

Lincoln Public Library Trustees Meeting
Minutes November 16, 2020

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

Meeting called to order 3:35 pm

Friends of the Library Report – Dennis Picker

The Friends board had a meeting on Nov. 11, 2020. The Board decided not to pursue the potential fundraiser/party at Pierce Park that was suggested for May of 2021 due to COVID and the amount of volunteer time that would be required.

Financially the book sale via the donation bins at Donelan's and at Tracy's are working well, they do not bring in as much revenue as the book sales at Bemis Hall did, but they are still bringing in some income. The Friends are discussing whether they want to continue producing the Lincoln Town Wide Phone Book, they plan on conducting a survey to see if there is interest in the town on continuing it.

Librarian's Report:

Kudos once again go to the staff. Curbside pickup is a lot of work to organize each day. Our circulation figures are going up: In September 4,100 items went out through curbside, October had 4,500 items. There has also been an increase in the number of reference questions being asked, we are still finding that people aren't visiting the library as frequently as before COVID, but visits are on the increase, both drop in and also on advance appointment basis.

Bookkeeper Update: Sarah Nakanwagi submitted her resignation last week; housing was an issue for her. She had to move out of her apartment and was having trouble working her scheduled hours while looking for housing. Bobbie called the COA to see if they could provide any assistance to Sarah. Bobbie also contacted a member of The First Parish in Lincoln who connected Sarah to the St. Vincent De Paul Society. The SVdP Society was working with Sarah on housing at Lincoln Woods. However, at the last minute it was discovered that Lincoln Woods would not allow Sarah, who is in process of finishing her undergraduate degree at U. Mass Dartmouth, to sign a lease while taking any classes for one year. Sarah gave up and quit the library.

Previously, we posted the job on the Massachusetts Municipal Association's website (Colleen, Lincoln's Finance Director, suggested this). Patty Levy, a Lincoln Resident who is a career recruiter, also assisted in advertising the position. We are going to remove "administrative assistant" from the job title when it is readvertised, since it is such a small portion of the job. We received many applications last time from people with no bookkeeping experience and we need someone with this experience.

Kathleen Nichols suggested that maybe we can use a temp agency to hire someone until we find a permanent replacement. Lucy thought it was a good idea. Kathleen will look at a few names of companies and get back to Bobbie. Bobbie will follow-up with them.

Archivist:

No movement in terms of hiring, Valerie Fox, Lincoln's Town Clerk, has been busy with elections. We also learned today that Val is in quarantine due to exposure to COVID. Marie Wasnock, Lincoln's first Town Archivist, is interested in applying for the job once it is advertised.

COVID Plan of Service Update:

At our last Board meeting the plan was approved. We have received requests from the Children's Department and from Technical Services to adjust their work schedules using the Town's new Department Work Plan (non-Covid related).

Three employees have asked to work remotely using the Town's new remote work plan (Covid-related and employee-specific).

Bobbie asked for adjustments to be made to the children's department request to allow for better library coverage; they have altered their request. Bobbie will be sending these requests to Dan Pereira, Assistant Town Administrator, for final approval. We are still waiting to hear from technical services department about the requested adjustments.

FY2022 Operating Budget:

The Town's Finance Committee's budget guideline included a 2.5% increase with a 2% COLA. The budget that Bobbie has created meets the guidelines; we are getting the necessary cuts from reduced hours for bookkeeper position (20 hours/week down from 25/week) and not filling the Thursday evening Reference Librarian slot (3 hours/week). Alyssa Freden, Technical Services Librarian, is now covering this slot.

Dennis had a question about the spreadsheet; Bobbie will correct the missing book budget figure. Electricity is a guessing game. When the new AC1 was installed, engineers thought it would cost more to run since it's a larger unit (25 tons versus 15 tons). We also had a delay in installation last fall and were closed for COVID from mid-March through early June. Last year was not a good year to try and get a baseline for cost. When Bobbie looks at the time we are open (compared to last year same period) it costs less to operate the system than our previous AC1. We are leaving the higher figure in the budget just in case we need it.

Bottom line for budget: \$1,081.064.00.

Ron made a motion to approve the budget and send to Finance Committee; motion seconded by Lucy.

Roll call vote: Unanimous vote

Fire Pump Update:

Bobbie has not heard back from Norel who was waiting for the written report from the electrician who inspected the motor. She will follow up with Norel.

Parapet Repair: The Building & Grounds Committee is going before the Community Preservation Committee on December 10th. Presentation is all set. Bobbie will follow up with Dan Pereira to see if there is a need to present to the Capital Planning Committee as well.

Maintenance Budget: Capital Planning meeting will be meeting to discuss our FY2022 maintenance budget and 5-year capital plan on December 1st. Dan Pereira may be able to offer Bobbie guidance with working with the Capital Planning Committee. Dennis mentioned that we have been very transparent with what we have shown them in regard to any repairs made and how we have arrived at the figures. We hire Simpson Gumpertz and Heger every 10 years to look over the building and recommend repairs, then we follow through with those repairs.

Update on Squirrel article: Lucy is writing an article for the Lincoln Squirrel and is hoping to get it published around the holidays. It will highlight LPL connecting families virtually.

Finance Report: Bobbie asked Veronica for a financial report that shows current balances on our budget line items. This report shows we've spent 49% of the budget (due to COVID closure and items ordered last FY arriving and being billed this FY). An example of a fund that is low is our Adult Fiction account, but we have money in the Adult Nonfiction account and can transfer money if need be.

Large Print Endowment Fund Update: The Boston Foundation is working remotely and as a result they are not issuing any paper checks. They are transferring funds electronically but the Treasurer's Office has been reluctant to set up new electronic transfer accounts due to fraud schemes. We have run out of money in the large print books line item. Colleen has given us the go ahead to order items, knowing that the money will be received from The Boston Foundation.

Catalpa Tree Presentation:

Cathy Moritz recorded the November 1st presentation by Sean Halloran of Arnolds Arboretum; Peter has link and will be sending out to trustees who may have missed the original air date.

Minutes:

September 22, 2020 meeting: Peter Sugar made motion to approve with corrections. Ron Chester seconded the motion.

Roll Call vote: unanimously approved as amended.

Oct. 27 ,2020 meeting: Peter Sugar made motion to approve with corrections. Lucy Maulsby seconded the motion.

Roll call vote: unanimously approved as amended.

Meeting adjourned at 4:27 pm

Next meeting is December 15th at 4:00 pm via Zoom

Respectfully submitted,
Lisa Rothenberg