

Library Trustee's Meeting
February 28, 2023, 7:30 pm via Zoom

In Attendance: Jacquelin Apsler (Chair); Barbara Myles, Director; Teresa Horwitz, Bookkeeper/Administrative Assistant; Peter Sugar; Ray Shepard; Lucy Maulsby; Indrani Kharbanda, Ron Chester, Melissa Roderick, Assistant Director

1. Librarian's Report:

- a. **Kudos:** To Robin and Debbie for bringing the 21-day AID challenge to the library. The Lincoln schools created the idea of a 21-day AID challenge to challenge their students to read/listen to/learn something about AID daily; it was a great idea that Debbie and Robin partnered with the school to bring the challenge to the library as well.
- b. **Other Key Items:** Melissa has been doing a great job with the Adult Programing. The most popular event of the month being a Radon Awareness Lecture. She also visited the Commons and taught people there how to use the Libby app.
The children's department is also having a lot of success with their programs, there were 64 programs in January. The most popular one being the writing workshop, with 13 participants.

2. Intellectual Issues & Challenges-Staff Training:

Melissa arranged for presenter, Krista McLeod, to speak to the library staff on the topic of "Defending Access with Confidence" which gave the staff a better sense of the tools that are available to them when faced with challenges to intellectual freedom. The presentation was a total of 3 hours and was very engaging. The staff found the presentation helpful; it was well received. The trustees asked to receive the materials Krista distributed. Melissa offered to forward the handout to the trustees.

3. Ray's Lincoln Academy Presentation at Bemis Hall: Ray presented his process for writing and what he is looking to convey in his writing as well as speaking about his next book (to be published very soon) which is on race through the lives of 6 individual people. The presentation was well attended.

4. Library of Things Policy-Draft:

The latest draft was sent out to the trustees and reviewed. All agree that this is a well written policy. It was suggested that the policy be added to the library of things section of the website, as well as posting a very simplified version of it on display near the library of things themselves.

There was a motion made to accept the Library of Things Policy as drafted, by Peter with Indrani seconding it. A roll call vote was taken:

Yes: 6 No: 0

The vote was unanimous, and the Library of Things policy accepted.

5. Website Design-Update: The low-bid for the library's website redesign was Compete Now. There was some research completed into the other sites that Compete Now has worked on and what they saw they liked. There was a kickoff meeting with Melissa and the staff who will be frequently updating the website in the future on February 16th. The main focus for the website will be for it to have a clean/modern look but with an antique feel; also will be incorporating the logo that was designed by Tory. The next website meeting will be on March 2nd.

6. Parapet Project Disks-Update: The current estimated delivery date for the disks is March 10th. Once the disks are delivered, they should be placed without much (if any) impact on the library and its patrons. The goal is to have the install completed by Town Meeting.

As a side note: The patio and Chimney projects have been approved. Barbara and Peter are speaking with SGH for a chimney repair proposal and a landscaping company architect for a proposal for the

patio. The goal would be to have the proposals by Town Meeting so that when they are approved at Town Meeting, we can move forward as quickly as possible.

7. Friends of the Library (FOLL) Update-Ray Shepard: FOLL has been kept informed of the new director hiring process and are very pleased that Kathy will be on the committee representing FOLL.
8. Community Center Building Committee Liaison-Indrani Kharbanda: The latest meeting was postponed until Wednesday March 1st. However, they are currently in the process of hiring a designer for the project.
9. Finance Report: The overall budget for the year is working well. We are 67% through the current fiscal year and have spent approximately 59% of the budget. One of the money saving points would be that the winter was fairly mild this year so the utility costs didn't rise as much as we thought.
There was a question as to why the staff training line item was over budget for the year: it was explained that there are 2 trainings that are being paid for with that money. The procurement classes that Melissa is attending and "Defending Access with Confidence".
10. March 28 Meeting-Change to 3/27, 3/29, or 3/30?
It was decided that the next trustees meeting will be on Thursday March 30th due to a scheduling conflict.
11. Approve Minutes for December 20, 2022, and January 26, 2023.
There was a motion made by Indrani to approve the minutes from the December 20, 2022, meeting as amended. The motion was seconded by Lucy. A roll call vote was taken:
Yes: 6 No: 0
The vote was unanimous, and the minutes were accepted.
There was a motion made by Peter to approve the minutes from the January 26, 2023, meeting as amended. The motion was seconded by Ron. A roll call vote was taken:
Yes: 6 No: 0
The vote was unanimous, and the minutes were accepted.
12. Library Director Hiring Process: The ad for the new library director was posted on Friday 2/24 to the town website, the municipal association website, to the Massachusetts Library Commission Board, as well as being emailed to all the Minuteman libraries. Everyone is also encouraged to share the posting within their networks. Dan will be acting as the "back office" person, collecting the resumes, sending emails to candidates, etc. Even though Dan is part of the hiring committee all decisions regarding the new director will be made via the committee. There was a request that the new library director be community oriented and to have them made aware of the community center that is being created. The people of the community center are interested in working with the library for the benefit of the Lincoln community.
The first meeting of the hiring committee will be a "Planning and Orientation" meeting so that all the members of the committee will be aware of what the process will be like, for the members to express what they would be looking for in a new director, and to brainstorm questions to ask the candidates. Jacquelin will be making the schedule for the committee meetings; she will be scheduling 2 "Orientation" meetings so that all those who are part of the committee will have the opportunity to participate in the planning.
Once there are resumes submitted, they will be sorted as to who would be appropriate to interview; then there will be a round of short Zoom interviews to meet the candidates and from there determine who they would like to bring back for a second, longer interview.
13. Approval of Interim Appointment: The trustees discussed appointing Melissa Roderick, the Assistant Director, as the Interim Library Director until a final decision is made to fill the position. Peter made a motion to appoint Melissa Roderick. Lucy seconded it. A roll call vote was taken.

Yes: 6. No: 0. The motion was passed unanimously.

14. Adjournment: Lucy moved to adjourn. Ron seconded it. A roll call vote was taken.

Yes: 6. No: 0. The motion to adjourn passed unanimously.

The meeting adjourned at 8:20 PM.

Respectfully submitted,

Teresa Horwitz