

Library Trustee's Meeting  
October 26, 2021, 7:30 pm via Zoom

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

Absent: Barbara Myles, Director

1. Librarians Report:

- a. Kudos-to Lisa for updating the website with noting the accessibility accommodations that the library is providing. Robin is also working on information for a page on the website for resources for military families.
- b. Staffing: Our new circulation assistant, Amanda Coelho started on 10/25. She lives in Sudbury. She is learning the circulation desk routines quickly. She will be working 20 hours a week.
- c. Holiday schedule for the next calendar year-traditionally the non-union employees will have the same holiday schedule as the town. The school system has added Juneteenth and we are hoping that the town will do so as well. There is a concern that the town still refers to the second Monday in October as "Columbus Day" instead of "Indigenous Peoples Day." The board agreed that the town should switch to the more appropriate title for the day, and Jacquelin will move forward with suggesting this to the town.

2. Diversity, Equity, Inclusion-Sub Committee Update-

The Friends of the Lincoln Library (FOLL) have issued a new mission statement that better reflects DEI.

Collection Diversity Statistics that were created by the Minuteman Network showing the diversity of the library's collection was discussed, ours is currently at 5%. There were many questions as to how the statistics were gathered, what criteria was used, and what the 5% actually measures. Being that the data was pulled by Minuteman, we will have to pose these questions to them. Once we truly understand the numbers given, this could be a very helpful tool to use in order to increase the diversity of Lincoln's collection. We could also use it to see how we compare to other libraries in the area. We very much want to increase the diversity of our offerings and need to better understand where and how best to do that and to set understandable targets for that effort. This is important. It would be good to have a tool to assess where we are and to help guide discussion about what we should do to achieve those goals.

3. Operations Budget for FY2023-Lisa reported that the town has put forth a 2% increase for budgeting. Lisa states that this may not be a definite percentage as it may change. However, Barbara is confident that if the percentage increase does stay at the 2% proposed that we can maintain the library on this amount. Barbara is preparing the FY23 budget with the proposed 2% increase and should have those numbers for the trustees to review for the next meeting.

4. Capital Projects:

- a. FY2023 Capital Planning Projects: All projects have been submitted
  - i. Engineering Study for Boiler Replacement-going to CPC. We may want to increase the scope of the proposed study to include more (or all) of our systems. To see where we can improve our total energy efficiency. Increasing the scope of the study will increase the cost of it as well.
  - ii. Chimney Leak & Preston South Wall-going to CPC
  - iii. Replace Blue Stone Terrace at Entrance-going to CapCom

- iv. Parapet Repair-going to CPC; CPC has approved the request for additional money for the project after their questions were answered regarding the increase in the cost.
    - v. Building Maintenance Budget-going to CapCom
  - b. 5-year Plan from FY2024-will be discussed in May; just a reminder to update that plan if any of the costs change.
- 5. Plaque for Bob Lager: Now have a drawing of the plaque with the verbiage that was decided on by the staff. It will be an 11 ½ by 11 ½ plaque placed next to the tree that was planted in his memory. The cost of the stone, plaque, and shipping is very reasonable. The plaque has been ordered and will be arriving within the next week or so.
- 6. Reports:
  - a. Friends of the Lincoln Library (FOLL)- The last meeting of FOLL was dedicated to ways in which they could diversify their board and members approval of their new mission statement reflects this.
  - b. Finance Report-We are mostly on track for the library's spending. Currently physical book expenses are down due to the current delay in printing/shipping titles to us.
- 7. Approve Minutes for Sept 21, 2021, meeting: There was a motion to approve the minutes as amended by Peter, seconded by Lucy. A roll call vote was taken:  
**Yes: 6 No: 0**  
 The minutes were approved unanimously.
- 8. Other Business:  
 There was a question: How are people using the library currently?  
 Lisa answered: General foot traffic is low especially at night, after 6:00pm. We are seeing that people are mostly in and out; they do not seem to be lingering to browse the collections. Also, with the exception of the Lincoln Film Society, we are not holding in person programming which has also influenced the number of people coming into the library (keeping programs for now either entirely on Zoom or a hybrid). A lot of people are only leaving their homes for school and/or work; they are not venturing out much more than that...which most likely will continue or worsen in the Winter. This seems to be the trend with other libraries as well.  
 The staff have noted that they have had to remind many patrons that they still need to wear a mask in the library, with minimal (but still present) complaints.  
 The gallery:  
 Art shows have begun again. We are moving forward with those people who had exhibits of their artwork delayed due to COVID-19. By April, we hope all of them will have had chance to display. The neighbors of the library have made complaints that they do not like the exterior lights on all night. We have agreed that the lights can turn off between 9:00-10:00pm and Tim Higgins will be speaking to the DPW to have the lights turned off at that time, as the library itself does not have control over those lights.
- 9. Adjournment: There was motion to adjourn by Lucy and a seconded by Ron. A roll call vote was taken:  
**Yes: 6 No:0**  
 The vote was unanimous to adjourn at 8:13pm.

Respectfully submitted,  
 Teresa Horwitz