

Lincoln Public Library
Board of Trustees' Meeting Minutes
January 29, 2026, 7:30 pm Tarbell Room

Present: Jacquelin Apsler (Chair); Melissa Roderick (Director); Indrani Kharbanda; Ray Shepard; Ron Chester; Lucy Maulsby; Greg Haines (FinCom Liaison); Kim Bodnar (Selects' Liaison); Joanne Pagounes (Bookkeeper/recorder)

Absent: Peter Sugar

1. PUBLIC COMMENTS

The meeting was called to order at 7:30 pm by Chair Jacquelin Apsler. There were no public comments.

2. KUDOS

- The chair gave kudos to Colleen Wilkins (Finance Director/Town Accountant), Dan Pereira (Assistant Town Administrator) and Scott Rodman (Green Energy Committee) for their work on potential the HVAC project.
- The Director expressed appreciation for Angel Lopez [Custodian] who came in outside his regular schedule to clean the DeNormandie Room [January 15th] and reopen the space promptly following a health incident involving a patron.

3. HVAC NEXT STEPS

The Community Preservation Committee (CPC) meeting voted to bond the Library's HVAC Ground Source project, which would allow CPC funds to cover the interest costs for 20 years with no additional tax impact to residents.

This recommendation will now move forward to the Finance Committee and then for a vote at Town Meeting.

The Library's annual maintenance funding request of \$66,800 was approved by the Capital Planning Committee. This will be forwarded to the Finance Committee for inclusion in the Town's proposed FY27 budget.

4. LIBRARY DIRECTOR'S REPORT

- This month there was a local quilter's exhibit in the gallery and quilts were sold off and raised \$6,500.00 for charity. Some people selected the Friends of the Library for their charity.

a. Staffing Update

A request for the creation of an Assistant Circulation & Technical Services Supervisor position at Grade 9 has been submitted to the Personnel Committee. If approved, this new supervisory role will directly oversee circulation staff and selected technical services functions which in turn will strengthen Library operations and enhance library service. The Director is seeking Trustee approval to advance this proposal for a new position and once established to promote Tory Black into the role.

Motion: To accept the proposal to create a new position and promote Tory Black.

Moved by Indrani Kharbanda, seconded by Ron Chester

Vote: 5 in favor, 0 opposed, 0 abstention. Motion approved unanimously.

- A new custodian, James McCaffrey, has been hired and will start February 19th working evenings Monday, Wednesday, and Thursday from 5:30–8:30 pm.

b. Camera Update

Melissa stated the new security cameras are working very well and we will be drafting a Security Camera Policy.

5. BULLETIN BOARD USE POLICY

The Bulletin Board Policy is in its place and there are no changes to Policy.

6. SCHOOL COMMITTEE APPOINTED TRUSTEE

Lucy Maulsby currently serves as the School Committee appointee to the Library Board of Trustees (2019–present). She has been a strong supporter of library operations, maintains a close connection with the Children’s Department, and serves as an effective liaison between the School Committee and the Library. Her term is expiring, and while she is willing to continue serving, she noted that the Library may prefer an appointee who currently has children in the Lincoln K–8 school system. Chair Apsler observed that the Children’s Department is one of the Library’s most robust areas and already has strong connections with the school and stated that the Board would welcome Lucy’s continued service. The School Committee will discuss the appointment at an upcoming meeting.

7. REGULAR UPDATES

a. Community Center Building Committee (CBC) Liaison- Indrani Kharbanda

Indrani could not attend the CBC meeting; she reported that construction continues and the foundation is almost complete.

b. Friends of the Library (FOLL)-Ray Shepard

Ray reported that they have new members and are at full capacity. Revenue has increased from the book sale shelves in the vestibule as well as the annual appeal.

FINANCE REPORT

The Library is at 58% of its budget with 58% of the fiscal year completed. The Software Support category, which is currently at 100% spent, is due to fees for membership in the Minuteman Library Network. The Director noted that IT equipment replacement line may need a higher allocation in FY27, as the public computers will need replacement.

There was a question about the Electricity line, which is at 73% spent. The Director agreed that higher summer air-conditioning use contributes to the elevated spending in this category.

8. APPROVAL MINUTES for December 18, 2025, Meeting

Motion: To accept the minutes of the 12/18/2025 meeting as amended.

Moved by Lucy Maulsby, seconded by Ron Chester

Vote: 5 in favor, 0 opposed, 0 abstention. Motion approved unanimously

9. ADJOURNMENT

Motion: To adjourn the meeting.

Moved by Lucy Maulsby, seconded by Indrani Kharbanda

Vote: 5 in favor, 0 opposed, 0 abstentions. Motion approved unanimously.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,

Joanne Pagounes