

Lincoln Public Library Trustees Minutes

January 22, 2019

Present: Jacquelin Apsler, Chair; Ron Chester; Martin Dermady, Jen James, Kathleen Nichols, Peter Sugar, Trustees; Barbara Myles, Library Director

1. Approve November 27 Minutes

The minutes were approved as amended.

2. Approve December 18 Minutes

The minutes were approved as amended.

3. Discussion Items

a. Code of Conduct Policy – Review by Staff

Barbara explained that this work will be done in two parts. Part one is to update the current Code of Conduct policy, which cites Mass. General Laws. Part two is to make a more user friendly Code of Conduct that we can post in the library. A small staff committee will work on part one before the February meeting.

b. Staffing Update – New Assistant Children’s Librarian

We received several good resumes for the position. Three candidates were interviewed last week and two more will be interviewed next week. Our new Assistant Children’s Librarian is one of these candidates.

c. Capital Planning Committee Meeting Update on FY2020 Requests

For FY2020 the Capital Planning Committee has only a cash budget of \$450,000 to \$470,000. No bonding for large capital projects this year due to the school building project. All of the maintenance budgets (Town buildings, school buildings and library building) add up to \$250,000.

i. Parapet Repair

When the library met with the Capital Planning Committee on November 29, they did not want to hear our presentation about parapet repairs. On December 20 we met with the Community Preservation Committee. They told us that this project does not qualify for Community Preservation Act funds because they do not consider the 1989 addition a historic building. We went back to the Capital Planning Committee on January 16. They were concerned about the need for scaffolding at a cost of \$35,000 and wanted us to consider other options. Jacquelin stated that the library will not receive \$95,000 for the parapet repairs in FY2020. We are meeting with the Capital Planning Committee again tomorrow morning.

ii. **Facility Review**

Jacquelin reported that Audrey Kalmus, Chair has put \$20,000 in the Capital Planning Committee's recommended budget for the facility review.

iii. **First Floor Redesign Construction Project**

Jacquelin stated that the library will not receive FY2020 funding for the first floor redesign construction project.

d. **Joint Budget Meeting**

The second budget workshop is tomorrow, January 23.

e. **Capital Plan for FY2019 – AC Replacement Update**

Peter reported that the engineers are making the construction drawings for a conventional split air conditioning system. We will go out to bid for this project in March and construction will begin in May.

4. Reports

a. **Librarian's Report – Barbara Myles**

Due to the air conditioning project, we are finding off-site locations to hold children's programs this summer. The organizations we have asked (COA, Pierce House, Lincoln Public Schools, and the Birches School have been very willing to help us. Debbie Leopold is working out the details with these organizations. Lisa Rothenberg has met with residents of the Commons about the library loaning large print books to them. We are surprised that the Commons only wants about 20 books per month.

b. **Building & Grounds Updates – Peter Sugar and Barbara Myles**

The library's elevator failed its yearly inspection on January 10 because the elevator does not have two way communication "that calls or connects to a 24/7 monitored nearby service location and meets all other aspects of code requirements" (521 CMR 28.10). We need to install a telephone by March 11 or else the elevator will be shut down. The hearing loop installation is stalled until we reduce the electromagnetic interference enough so that the hearing loop will have a clear signal.

c. **Friends of the Lincoln Library – Martin Dermady**

The Friends of the Library are selling new, high value books in the library link for \$1 and \$2. Jen James has found books worth much more, like \$28 on the book cart. The Friends would do better to sell these at their book sales as special books. The Friends have mailed response cards to every household in Lincoln for people to put their telephone numbers into the new Lincoln Phone Book.

d. Finance Report

Spending is on track for the year. Jen found an error in the non-municipal funds report for large print books. Barbara will ask Ginny Turpin to make the correction. Peter pointed out that the maintenance warrant article budget is getting very low. This is mainly due to the emergency installation of netting over the “hockey pucks” and coping stones of the 1989 addition’s north and south parapets.

5. Adjournment

The meeting adjourned at 8:40 p.m.

The next meeting is on Tuesday, February 26, 2019.

Respectfully submitted by,
Barbara Myles