

Lincoln Library Trustees Meeting October 27, 2020 at 4:00pm via Zoom

Present: Jacquelin Apsler, Chair; Dennis Picker; Lucy Maulsby; Peter Sugar; Ron Chester. Staff: Bobbie Myles, Director; Lisa Rothenberg, Assistant Director; Sarah Nakanwagi, Bookkeeper/Administrative Assistant; Denise Shaver, Children's Librarian

Introductions made to welcome Sarah to the library.

Donation of Sculpture:

The donor has decided to gift the sculptures to an unknown museum. The good thing that came out of the process is that the library has a gift policy.

Friends of the Library Report:

Dennis was unable to attend the last meeting. He reported that the online book sales are doing better than we expected. Funds from the book sales are down 15% from last year, but it could be worse.

Librarian's report:

a) Kudos to the staff for continuing to work through this difficult time, we are doing a lot of curbside circulation. Children's circulation is up from last year, they have had a very successful grab bag program, as well as having grandparents, aunts and uncles who are borrowing books to read to young relatives through Zoom calls.

b) Bookkeeper: Sarah started a few weeks ago as our new Bookkeeper/Administrative Assistant. She has a very strong math background and has been working well. She is doing bills as they come in, which Town Offices likes because they can deal with them at a steady pace.

c) Archivist: Lisa Welter resigned due to health concerns related to COVID-19. Bobbie had heard from Marie Wasnock that she was looking for work. Marie was the first Town Archivist. She would like to see Marie rehired for the position, but Town Offices is planning on advertising the position. Dan Pereira, Assistant Town Administrator, will be in charge of the hiring, since it is a town position. Most likely we will not have anyone in the position until the end of the year or beginning of next year.

d) Town's Hybrid Staffing Plan

Remote work is a new policy at the town that was created due to the COVID-19 pandemic. It is a shifting policy due to the situation with COVID-19. The Town created a Remote Work Policy in September for staff with issues covered by the CARES Act (young children at home; home schooling issues, daycare, health issues). Dan Pereira wants to be involved in the process and will approve each remote work from home employee request for the entire town, including the library.

The new Department Work Plan is a hybrid staffing plan for departments at Town Offices that began on October 26. Town Offices employees all work the same hours, 8:30-4:30 p.m. Monday-Friday. This contrasts with library staff who are now working seven days per week with a variety of working hours that extend to 7:00 p.m. or 7:30 p.m. three nights per week. Town Offices employees are required to have a plan, work the same hours as in building employees (8:30-4:30 p.m. Monday-Friday) for up to two days per week. If an office is not able to be staffed because the office only has one staff member (like the Assessors' Office), the public will be informed. Hybrid work will be on a scheduled basis. The Town is aware that most Town employees will not be able to work remotely (police, teachers, town clerk, fire, DPW). Hybrid work requires employees to check in daily (or other agreed upon time schedule) with supervisor, report what they have done, and what they plan on doing the next hybrid workday.

Jacquelin Apsler stated that the library, by using appointments throughout our reopening, has kept the number of patrons in the building down. The goal of hybrid is to reduce the number of staff in building at one time, while still maintaining the level of service described in our Plan of Service Due to Covid-19. An example would be Alyssa Freden, Technical Services Librarian, working from home on Wednesdays. We will adjust the hybrid policy to meet our needs in conjunction with Town Offices. The new Department Work Plan does not replace the Remote Working Policy that the Town authorized in September. Not all library staff will be able to work from home. It depends on whether the employee's job description includes work that can be done from home. The current situation is unlike last spring when we all stayed home. (Some staff worked from home if they could, while others just stayed home with no work to do.)

e) Library's Plan of Service:

To have a hybrid policy in place the Trustees voted on the Plan of Service Due to Covid-19 that was developed by library staff. The plan covers what services the library will offer (both continued programs e.g. book groups moving to Zoom, and new services e.g. curbside pickup). Bobbie presented our service plan, the Trustees approved it. We must be able to meet the plan of service goals when using the hybrid model.

Budget:

The Town has spent over \$800,000 for COVID-19 related expenses (police/fire overtime, PPP, cleaning services, etc.). The CARES Act will reimburse the Town for COVID-19 related expenses through December 30, 2020. It remains to be seen how the Town will pay for ongoing COVID-19 expenses next year. The Town's Finance Committee will be meeting tomorrow to set the operating budget guideline for FY2022. Colleen Wilkins, Lincoln's Finance Director, will be sending out the guidelines on Thursday. Bobbie is not sure what the budget guideline will be. If there is no budget increase or even a budget decrease, we will need to make cuts to the library's budget. 70% of our budget is personnel so cuts will probably need to come from the personnel budget. Bobbie is asking for volunteers to help on a committee to work on suggested budget cuts. Peter Sugar volunteered, also Lisa Rothenberg and Sarah Nakanwagi will be working with Bobbie.

Our budget will be due in three weeks. The Trustees need to vote on our FY2022 operating budget before this deadline. Our next Trustees meeting was discussed with this deadline in mind; the next scheduled meeting is November 17 at 4:00 pm. Peter stated that due to COVID-19 the State of the Town Meeting is being divided up into three sessions to be held via zoom on November 17-19 from 7:00-9:00 pm. He suggested moving the meeting to November 16. The vote on the budget will need to be held at that meeting because the deadline for submitting it to Colleen Wilkins, Lincoln's Finance Director, is November 23. The next meeting was tentatively rescheduled to Monday, November 16 at 4:00 pm. Jacquelin will confirm the time with the Trustees asap.

Buildings & Grounds:

Fire pump motor update: The forensic engineer hired by the Town's insurance company was not able to find the exact cause of the fire. If we just replace the motor without knowing the cause of the fire, we run the risk of having another fire. The engineer ran out of money from the insurance company to continue his search. The insurance company did not want to pay him anymore. Norel Service Co., the company that maintains the library's fire alarms and sprinklers contacted Bobbie to ask if they could hire

two subcontractors on a time and materials basis. One subcontractor would troubleshoot the fire pump controller. The second subcontractor, an electrician, would test the wiring. Bobbie asked the insurance adjuster if he would authorize these tests and he approved them. The electrician performed the tests today and he will send his report to Norel, but he told Bobbie that he found “problems.”

Parapet repairs:

The total cost of the repair is \$420,000. Our presentation to the Capital Planning Committee is scheduled for December 1st. Dan Pereira told Bobbie that we should submit this project to both the Community Preservation Committee and the Capital Planning Committee. For the 12/1 Capital Planning Committee meeting, we need to be prepared to answer questions about our FY 2021 project (parapet repair project – design phase), our FY 2022 project (parapet repair project – construction phase), our 5 year capital plan, and our maintenance budget. Audrey Kalmus, Chair of the Capital Planning Committee, has asked for Capital Planning Committee volunteers to meet with the Building & Grounds Committee to go over our requests and the process we are using. No one stepped forward; as a result, we only have this one meeting scheduled with Cap Com.

Peter stated that the parapet repair project is critical because we are having water leaks into the building as well as damage to the parapet itself. Dennis told us that the issue of the repairing the parapets without replacing the “Cookies” to save a lot of money has been settled. The cost to replace them is only about \$50,000 of the total estimate.

Finance Report:

The finance report was made on Oct. 21st and up to date. The monthly report we receive from the Accounting Department is usually sent about six weeks after the end of the month, which gives the Accounting Department time to balance the books for the month. Personnel funds have already been encumbered for this fiscal year.

Minutes:

September meeting minutes were not distributed; they will be distributed and voted on at the next meeting.

Publicity:

Lucy is looking into another article for the Lincoln Squirrel, maybe at the start of next year. We should let Lucy know if we have any ideas on a subject. Jacquelin suggested the increase in grandparents and other family members borrowing books to read to kids over Zoom. The library is connecting communities and families even remotely.

Catalpa Tree Update:

Peter reported that the cloned cuttings are about 2’ high and will be replanted in Lincoln next spring. The Catalpa Committee was at first looking for volunteers to help plant and take care of the seedlings. They have decided against depending on volunteers because the trees need to have continuous support. Instead, they will be looked after and planted by Jonathan Bransfield at his company, Bransfield Tree Company in Stow. The Garden Club is sponsoring a catalpa tree lecture on November 1 via Zoom. The link was sent out in an earlier email to residents and Trustees. Sean Halloran, Plant Propagator at the Arnold Arboretum, will speak about our cloning project and twisting trees in general.

The meeting was adjourned at 4:55 pm by roll call vote.

Respectfully submitted,

Lisa Rothenberg