

## **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

**LIBRARIAN'S REPORT**

**February 26, 2019**

**TO: Trustees, Lincoln Public Library**

**FROM: Barbara Myles, Librarian**

**New Assistant Children’s Librarian**

Sarah Feather is our new Assistant Children’s Librarian. She previously worked at the Everett Public Library. Sarah fits the mold of Lincoln’s children’s librarians. She is a high energy, extroverted performer. Five candidates were interviewed for this position. Sarah and another candidate came back for second interviews. We are looking forward to Sarah joining our staff next Tuesday, March 5!

**February School Vacation Week**

On Tuesday, February 19 Denise Shaver hosted the “Make Some Noise” Dance Party! Usually Denise has 30 children at her dance parties. This time she had 72. It wasn’t a dance party. It was a mosh pit! Denise was excited to have so many kids at her party. On Wednesday we had Jungle Jim’s Balloon Magic Show. Magicians always attract a large audience and we had 75 attendees. We had a Book Bag Painting event on Thursday that was limited to 22 registrants. Kids painted white cloth bags. Every bag was different but every bag had “Lincoln Public Library” painted on

the bag.

## **Reference Department**

Laura Paryl made trip bags of books and DVDs so people can take virtual trips. Each bag has a destination theme such as Florida, Italy, and outer space. Quite a few of these trip bags were checked out! Kate Tranquada continues to give training to residents of the Groves about how to download eBooks, eAudios, and eVideos to their mobile devices. Our circulation for downloadable materials continues to increase. The training sessions that Kate gives off site and that she and the other reference librarians give at the library deserve a lot of the credit for this increase. Fairly often people ask us about the original building but sometimes we do not have the answers. Laura researched the quotations carved on either side of the fireplace in the Tarbell Room and found that they were not from the same source. The left side is from the Bible (King James Version) and the right side is from Wordsworth. Now Laura is researching the stained glass windows and terracotta work at the original entrance. She thinks the stained glass was made by McPherson of Tremont Street and the terracotta was made by H.A. Lewis. Now Laura will prove it! Robin's De-Stress Wednesdays are getting more popular. She has puzzles, coloring and other low-key activities for work on in the Reference Room.

## **Building Repairs**

### **1. Gallery Track Light Fixtures\***

Replacement track light fixtures of any kind are not available for the Zumtobel brand track lighting fixtures currently in use in the gallery. Unfortunately, the existing track is a 3-phase track that is not the industry standard. The optimal number of lights in the gallery is 12 and we are down to 10 lights. The artists have started to complain about the inadequate number of lights. (Replacing the track and light fixtures is not included in our request for FY2020 funding.)

### **2. Parapet Repairs**

A funding request was submitted to the Community Preservation Committee to make the repairs to the north and south parapets that were recommended by Boston Recon Services. As a temporary fix to prevent pieces of mortar from falling on people below the parapets, netting was installed over the discs and coping stones on November 1-2. Peter and I presented a repair project to the Community Preservation Committee on December 20. The Community Preservation Committee decided that this project is ineligible for Community Preservation Act funding because the 1989 addition is not a historic building.

At our January 24 meeting with the Capital Planning Committee there was concern that while the report from Building Recon Services listed repairs, it did not identify the source of the water leaks. The Capital Planning Committee decided to fund another water test instead of funding repairs.

Peter and I met with Michael Louis, Senior Principal at Simpson Gumpertz & Heger on February 19. Peter showed Michael the building drawings of the parapets. Michael agreed

with Peter that the flashing in the parapet could cause leaks into the building. Michael is writing a cost proposal for performing another water test on the parapets.

3. Hearing Loop\*

On May 30-31 Shanahan Sound staff installed most of the components of the hearing loop. Unfortunately, they found that the electromagnetic interference (EMI) was too high and would cause a lot of static on the hearing loop. Since then we have located the source of the interference to some pipes in the space between the floor of the Tarbell Room and the ceiling tiles of the Lincoln Historical Room. Bob Bottino affixed pipe insulation and Faraday fabric to the pipes described above. Shanahan Sound staff will retest the EMI level in the Tarbell Room to see if the EMI is now low enough to install the hearing loop.

4. Replace AC1, AC2, and AC3

Northeast Engineering & Commissioning engineers are designing the replacement HVAC systems for AC1, AC2, and AC3 with conventional split systems like our existing AC1, AC2, and AC3.

5. War Memorial Bulb Planting Project\*

On July 27 Dan Pereira and I spoke about this project. Dan told me that he could put some of his department's celebration funds toward this project. We agreed that Nancy Henderson would be a good person to do this project. I emailed Nancy on July 27 asking her for a cost estimate for purchasing and planting the bulbs. She replied quickly and stated that she would get a quote to me soon for the bulbs. On September 28 Nancy emailed Peter to tell him that she was not able to provide an estimate for the bulb planting because her company's "project schedule would not accommodate [her] doing the work."

6. Long Cracks Across Library Lane\*

Five cracks have appeared across the width of Library Lane. The first crack in the pavement is at the bottom of the new stairs and the others are approximately 15 feet apart down to Trapelo Road. I reported this to Chris Bibbo and he replied that he will add Library Lane to their next crack sealing contract.

7. Short Circuit in Outdoor Lights\*

On October 24 the circuit breaker tripped for the exterior lights, including the street lights. Bob Bottino was able to reset the circuit breaker the next day. On October 29 the circuit breaker tripped again and would not reset. Perhaps the short circuit was caused by all of the rain we have had this month. John Bolli, Lincoln's Assistant Wiring Inspector, asked about any recent electrical work done, I told him about the ramp and stair project. On October 5 the second base cap was installed on the bollard light at the bottom of the stairs. He suggested I go back to the electrician who did that work. I called Naomi Cottrell and she explained that an electrician did not install the second base cap. It is installed without opening the bollard light.

Next, I called Ted Raftelis, the electrician that Michael Haines recommended to me. On November 8 Ted was able to reset the circuit breaker. However, when he turned on the outdoor lights, the circuit breaker tripped immediately. Next, Ted looked at the hand hole near the new ramp. When he opened the cover, he found that the hand hole was too small. It

covered the top to the junction box inside of the hand hole. Ted did not want to break anything trying to get the top off of the junction box. He asked me to check with the company that installed the lighting relay panel.

Electrician number three, Wayne Hickey made a site visit on November 18. He and Bob Bottino tested the exterior lights and found that only the newly installed bollard lights next to the new stairs have good connections. With the ground nearly frozen, it is not feasible to dig up the ground near the exterior lights to make necessary repairs. To keep the area safe during darkness, Bob and I agreed that temporary lights are necessary for safety and were installed on November 19.

8. Mice (and more?) in space above Children's Circulation Desk\*

Since December 4, only one mouse has been caught in the area above the ceiling tiles above the Children's Room's staff heard scratching noises above the ceiling tiles above the Children's Room's circulation desk. An Orkin technician inspected the area above the ceiling tiles on December 6. He reported seeing pieces of nut shells which he said is a sign of chipmunks or squirrels. Orkin does not deal with chipmunks and squirrels so the technician referred us to Critter Control. A technician from Critter Control inspected the same area on December 11 and told us that we have mice. When we explained that the Orkin technician told us that the problem was chipmunks and/or squirrels, the Critter Control technician installed six mouse traps. Our custodians checked the traps on December 13 and found one dead mouse in a trap and three sprung but empty traps.

9. Elevator Failed Inspection

Our elevator failed its yearly inspection on January 10. The violation notice cited code 521 CMR – 28.10 Emergency Communications. 521 CMR consists of codes pertaining to all areas of buildings. 521 CMR is written by the Architectural Access Board. Codes in 524 CMR are only about elevators and are written by the Board of Elevator Regulations. According to Joseph O'Malley, Code Coordinator for the Office of Public Safety and Inspections told me that 521 CMR 28.10 was put into effect in 1976 and requires elevators to have "two way communication that calls or connects to a 24/7 monitored nearby service location and meets all other aspects of code requirements."

We have 60 days to install a phone in the elevator. If the phone is not installed, the elevator will be shut down. So far a new telephone line was installed in the Electrical Room in the basement. This week, a line from the Electrical Room to the Elevator Machine Room in the sub-basement will be installed. The telephone will be installed by the elevator company in early March.

\* No change since last Librarian's Report

## **Kudos**

Congratulations to Debbie Leopold and Denise Shaver for leading a successful search for our new Assistant Children's Librarian!