

## Trustees Meeting Minutes Tuesday September 22, 2020

Attending: Jacquelin Apsler, Chair; Ron Chester, Lucy Maulsby, Kathleen Nichols, Peter Sugar, Barbara Myles, Library Director; Lisa Rothenberg, Assistant Director; Debbie Leopold, Staff representative; Cathy Moritz, guest.

Meeting called to order 4:07 pm

### **Cathy Moritz: Update on the Catalpa Tree**

- Thirty catalpa trees will have to be transplanted from Arnolds' Arboretum this spring onto public land. Cathy would like to reserve a spot on the front lawn (between flag pole and Trapelo Road) to plant the replacement tree (in about 7 years). Jacquelin assured Cathy that any additions to the lawn will take this in as a factor.
- In order to preserve the current catalpa tree the following measures should be taken:
- Pruning: remove dead wood, trim branches away from the electrical wires.
- Cable: to stabilize the tree, there are already 2 cables drilled into the tree, they would not be removed, a new cabling system would be installed (slings cables, require no drilling into ground or tree they connect only to each other). They are more visible during the winter months; the cables aren't seen during the leafing seasons.
- Mulch ring: 12' in diameter, it would be the only tree on the property to be mulched. The mulch would contain a natural fertilizer. Seed pods need to be raked and not blown off the mulch ring so that the fertilizer isn't disturbed. The pods can also be left on the mulch.
- Cathy explained that she needs approval by the Library Trustees, Ken Bassett (Lincoln's Tree Warden), Chris Bibbo (Superintendent of Lincoln DPW) and David Sequeira (Acting Head of Parks & Recreation) before the described work can begin.
- There is a Lincoln Garden Club meeting next week, and a Friends of the Library meeting in the first week in October. Cathy will ask these two organizations to split the cost of this work.
- Discussion: Kathleen mentioned the need to water the tree due to the ongoing drought situation. The water hoses are in the sub-basement, Bobbie will arrange for them to be brought outdoors. Kathleen & Cathy Moritz will work out a schedule to water the tree.
- **Motion:** To approve the following actions be taken to help preserve the Catalpa tree: cabling, pruning and mulching/fertilizing. Motion seconded.  
**Roll call vote:** approved unanimously.

Bobbie thanked Cathy for coming to a recent staff meeting to speak on her research on music and early reading skills. Cathy gave a very brief synopsis of her work to the Trustees. Her research shows that by age five, a child's ability to identify and replicate rhythm sequences predicts which children will have trouble learning to read.

### **Librarian's Report:**

- Update on Reopening:  
Thank you once again to the staff, we are open by appointments. Our busiest day was September 3<sup>rd</sup> had 30 people in the library, prior to COVID-19 we averaged 100 patrons per day.
- The library also welcomes walk in patrons. Patrons can call at the door and if we have unfilled appointments, we gladly let people in. According to the State's July 24 guidelines (10 people per

1,000 square feet), we can now have 50 people in the building at one time if everyone spreads out.

- Sunday openings are the next step in our reopening plan. We have the funding for the hours in our budget and the library has been open on Sunday afternoons from mid-October through April for years. Lucy added that Sunday hours especially help people who work during the week.

#### Bookkeeper Hiring Update:

- We had fourteen applicants for this position. The top four were interviewed remotely via Zoom. Two finalists were invited for in person interviews. We have decided to hire Sarah Nathreen Nakanwagi. She will be starting on Oct.5<sup>th</sup>. She has bookkeeping experience working for nonprofits as well as the City of Flagstaff, Arizona.

#### Archivist Update:

- Lisa Welter may resign due to health considerations that put her at higher risk of developing a severe case of COVID-19.
- The Lincoln Town Archives is a Town department, not a library department. Lisa asked for a six month leave of absence but was turned down. Tim Higgins, Town Administrator, can approve a one month leave and the Board of Selectman can approve a three month leave. There is no provision for approving a six month leave of absence. Daniel Pereira, Assistant Town Administrator, suggested that Lisa work from home under the Town's new Remote Work Policy, which does not allow a schedule of working entirely at home. Bobbie presented this suggestion to Lisa, but she needs time to consider it. Bobbie isn't too hopeful.
- It would be a real loss to the Town, since Lisa is doing a great job and knows the collection so well.

#### Remote Work Policy:

- Written by Town Counsel, the goal of the Remote Work Policy is to provide a fair policy across all departments. As part of this process Dan Pereira asked that the library write a Plan of Service document that describes all functions and services, which functions can we do at home and how many hours they require, as well as functions that can only be done at the library and how many hours they require. Tim Higgins approves all requests for remote working and at this point he favors working on site. Bobbie distributed the plan to the Trustees, and it will be discussed at the next meeting

#### ARIS report:

- Staff is currently working on it. In past years, this report was due in mid-August. This year, due to the Covid-19 pandemic, the MBLC gave libraries a six week extension to complete the report.

#### Buildings & Grounds:

- Fire pump fire: Insurance adjustor had a forensic engineer come to the library to try and determine the exact cause of the fire. The adjustor thought we would need a whole new fire pump; we are in process of getting three bids for that. The forensic engineer, however, told the insurance adjustor that he believes the motor just needs to be replaced. The adjustor has not had the time to read the full report.

**Parapet:**

- SGH has submitted the final drawings and specifications for the repairs and now AM Fogarty is making a cost estimate for the project. Peter believes the cost will be more than \$50,000.

**Capital Plan:**

- Building & Grounds met earlier today to discuss the 5-year capital plan. The FY22 project, parapet repairs, will be submitted to both the Capital Planning Committee and the Community Preservation Committee to obtain funds. Bobbie will meet with Dan Pereira on September 24 about the library's submission to the Capital Planning Committee.

**List of capital projects:**

- Repointing of exterior masonry  
Bowling in wall of Preston Building
- Interior construction for redesigning first and second floors
- Replace AC 2 and AC 3
- Replace the front terrace
- Boiler replacement
- Replace electrical distribution panels

There was a discussion of the above projects and their priorities. Jacquelin would like to move the AC 2 and AC 3 replacement project lower down the list of 5-year projects. Can the bowing project be done in one year and the repointing in the following year along with the repointing project? The front terrace is a tripping hazard, but the custodians can patch the bluestone as a temporary measure. The problem with the project is not knowing what is going on underneath the bluestone, does the slab beneath the bluestones need to be replaced? If so, Peter suggests using a man-made material that looks like bluestone because it will last longer. Should the interior construction projects be removed completely? Post COVID-19 we are unsure of what the library will need in terms of service. Town finances may make it hard to obtain funds for a redesign construction project. Dennis suggested taking out the dollar figure but leaving the projects on the list is so that the Town is aware of changes that may be needed.

**Maintenance Budget Motion:** The Buildings & Grounds Committee recommends a maintenance budget of \$50,000. Ron Chester seconded the motion.

**Roll call vote:** Unanimous vote to approve maintenance budget of \$50,000.

**Capital Plan Motion:** Below is the order in which the Library's capital projects will be submitted to the Capital Planning Committee for next 5 years:

- FY22 Parapet Repair – exact dollar figure is unknown (waiting for cost estimate)
- FY23 Bluestone terrace repair (\$20,000) unsure of exact cost due to what is happening below the terrace. Study of the bow in the Preston building's wall will be done using maintenance budget funds.
- Repoint masonry (\$15,000)
- FY24 Replace boiler (\$125,000)
- FY25 Replace electrical distribution panels (\$45,000)
- FY26 Replace AC2 and AC3 (not sure of exact cost \$200,000 place holder)

Motion made by Peter Sugar to accept the above projects to be submitted to Capital Planning Committee. Motion seconded by Denis Picker.

**Vote by roll call:** Unanimous

### **Donation of Sculpture and the new Gift Policy**

- Lucy, Peter and Bobbie put together an initial policy that was followed up by suggestions by the other trustees. Katherine took all of the suggestions and put them together in a reconciliation document.
- Ron Chester had a few concerns about the document: Are we dealing with just tangible gifts or monetary ones? All agreed that is was just tangible items.
- The term, Deed of Trust was replaced by Deed of Gift. The policy states that all gifts are unrestricted. What happens to the gift after it is given to the library is the sole discretion of the Trustees?
- Indemnity clause: Kathleen reported that some libraries have this in to protect the library in case an item is damaged or stolen. Ron stated that if it's an unrestricted gift we should be covered so we do not need an indemnity clause. Lucy stated that the clause does reinforce our responsibilities.
- Physical or financially significant gifts will be determined by the Board of Trustees using their free and unfettered discretion. All other items will be accepted at the discretion of the library director. The director should feel free to send any gift proposal to the trustees for their approval.
- A motion was made by Dennis to approve the following Gift Policy:

## **LINCOLN PUBLIC LIBRARY POLICY FOR ACCEPTANCE OF TANGIBLE GIFTS**

The Board of Library Trustees establishes the following guidelines for gifts of tangible property to the Library:

1. Gifts to the Library should be directed to the Library Director. Physically or financially significant gifts will be evaluated for acceptance by the Board of Trustees in their sole and unfettered discretion. All others will be evaluated for acceptance by the Library Director in the Director's sole and unfettered discretion.
2. **Evaluation Criteria:** Gifts may be evaluated, based on among others, the following criteria:
  - Relevance to the Library's mission statement
  - Suitability of content and aesthetic merit
  - Availability or lack thereof of space to display or store and its impact on the library grounds or building interior utilization
  - Whether the gift, artist, giver or original owner are of local significance
3. **General Restrictions:** The Board of Trustees may require the gift to be accompanied by funds for installation and/or endowment for maintenance. A gift shall

not involve any expense to the library for its present or future use, display, maintenance, or administration unless such expense is covered by new or existing funds provided for such purpose. If a gift is accepted, the donor may be required to pay for its transportation to and installation at the Library.

**4. Acceptance:** The Library will only accept gifts that are made without restriction. All accepted gifts become the property of the Library and may be used, displayed, maintained, donated, or discarded at the discretion of the Board of Trustees. The Library may sell any such gift at any time and use the proceeds for any purpose appropriate to the Library's mission. Donors are required to execute a Deed of Gift that cedes ownership of the gift to the Library. No guarantee is made that any gift will be permanently displayed or kept by the Library.

**5. Right of Refusal:** The Library reserves the right to refuse any gift.

**6. Appraisals:** The Library cannot provide appraisal of gifts it accepts for income tax or other purpose, but as a tax-exempt institution it will acknowledge in writing its acceptance of the gift.

**Roll call vote:** The motion was approved unanimously.

- **Gift of Sculpture:**  
Does the library want to accept the gift of two pieces of sculpture to be placed near the terrace that faces Trapelo Road?
- Discussion: Dennis said that we must make sure that the donor covers all expenses involved. We also must only accept the pieces if they are unrestricted. (As of today, the donor would like the library to guarantee the pieces would be kept for 20 years).
- The donor's timeframe. Their house in Lincoln is being sold and closing will be at the end of this week. The new owners have agreed to keep the pieces until October 20<sup>th</sup> to give time for moving the sculptures to the library.
- Ron: likes the pieces
- Kathleen does not feel that they fit the criteria in the gift policy. (They were not made by a local artist or have local significance.)
- Dennis agreed with Kathleen.
- Peter is in favor of accepting the pieces, there is space and aesthetically they will work with our master plan. Ron also agreed with this point.
- Lucy likes them and believes in art in public places.
- Kathleen fears that the space is too small and can look cluttered.

Motion to accept the two pieces of sculpture according to the gift policy with the understanding that no expenses be born by the library by accepting the donation. Dennis wants it clearly stated that the delivery and installation of the pieces are the responsibility of the donor. Motion seconded by Dennis

**Vote by roll call:** Lucy, Jacquelin, Peter, Ron = Yes. Kathleen, Dennis = No. Vote 4-2 in favor of accepting the pieces, Bobbie will follow up with the owner's agent to see if they will agree to the terms of the new policy.

## Reports:

### Friends of the Lincoln Library (FOLL) – Dennis Picker

- The two bins that the Friends have set up at Tracey's and at Donelan's parking lot are working well.
- The Friends' share of the proceeds is roughly \$400.00 per month. The book bin at Tracey's is filling more quickly due to its Route 2 location.
- Phone book revenue may be lower due to advertisers having financial issues due to the Covid-19 pandemic.
- Mystery Night has been canceled. The Friends have received a credit of \$400.00 towards a future Mystery Night and a refund of the same amount.
- The Friends are brainstorming ideas for fundraising.
- Kathleen suggested we do a new notecard drawing of the library. (The previous one was done by Sheila Williams.) Maybe Tory can assist. Dennis will ask the Friends if they are interested.

### Financial Report:

Will be discussed at next month's meeting.

### Minutes of August 25 Meeting:

- The section dealing with the landscape master plan should state that the sculptures can be accommodated in our master plan
- Peter Sugar moved to approve as amended. Ron Chester 2<sup>nd</sup> the motion. **Roll call vote:**  
Approved unanimously.

Meeting adjourned at 5:56 pm.