

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

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

1. Garden Club Inquiries – Diana Smith

The Lincoln Garden Club is inspired by Doug Tallamy who has said that oak trees are the magic tree for wildlife because they feed so many insects. The chrysalis and cocoons that fall to the ground need leaf litter until they emerge. There has been a 50% decline in the number of insects. A way to help the insects is to leave the leaf litter under oak trees. The Garden Club has selected four oak trees in town for this project and the oak tree that is at the end of Library Lane is one of the four oak trees. A six inch high will be installed fence around the oak tree. The fence will be made of stakes and ropes to keep the lawn mowers out of the area. We will need to ask to keep the leaf blowers out of this area too. To keep the leaves in place, the Garden Club would like to plant ferns. Jacquelin said we should ask the landscape architect what to plant under the oak tree. The Trustees agreed that they want to be part of this community project.

2. Librarian's Report

- a. **Kudos:** To Alyssa Freden, our Head of Technical Services for volunteering to take on some of the bookkeeping duties now that Teresa Horwitz has resigned from the library. Since she has another part time job, Alyssa will not be able to work additional hours. We will have a cataloging backlog because the bookkeeping duties (paying bills and doing the payroll) are more urgent.
- b. **Other Key Items:** The website redesign project is rolling along with Melissa as the project manager. At the last meeting they saw a mockup of the new home page. At the next meeting on April 10 we will see a build out of the website.

3. Kudos from Jacquelin

Jacquelin told us that members of the Outreach Committee gave praise to the library. Abby Butt, Director of the Council on Aging & Human Services said how pleased she was with the break bags for February vacation week and she loves the Children's Department. Susan Taylor, member of the School Committee and former Trustee, was excited about Robin Rapoport's racial justice book group. Susan called it a master class. A third person was happy with an event at Bemis Hall.

4. Library Director Hiring Process Update - Jacquelin

There were two planning meetings in which 12 people have had input on questions to ask the candidates. The job closes tomorrow. Next week we will assess applications. Short interviews will take place on April 13. Joe Robbat is our patron representative. He was selected by Ray. Jacquelin will send resumes to the interview committee. Staff have offered good insight.

5. Library of Things Waiver-Draft

The waiver that was drafted by town counsel was discussed. Melissa stated that we only plan on using this waiver when we circulate radon detectors. Bobbie explained that the Director of Indoor Air Quality for the state strongly advised us to have a waiver and town counsel agreed and drafted the waiver to protect the town.

There was a motion made to accept the Library of Things waiver as revised by Reference Librarian, Kate Tranquada, by Ron with Indrani seconding it. A roll call vote was taken:

Yes: 6 No: 0

The vote was unanimous, and the Library of Things waiver was accepted.

6. Capital Projects Update
 - a. Parapet Project Disks: The disks arrived on March 28. Installation will begin next week.
 - b. Patio Replacement: Peter reported that he, Bobbie and Melissa met with landscape architect, Naomi Cottrell, on March 22. The initial plan was to install 1.5" granite pavers on a mortar bed that is placed on a concrete slab. Naomi suggested installing 2.5" granite pavers on compacted soil because it will last longer than the thinner granite pavers on a concrete slab and the cost should be similar. Construction cannot begin until July 1.
 - c. Chimney Leak: The next step is for Peter to sign Simpson Gumpertz and Heger's proposal for writing the design narrative and limited construction administration. Barbara will send the form to Peter to sign.
7. Friends of the Lincoln Library (FOLL) Update – Ray
FOLL is fully informed about the new director hiring process and are very pleased that Cathy Moritz, president of the Friends, is on the committee representing the FOLL.
8. Community Center Building Committee Update – Indrani
The committee has had two meetings with ICON, the architectural firm, and they are looking into how the area near the site of the future community center is used. There is a tight timeline to make the plans. The plans are needed by June. ICON has experience working with other towns. They made a plan for Sudbury's community center. ICON will make three design options 25%, 50%, and 75%. The committee is moving away from the 100% option.
9. Finance Report – Bobbie
We are 73% through the current fiscal year and have spent approximately 66% of the budget.
10. Approve Minutes for February 28
There was a motion made by Peter to approve the minutes from the February 28 meeting as amended. The motion was seconded by Lucy. A roll call vote was taken:
Yes: 6 No: 0
The vote was unanimous, and the minutes were accepted.
11. Adjournment
Lucy moved to adjourn. Peter seconded the motion. A roll call vote was taken.
Yes: 6. No: 0.
The motion to adjourn passed unanimously.
The meeting adjourned at 8:27 PM.

Respectfully submitted,
Barbara Myles