

Library Trustee's Meeting  
January 26, 2023, 7:30 pm via Zoom

In Attendance: Jacquelin Apsler (Chair); Barbara Myles, Director; Teresa Horwitz, Bookkeeper/Administrative Assistant; Peter Sugar; Ray Shepard; Lucy Maulsby; Indrani Kharbanda, Ron Chester, Melissa Roderick, Assistant Director

1. Librarian's Report:
  - a. **Kudos:** To all the staff who were working during the pandemic. There was a national study saying that the Lincoln Library is a **5 Star** library; especially for the services that were provided during the pandemic. This should be publicized more; send article to the Lincoln Squirrel as well as adding it to the website. We should plan a celebration.
  - b. **Other Key Items:** The website redesign is moving forward. We have sent out our requirements/description of what we need to three companies. We have set a due by date for the quotes as January 31st. We only have to seek three bids for this job so once the bids come in we will pick the lowest one and move forward.
2. 5-Star Library-CONGRATULATIONS Lincoln Library: See comments under **Kudos**.
3. Preparing for Intellectual Issues & Challenges-Staff Training/Articles of Interest: There were a few articles in the paper that Jacquelin has sent to the trustees to help keep them aware of what's been happening locally. Melissa arranged for a staff training on this topic on February 8<sup>th</sup> from 10:00 am to 1:00 pm. Krista McLeod, from the Intellectual Freedom Committee will be making a presentation on: Defending Access with Confidence; A Practical Workshop on Intellectual Freedom. This will be a three hours training in which the Library will be closed and all of the staff have been encouraged to attend as well as an invitation to the trustees to attend as well. Lunch will be provided, and the library will reopen at 2:00 pm.
4. Library of Things Policy-Draft: Melissa developed a draft of a Library of Things lending policy because we are circulating an increased number of expensive "things", and therefore we should have policies and/or parameters for their use. Some examples from the policy draft are: clarifying an age restriction on the items that cost \$200 or more; e.g. inclusion of items like the radon detector; you have to be 18 years of age to check out these items. Patrons will have to fill out a form/waiver in order to borrow items from the library of things. We currently have a waiver for the more expensive items, the town council has suggested that we expand that waiver to all items. One suggestion that was made was to have the language of the policy read something like "certain items from the library of things will require a form/waiver" that way it can be as all-encompassing or as limited as we deem it necessary. We will also have to consider where the policy will be displayed; it should be added to the library of things page on our website. We will continue to discuss and revise. We should have a more polished draft for the next trustees meeting. All in all, a good start.
5. Facilities Dept./Library MOU-Draft: The Capital Planning Committee has approved the maintenance budget for the library to be adjusted adding an additional \$5,600 in order to cover the costs of using the town facilities department. We will have to wait for the Town Meeting for the change to be officially approved and therefore added to the budget. The trustees would like to formally thank Barbara for all of the hard work that she does for the library; and specifically, the amount of work that she and Bob Bottino put in for the MOU. Peter will draft a letter of formal thanks.
6. Friends of the Library (FOLL) Update-Ray Shepard: At the last FOLL meeting there was a lot of discussion on the fantastic presentation that Barbara and Peter made to the CPC, as well as praising Barbara for her

patience during the presentations. The library's request for \$35,000 in funding from FOLL for FY2024 was approved by FOLL and will be going to town meeting for the final approval. Ray Shepard will be speaking at Bemis Hall on Friday February 17<sup>th</sup> about CRT, book banning, and how writers work very hard to present difficult topics to young readers.

7. Community Center Building Committee Liaison-Indrani Kharbanda: The committee is proceeding, the RFO went out about two weeks ago. The next meeting will be on February 22<sup>nd</sup>.
8. Finance Report: The current spending for the library is currently on pace based on where we are in the year.
9. Accidental Death Update: There was an accidental death reported and a settlement has been reached.
10. Approve Minutes for December 20, 2022. Meeting: The trustees did not have an opportunity to review the minutes, therefore they will be approved in the next meeting.
11. Other Business:
  - a. Barbara will be officially retiring at the end of April 2023. The trustees would like to do something for her during the day for the patrons. Jacquelin would like the Barbara to pick a day that she would think is appropriate, and the trustees will set up something.
  - b. For the hiring process to find Barbara's replacement-Jacquelin will be leading the process. Who would like to be part of the hiring committee? All trustees said that they would be on the committee. It was suggested that the president of FOLL Kathy Moritz could be helpful to the committee as she did check references for the Asst. Director's position. Dan Pereira has already volunteered to also be on the committee. Will ask the library employees if anyone is interested, looking for at least 2 employees. Also, possibly an at-large patron who uses the library regularly. The next steps will be forming the committee (Jacquelin will reach out to the staff and Kathy), put together a job ad and post it. Once there are resumes, they will be reviewed, screened, and then a first round of interviews. If there is no candidate hired by the end of April, we will have to have an interim director, which will be Melissa Roderick as she is the assistant director.
  - c. The Parapet project: the roofing portion of the project has been completed. Now we are waiting for the disks to be completed so that they can be installed. Unfortunately, there is no delivery date yet as to when the disks will be completed. It could be another month.
12. Adjournment: There was a motion to adjourn the meeting made by Ron, seconded by Peter. A roll call vote was made: **Yes: 6 No: 0**  
The vote was unanimous, and the meeting was adjourned at 8:38pm.

Respectfully submitted,  
Teresa Horwitz