

Trustees Meeting August 25, 2020 via Zoom

All Votes taken by Roll Call

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

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

Meeting called to order 4:04 pm

Librarian's Report

- Kudos once again to the staff. Curbside is going well, 50+ bags per day, very popular service.
- Reopening: Plan on reopening by appointment on August 31. People have started to sign up for appointments.
- The staff is engaged in problem solving with issues that might arise during reopening. It is a scary time for the staff, by reopening we are allowing more people into the building and along with that an increase in virus exposure.
- The staff has had to move things around in the building, new books are upstairs due to only three people (including staff) being able to occupy the reference area at one time.
- The staff have been holding meetings every Tuesday to go over plans. The Reference Department is coordinating adult department appointments, the Children's Department is making their own appointments. All appointments are made by phone, that way the staff can remind people of the rules regarding masks, social distancing, contact tracing and length of the appointments.
- Jacquelin expressed approval of the control aspect of the reopening. She wondered if we had considered giving patrons face shields if they are unable to wear a mask for health reasons? Bobbie told the board that we had received defective face shields from Amazon, however the Lincoln Gear Ticks have offered to make the staff face shields. Staff will have access to a mask if they so want one. Bobbie will investigate face shields for the public.

Lucy provided an update on the current plan for the Lincoln Public Schools.

- The administration first conducted a space assessment. It was determined that there is enough room in the buildings and modules to conduct in class instruction.
- Parents/students are being given the choice of being all in or doing all remote.
- The schedule for the school day has been altered. **Wednesday is still ½ day, dismissal other days will be 1:45 pm** with remote learning taking place later in the day. This plan allows for the schools to adjust/rollback if they need to.
- There are still conversations between staff and faculty about logistics and there are concerns.
- Students will be placed in cohorts of between 10-12 students; teachers will have no more than 3 cohorts.
- In terms of transportation: all parents who can drive their children to school are being asked to do so or have them walk/bike. Students will be assigned seating on buses, with a monitor on each bus to assure social distancing.
- When asked about interactions with LPL children's librarians Lucy assumes it will be done remotely.
- Each Lincoln student is being given an iPad to facilitate remote learning.

Bobbie believes that once we reopen by an appointment, we should stay at this level of service for at least 6 weeks before we look at expanding our appointment hours or pickup hours. Sunday hours will also be reviewed at this point.

Lucy stated that moving forward with caution and not speeding things was good. Slow and steady, in that way we can hope to stay open and if we do have to rollback it is only to Phase II levels.

#### Bookkeeper Position:

Bobbie and Lisa had two Zoom interviews today; two more are scheduled for tomorrow. Both of today's candidates were qualified. The plan is to invite 2 of the candidates to visit the Library in person next week to meet the staff and for the staff to meet the candidates in person. We will then check references. Both Bobbie and Lisa are more than ready to hire someone.

#### Building & Grounds:

- Peter reported that Jeff White has signed off on the HVAC project and that the final invoice has been paid. The exterior air sensor is not working due to its location on the south side of the building. It should be located on the north side of the library. The engineers do not believe it is a problem that needs to be addressed immediately. Replacing the air sensor will be added to the eventual replacement of AC2 & AC3 project when it is deemed necessary.
- The engineers did bill the library for \$2400.00 in additional services. The library was not told in advance that the work by the engineers was required, they understand that the work was done. Because of not being notified the Building & Grounds Committee is recommending that since the project was under budget by \$900 that the library pay the engineers \$1200.00 – half of their request. Barbara can cover the additional \$300 with another account.
- Peter Sugar offered a motion that the board authorize a payment of \$1200.00 to the engineering firm for additional services. Motion was seconded by Dennis.

#### **Roll call vote:** unanimous to approve the additional payment

- Fire Pump bids: Cost estimates have not been received yet; two companies are working on cost estimates. The insurance company has approved a replacement of the fire pump and not just the motor. The replacement pump will have a similar 30-volt motor as did the previous pump. Once the cost estimates are received, they will be sent to the insurance company for approval.
- Parapet: SGH is still working on drawings. Peter expects them to be done soon. Estimator is confident about SGH's work and that he can prepare a construction cost estimate for the parapet repairs in two weeks. We will proceed with asking for necessary funds from the Community Preservation Committee according to the usual timeline. Peter will also look at the drawings and estimates when they are received.
- Patrick Brady is painting Preston building windows and repairing some rotted exterior wood on the Gund building. He plans on finishing the project by the end of the week. He is charging \$9500.00, which is coming from maintenance budget.

Buildings & Grounds Committee will report back at the September meeting concerning the list of building issues that need to be addressed in the immediate future.

Kathleen Nichols reminded the trustees that the front door needs to be spar varnished this year. (It is done every 2 years). Bobbie will follow up with Bob Bottino.

A Senior Tax Write Off worker is maintaining the library's gardens. She weeded and watered the gardens earlier today.

#### Potential Sculpture Donation:

- Lincoln resident has made an offer to donate 2 sculptures for lawn area. The board requested that Naomi Cottrell of Crowley Cottrell LLC examine the master plan to determine if the sculptures would work at the library. Naomi believes that the installation of such sculptures can be accommodated in the context of the master plan developed for the library grounds, and pointed out the area in the plan that the art could be installed. However, she raised the larger point of the library not having a policy in terms of donations of materials of this nature.
- Ron said that the best policy for the library would be one that allows the library to maintain sole discretion in terms of the work after it's donated with no restrictions on use or length of time we keep an item. The library has a policy in terms of materials donated to the Archives (local Lincoln materials).
- One of the questions that the trustees have is if the cost of moving and installing the sculpture is included in the gift?
- It was decided that before any vote can be taken on these specific pieces of art the library will need to have an approved written policy. Jacquelin asked for volunteers to help draft this policy, Paul Blanchfield suggested looking at other library policies to determine how they are written. Lucy stressed that we need to say what goes in the policy in terms of installation, prioritize works by residents or of local interest. A simple clear policy, that can be revised as needed.
- Peter Sugar, Bobbie Myles and Lucy Maulsby (who is limited due to work schedule) will meet to review existing policies from other libraries, suggest additions/changes that meet Lincoln's specific needs, and report back at the next meeting (Sept. 22) with a recommended policy that trustees can vote on.

Jacquelin asked that the September 15<sup>th</sup> meeting be moved back to its original date of Sept. 22<sup>nd</sup> it was approved (to be held via Zoom). Roll call vote was unanimous.

#### Reports:

##### Friends of the Library:

They have not met this summer. Dennis forwarded Cathy Moritz's book donation bin memo. The friends are very happy with the bins; they have worked out quite nicely and raised money for the Friends.

##### Finance Report:

Bobbie distributed the August 10<sup>th</sup> report that she received from the Accounting Department. This report does not include the bills we submitted for payment on August 17<sup>th</sup>.

Approximately 27% of the book budget has been spent as of August 17. Lisa met with Alyssa Freden, Head of Technical Services, and Debbie Leopold, Head of Children's Department, about reallocating the book budget. Lisa reported that they agreed to shift money normally used for DVDs to streaming video services and reduce spending on non-fiction books for which demand has decreased. We are still purchasing bestsellers and large print books. We should be back on track with the book budget in a couple of months. We are ordering less, and publishers are delaying publication. Our Hoopla spending, which had increased from the budgeted \$500 to \$1,000/month went down to \$600/month for the past few months.

Minutes of the July 28<sup>th</sup> meeting were approved as amended.

**Roll call vote:** unanimous

Thank you to all the staff who are overseeing the reopening work and are planning a very careful, thoughtful, slow opening. Patrons can call to sign up for 45-minute appointments with strict limits on the number of people in any one space.

Jacquelin would like to thank Bobbie and Lisa for the excellent notification on the Library's website with photos that show just how limited the spaces and functions will be with a very slow and careful reopening.

Adjourned at 4:56 pm.

Next meeting Sept. 22, 2020, at 4:00 pm via Zoom