

Library Trustee's Meeting
May 25, 2021, via 4:00 pm via Zoom

In Attendance: Jacquelin Apsler (Chair); Lucy Maulsby; Dennis Picker; Barbara Myles, Director; Lisa Rothenberg, Assistant Director; Teresa Horwitz, Bookkeeper/Administrative Assistant; Kathleen Nichols and Peter Sugar.

Guests: Jen James and Andrew Pang

Absent: Ron Chester

1. Librarian's Report:

a. **Kudos** to the staff for their great work during the pandemic.

b. **Library's Plan of Service Update:** Will be changing our current plan to include the following:
On 5/29 the front door will no longer be locked, appointments will no longer be required, and patrons will now be able to enter the building in order to pick up their books on hold.
Lucy was concerned about those who have health issues and may still need services like curbside pickup. The library will make allowances for those who are immune compromised, in that they will be able to have the librarians pick up their books for them and be like the current curb side service. However, they will wean non compromised patrons from relying on curbside services.

As of June 15th, the state of emergency will end, the library's curbside services will also end on June 15. Librarians will encourage self-checkout to help limit contact. It will be prominently shown on the website as well to encourage this.

c. **Staffing Update:**

- i. Welcome Al Rodrigues, our new custodian. Al was due to start working at the library today, unfortunately his child was sent home sick, and he had to have him tested for COVID as he was sent home with symptoms. Therefore, he will start Thursday instead. Staff who interviewed him seemed to like him. He has a lot of good experience as well as good references. As an aside, he is starting at the school where Bob Lager had worked and is now working at the library as Bob did, and they both have the same birth date (although not the same year)
- ii. Update on Archivist hiring process: They are on the second round of interviews and have two strong candidates. Marie Wasnock, who was the former Archivist and Virginia Rundell, a Lincoln resident. Barbara is confident that the new Archivist (whoever is chosen) should start in mid-June.

2. **Diversity, Equity, Inclusion Workshop Update:** Lucy, Barbara, Debbie Leopold, and Robin Rapoport attended the Lincoln WIDE training. They found it very in depth. May 13th was the last meeting. All agree that it was a good idea to have the library employees, Lucy, and the Friends of the Library working together in the workshop. One of the assignments from the training was to create an action plan for diversity, equity, and inclusion. There was also a suggestion that the library change its mission statement to be more inclusive. The town will have a town wide staff training that many from the library will attend. Barbara is also thinking about having a library specific training for library employees.

Lucy stated that the WIDE training workshops were useful. The workshops were helpful in getting things started. She also believes that having FOLL, trustees and library staff work together is going to work well and be very productive. Lucy and staff will be thinking about the library's mission statement and policies and how to make them more inclusive. Currently there is a page on the library's website about the Trustees. Lucy suggested that this outward face of the trustees could provide more information about how to participate where possible. We want to think of new ways of what diversity and inclusion can mean for the library. She will continue to meet with FOLL and library employees to move the process forward. Jacquelin would like to be involved with the group going forward, and it will be open to all the staff who are interested.

- 3. Overdue Book Fines Policy Draft:** The American Library Association's 2019 "Resolution on Monetary Fines as a Form of Social Inequity" encourages public libraries to stop charging overdue fines. The Library would like to stop charging overdue fines. However, if a book is lost the patron will be billed for the book so that we can replace the book. The new fine policy draft should be more specific about this process. Currently there is no fine policy. There is only a list of fines. The new fine policy will keep overdue fines on interlibrary loans, museum passes, and items from the Library of Things. Dennis suggested changing the wording of overdue vs. lost books. Possibly change it to say if the book is 42 days overdue it will be considered lost. We want to make it clear to the patrons what the difference is between overdue and lost. Lisa explained that patrons are notified that a book is overdue before they are billed for the lost books. Jacquelin agreed that we will need more details in the fine policy. i.e. how many times an item can be renewed, how many days overdue as to when it is "lost" Kathleen suggested that we should check other library's Fine Policies and borrow the language that is already available. Barbara said that we will want to make sure patrons understand that if they are billed for a lost book, if that book is returned, the bill and any fines will be dismissed.

Jacquelin said she would like a second draft of the fine policy for the next trustees meeting. Andrew suggested fine details be laid out in a table instead of in prose to make it easier to read. Dennis stated that the current policy is that if a patron has a balance of \$100 or greater in fines, then the library will put a stop on their library card, and they will not be able to borrow anything until that balance is below \$100. He would like to discuss the dollar amount threshold. Lisa replied that the dollar amount is a Minuteman policy not ours and therefore cannot be changed. She stated that Minuteman will be having another discussion to determine the dollar amount and to see if they want to change that to be a local policy but that have not done that yet. There is concern about the possibility that if Minuteman changes the policy, it could get complicated. We would have to make sure our policy states that there will be no fines for books physically checked out of the Lincoln Library. However, if a Lincoln resident checks out a book from another library, that library's policy will apply.

- 4. New Trustee Process:** Kathleen will only be here for one more meeting. The way that the self-perpetuating trustees replace a member is: an advertisement is posted, people would express their interest, then the self-perpetuating trustees would let the candidates know the scope of the duties. There would be interviews with the candidates. The self-perpetuating trustees would select the new trustee with input from the full board. Jacquelin stated that we are going to follow the same process this time. Lucy recommended adding verbiage about diversity, equity, and inclusion. Lucy is willing to help with the revision of the ad by the next meeting. Peter said that rather than changing the ad we should just add our revised mission statement which

will have language around diversity, equity, and inclusion. He also suggested a change in the Guidelines for the Appointment of Self-Perpetuating Trustees of the Tarbell Trust document. In the second to last paragraph regarding making appointments. Add that their replacement will have to be approved by the full board. Jacquelin stated that the revised mission statement will not be finished by the time we want to publish the ad.

Lucy asked about the statements in the documents that “the trustee members will contribute to fund raising for the library” because they can be interpreted that the trustees are expected to contribute money to the library. We should change the language to “participate in fund raising efforts” not contribute money. Lucy also stated that the guidelines that we currently have are from 1980 and, going forward, could be reviewed. Dennis said that the language from the original guidelines states that the self-perpetuating member can appoint their successor in collaboration with the other trustees. Andrew stated that nothing has changed. The self-perpetuating language says only the self-perpetuating members need to approve the self-perpetuating trustee’s successor. Keeping with the 1980 guidelines, non-perpetuating members can voice their opinions..

Peter replied: that we want to make sure that they are all working together and that the whole board should approve a successor. Jacquelin said that finding replacements has been a collaborative effort and she sees no reason to change that. Lucy asked how will that ad be distributed? Jacquelin replied that the ad will be distributed widely: grass roots around Lincoln, via news media, social media, emails, as well as FOLL will be spreading the word.

5. **Building & Grounds Updates and Capital Projects Updates:**

a. **Graham Gund Donation**-Good news, the check was sent to Lincoln’s treasurer’s office, and they have it in an account set aside to repair the parapet.

b. **FY2022 Parapet Repairs Project-Next Step:** The next steps will move quickly- the documents are ready, and an ad will go out to advertise for bids tomorrow. All bids will be due by June 30th. On June 9th there will be a walk through with potential contractors to show the scope of the repairs. Simpson Gumpertz and Heger’s original project manager for the library left. Now our project will fall to a senior principal, who oversees many projects. SGH will need to find a replacement for the engineer who went to another firm.

Peter noted that contractors are currently remarkably busy and there has been a spike in some of the material costs due to the pandemic. So, there is a risk of going over budget. If we are over budget the library will have to cover the costs; otherwise the repair will have to wait another year, and we will have to re-apply to Community Preservation Committee.

Unfortunately, it is unlikely that the project will finish soon, once started it may not be completed until next year.

Dennis announced that he is leaving the Building & Grounds subcommittee.

c. **Fire Pump Replacement via Insurance-Update:** The fire pump replacement should have been finished a couple of weeks ago but it wasn’t. This is because the fire pump contractor (who is the project manager) was out of state at a training. Everything should be finished by the end of the month.

6. **Memorial Plaque for Bob Larger Update:** The staff are working on the language for the plaque currently. There will be a staff meeting tomorrow and should come up with something solid then and will continue to move forward.

7. **Reports:**

- a. **Friends of the Library (FOLL):** At their last meeting, Dennis asked for their help in finding people who might be interested in the upcoming trustee opening, in light of Kathleen's resignation at the end of her term. Financially they are steady with about \$70,000 in their account. Barbara will be submitting a FY2022 budget to FOLL soon and they will be spending based on that budget. The used book vendor that FOLL sells donated books to is going to change the way that they pay FOLL from a percent of the profits on books sold to a per pound method. FOLL did some calculations and they determined that there should not be a significant change in their revenue because of this.
 - b. Finance Report: was not ready at time of meeting.
8. **Future Meetings-in-person:** Due to the change in Covid-19 restrictions the trustees' meetings can now be held in-person once again, with remote participation as needed based on current town policy. Peter would like to keep the meetings at 4 pm if possible as it works well or go back to 7:30pm. Lucy will not be able to make 4 pm during the school year, 7 pm would be better as she will be commuting from school. She suggested to try 6 pm and if she cannot make it then push the meetings back. Dennis also likes 4 pm, but maybe we should try 7 pm for now to help with people working and move it earlier if we can. Peter will not be able to make it any earlier than 7:30 pm for evening meetings.
Conclusion: the next meeting will be at 7:30 pm on June 22nd and for the foreseeable future but will be open to change to earlier if possible, located at the library.
9. **Approve Meeting Minutes for April 27, 2021.** There was a motion by Peter to approve the minutes as amended. Dennis seconded. Roll call vote was taken:
Yes: 5 No: 0
The minutes were approved unanimously as amended.
10. Other business: None
11. **Adjournment:** A motion to adjourn was made by Lucy and seconded by Dennis. A roll call vote was taken.
Yes: 5 No:0
The vote was unanimous, and the meeting was adjourned at 5:08 pm.

Respectfully submitted,

Teresa Horwitz