additional repairs are needed to the water main that broke at the intersection of Library Lane and Bedford Road last summer. Bob told me that Steve McDonald, DPW Foreman, told him that when the road is dug up this summer, a conduit from the Town's

street light network to the street lights on Library Lane will be installed.

8. Repack Fire Pump

Ronco Fire Protection can repair the fire pump but he wants the black mold removed before his staff begins work. He is in the process of preparing a price quote for repacking the fire pump. Alpine Environmental will come to the library on June 27 to see the mold remediation project.

9. Exterior Painting*

Patrick Brady, the man who restored the library's original entrance and painted the turret next to the entrance, is working on a cost proposal for painting the exterior wood on the Bedford Road side of the Gund building. This includes the Children's Room turret and large window.

10. Energy Efficiency

Eversource's Illuminate Mass lamp exchange initiative provides LED T8 lamps to replace fluorescent T8 tube lamps. So far we have replaced 65 fluorescent T8 lamps and need to replace 136 more to finish this project. If Eversource will give us 136 LED T8s we will finish this project much more quickly than we would have otherwise.

11. Stop Cars from Traveling the Wrong Way on Library Lane*

Almost every week I see a car traveling up Library Lane from Trapelo Road. On April 24 I spoke with Police Chief Kevin Kennedy after reading an article in the Lincoln Squirrel about flashing red lights getting added to the stop signs at the intersection of Codman Road and Lincoln Road. The DPW was able to install the lights without going through the Traffic Committee. Kevin explained that we can ask the DPW to add a black and white one way sign with an arrow because we are not requesting a change to the traffic flow. Kevin asked me to copy him on the email I send to Chris Bibbo, Superintendent of the DPW. Later that day I sent an email to Chris. On May 2 Chris copied me on an email he wrote to Steve McDonald, DPW's Foreman, and Jim Durkin asking them to follow up with me about pavement markings. Perhaps this means that the DPW will paint an arrow on the pavement at the intersection of Library Lane and Trapelo Road to make it more obvious that Library Lane is a one way street.

12. Facility Review

The Capital Planning Committee funded a facility review of the library to be performed in FY2020. The last facility review was performed in January 2004. I spoke with Michael Louis, Senior Principal at Simpson Gumpertz & Heger, on May 23 about performing the facility review in early July.

* No change since last Librarian's Report

Kudos

Kudos and thanks to Dana Weigent for her 32 years of service to the library. She used her artistic

talents to make craft projects for kids and to decorate the Children's Room. She spent most of her time at the circulation desk serving the public. She always put forward a happy face and was helpful to everyone.