

Lincoln Public Library Trustees Meeting
June 23, 2020 at 4:00 p.m.
All votes taken by roll call

Present: Jacquelin Apsler, Chair; Ron Chester; Lucy Maulsby; Kathleen Nichols; Dennis Picker; Peter Sugar; Barbara Myles, Director; Lisa Rothenberg, Assistant Director

Guest: Paul Blanchfield, Finance Committee's Liaison to the Library

1. Librarian's Report

a. Kudos

The staff is doing great since coming back to work at the library earlier this month. Everyone is engaged with getting the library going again.

b. Update Plan for Reopening the Library – Curbside

The canopy that was paid for with funds that were donated by the Friends of the Library, arrived on June 18 but without its side walls. Barbara placed a claim for them. Our first curbside pickup day is June 25. Staff are fetching items from the shelves according to a report generated by the Minuteman Library Network of Lincoln items requested by patrons who will pick up these items in Lincoln. The delivery system is not running yet. Lisa described the curbside pickup procedure in detail. This procedure is on our website and Lisa sent a Constant Contact email describing this procedure. The Lincoln Squirrel had a story about our curbside pickup service. To start we will have curbside pickup from 3 p.m. to 7 p.m. on Mondays and Thursdays.

c. Programming

The Children's Department had a successful summer reading kick off party on June 17. Instead of a lawn party, they had a pink unicorn dancing and waving on the lawn near Bedford Road and a drive through station for people to pick up the summer reading lists, and the summer reading challenges. The book groups are taking place on Zoom. Our new Reference Librarian, Robin Rapoport will start a new book group that will read books about diversity. Lucy suggested that we promote this book group through other communities like The First Parish Church and the METCO program.

d. Update Plan for Reopening the Library – Beyond Curbside

Dennis asked, "What is the hurdle to move to the phase after curbside pickup?" Our plan from May stated that we would open the library after one week of curbside pickup. Barbara answered that we are more cautious now. It was agreed that curbside pickup (without opening the library to the public) would continue until the Trustees' July 28 meeting.

2. Article for Release & Notification of Materials Regarding Social and Racial Justice

Lucy's article, "Library Adapts and Expands Services During Pandemic," was published in

the Lincoln Squirrel on June 17. It is a very good article. Jacquelin requested that it be put on the library's website and sent to the Concord Journal.

3. Parapet Repairs Design – Next Steps

This project was approved at Town Meeting. Barbara has emailed and left voice mail messages for Michael Louis, Senior Principal at Simpson Gumpertz and Heger, about scheduling this project for this summer. So far, he has not replied.

4. Reports

a. Building & Grounds Updates

Peter described the current situation with the air conditioning replacement project. The controls are not working properly. Barbara sent an email to the three companies involved: the general contractor, Thomas E. Snowden, the engineering firm, Northeast Engineering & Commissioning, and the sub-contractor, Burnell Controls complaining about the situation and telling them that they need to work together to remedy it. We owe these companies about \$6,000 and they are under guarantee to finish the work. Barbara explained that digital controls were installed in 2011 but we also have pneumatic controls. Jeff White, our engineer on this project, told us that the VAV (variable air volume) boxes are not working properly and are fixed in the open position. This could be causing problems with how the air conditioner is cooling the building.

b. Friends of the Lincoln Library (FOLL)

Dennis told us that he missed the meeting but he sent an email to the Friends thanking them for the canopy for our curbside pickup service and the banner with the uplifting slogan, "Reading gives us someplace to go when we have to stay where we are," by Mason Cooley. The Friends are collaborating with a company that installed two book collection bins in Lincoln, one in the parking lot near Donelan's market and the other at Tracey's gas station on Route 2. The Friends will receive approximately 20% of the revenue of online sales of donated books.

Barbara reported that the Friends' June meeting is when we make our funding request for the next fiscal year. The Friends' book sales have stopped and the fundraiser they planned for the fall was cancelled due to the Covid-19 pandemic. The Friends are not receiving as much revenue, so our FY2021 budget request was approximately \$11,000 instead of approximately \$30,000. People who we hired for programs at the library are creating online versions of their programs. Barbara asked the Friends if she could make an additional FY2021 budget request in December so the library can offer more online programming. The Friends approved this request.

c. Finance Report

The Town has asked us to stop non-essential spending. Unspent funds will go back to the Town at the end of June. Our spending on physical items was reduced to some books for the summer reading program and a few large print titles about racism. We asked our vendors not to fulfill our orders until we notified them to do so. (In July we will ask vendors to fulfill orders.) We are ordering eBooks, eAudio and eVideos to fill holds. Heating and electricity savings resulted from the air conditioning replacement project

(the old air handler was removed in early September 2019 and the new air handler was not functioning until mid-December) and during the library closure for the Covid-19 pandemic (the HVAC system was set to unoccupied mode with a temperature set point of 60 degrees). As a result of our decreased expenditures, we should be returning about \$30,000 to the Town.

Paul thanked us for slowing our spending. He also advised us that since we have pushed some of our FY2020 spending into FY2021, we should take this into account for FY2021 spending.

Dennis asked about expenditures for Covid-19 related items. Barbara explained that there is a federal Coronavirus Relief Fund that MEMA and FEMA are administering. Our Covid-19 related expenses are charged to a Town account, not our library budget.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,
Barbara Myles