

Library Trustee's Meeting
September 21, 2021, 7:30 pm via Zoom

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

Guests: Sue Klem, Staci Montori, Lynn Smith and Roy Harvey from the Green Energy Committee's Climate Action Planning Subcommittee

1. **Welcome Indrani**, our new self-perpetuating library trustee
2. **Green Energy Committee's Climate Action Planning Subcommittee:**
Presented what they have learned about the country's current climate crisis. Went over the laws and regulations that are already in place. As well as going over what the library has been currently doing to help reduce our carbon footprint where we are able to. There was a suggestion to also think about/research how we as a town can reuse resources/buildings that we currently have and not just build new.
3. **Librarian's Report:**
 - a. **Kudos** to Lisa Rothenberg for setting up and organizing all of the interviews for the part time circulation position that is currently open. Barbara and Lisa have had many interviews and are looking for someone with library experience and as well as a good customer service background. Also, kudos to Debbie Leopold for working with the METCO staff at the Lincoln Public Schools on an internship program in the Children's Room.
 - b. **Library's Plan of Service Update:** Starting after Labor Day the library has returned to the pre-COVID schedule, staying open until 8:30pm a few nights as well as being open on Saturdays.
 - c. **ARIS Reports:** Physical circulation was down because of COVID. However, we are halfway back to where we were before the pandemic started. Digital circulation, in contrast, increased during the pandemic.
4. **Buildings & Grounds Updates and Capital Projects-FY2023 Requests due Sept. 24, 2021:**
 - a. **New fire Pump**-Training for Bob B. has been completed and he will be doing a monthly test of the fire pump to make sure everything is working correctly.
 - b. **FY2023 Capital Planning Projects:**
 - h. **Engineering Study for Boiler Replacement:** The current boiler is 32+ years old and still functioning at the moment, but we know that it will need to be replaced soon. The proposed study would be on the costs/efficiency of four options: replace in kind, high efficiency gas fired boiler, ground source heat pump, and an electric boiler. The report on their findings will also include budget cost estimates of the four options. We thought the cost of this study would be approximately \$20,000. However, the engineer's cost proposal for this study was \$7,500. It was suggested that we request \$8,000 from the Capital Planning Committee for this project.
There was a concern raised that in the study request we may not be asking for a large enough scope of possible energy options., given the goals to be carbon

neutral by 2050. Increasing the scope of work will increase the engineer's fee.

There will be a line item added to the study request: The study should explore any another system, such as an air source heat pump, could provide heat for the library without direct use of fossil fuels.

- ii. **Chimney Leak-Preston South Wall:** Dennis recommended that we should revise our request for funding to make it clear that these repairs are completely separate from the parapet repairs. Also, in the funding request it should be clear that the water test for the chimney and the bowing of the Preston south wall are also two separate projects and two separate inspections; however, we may get a discount because the inspections may be conducted at the same time by the same company for both projects.
 - iii. **Replace Blue Stone Terrace at Entrance:** Small repairs to the terrace were paid for from the maintenance warrant article. These costs are listed in the masonry line item in the yearly maintenance expenditure spreadsheets. The \$45,000 estimate paperwork will need to be included in the packet that we submit as there was nothing in writing in the initial gathering of paperwork for the package. The email containing the price estimate will be printed and added to the package for capital planning projects.
 - iv. **Parapet Repair Project:** There were new forms to fill out this year for the Capital Planning Committee. Within the new forms there was a question asking for the details of each project. We want to make sure that the narrative matches the questions that were asked on these forms. The suggestion was made that each section has a title to separate the narrative to follow/match the sections of the form.
Dennis created a table along with Barbara to visually show the differences between what was requested for the parapet project in FY22 vs FY23 with a short explanation for the changes. The table needs a few updates on carrying over the costs from one column to another. Once those updates are made the table will be included in the packet.
Peter made the suggestion that we be **very** clear in our narrative on the parapet project that the increase in our project costs is due to the increasing prices for materials and not due to any errors/mistakes in the quote from FY22.
 - v. **Building Maintenance Budget:** We are increasing our proposed maintenance budget from \$50,000 to \$55,000 for FY2023. Unfortunately, with the maintenance for the building the only plannable costs are for the routine maintenance otherwise the costs will be only if there is something that needs to be fixed. Based on rolling averages over the past few years as well as construction costs increasing, and an additional contingency amount would be the reason for the \$5,000 increase in the proposed budget. The "rolling average" language within the narrative is a little confusing. It was suggested that that part of the narrative is reworded to include more detail that would better explain the proposed increase in the budget.
- c. **5-Year Plan:** Have to change the amount of the engineering study for the boiler which was listed as \$20,000 to the better estimate of \$8,000

There may be a special Fall Town Meeting in which we could see if the parapet project could be approved. Do the trustees want the parapet project discussed in the Fall meeting? Dennis made a motion that we move to request that there is a special town meeting where the parapet project could be decided on. Ron seconded: there was a roll call vote. The vote was unanimous **Yes: 6 No: 0**

5. **Diversity, Equity, Inclusion: Sub-Committee Update:** The summer meetings that were attended have already been reported on to the trustees previously. Lucy was able to review the library's policies: she saw only a minor change or two that would need to be done but otherwise our policies are good. One change would be to change the references of "he or she" to patron and "disruptive behavior" could be explained in more detail so that it wouldn't be open to interpretation as to what disruptive could be. In regard to the library website, under **About** we may want to add that the library is accessible. I.E., there is a wheelchair ramp, an elevator, large print books, audio books etc.
6. **Memorial Plaque for Bob Lager Update:** The staff has collaborated and decided on the language for the memorial plaque. Barbara has reached out to his widow for her input as well but has not been able to reach her. Barbara will see if Bob Bottino could have any luck in contacting Bob's widow. In the meantime, we should move forward with ordering the plaque and the pedestal that it would be mounted on.
7. **Reports:**
 - a. **Friends of the Lincoln Library (FOLL):** The FOLL is currently working on their diversity, equity, inclusion plans. They will be rewording their mission statement to be more diverse and will focus on recruiting more diverse members. The spending and financials are steady. FOLL will be working on a phone directory to be distributed in the spring. Some of the students from Minuteman Tech, who are majoring in graphic design, will be working with FOLL on the directory
 - b. **Finance Report:** We are currently on target for our spending.
8. **Approve Minutes for August 13, 2021:** Peter moved that the minutes be approved as amended, Dennis seconded. There was a roll call vote:
Yes: 6 No: 0
The minutes were approved unanimously.
9. **Other Business:** None
10. **Adjournment:** Dennis motioned to adjourn Peter seconded. There was a roll call vote:
Yes: 6 No: 0
The vote was unanimous the meeting was adjourned at 9:16pm.

Respectfully submitted,

Teresa Horwitz