

Library Trustee's Meeting  
May 30, 2023, 7:30 pm in person at the Library

In Attendance: Jacquelin Apsler (Chair); Melissa Roderick, Director; Peter Sugar; Ray Shepard; Lucy Maulsby; Indrani Kharbanda, Ron Chester, Kim Bodnar Select Board Liaison, Joanne Pagounes, Bookkeeper

1. Jacquelin welcomed our new Bookkeeper, Joanne Pagounes, our new Select Board Liaison, Kim Bodnar, and our "new" Library Director, Melissa Roderick. Greetings and introductions were exchanged.
2. Librarian's Report
  - a. **Kudos:** Tory Black, Alyssa Freden and John Neri helping with the staff and public retirement parties for Barbara Myles, they did a great job organizing, setting up and planning the details for the farewell parties for Bobbie being at the library for 20 years.
3. Highlights Update  
The MetroWest Boston Bogleheads had a good attendance, and their meetings are set for Saturday mornings on a quarterly basis going forward.

The ice cream social with local author Ruth Mendelson "Meet the Author" was a wonderful intergenerational event that teamed up with the Council of Aging.

The children department's program had a successful turn out during April vacation week where all kids enjoyed and had a fun time together.

Staff involved with redesigning of the library's website are continuing to meet on a weekly basis and it is on track for an upcoming June launch date.

4. Staff Update  
New staff were welcomed aboard Joanne Pagounes, the library's bookkeeper, and for our substitute pool we have Pam Arsenault to help in circulation as needed.

For the Assistant Director job opening posted there were 9 applicants for this position. Upcoming interviews will be held soon for these candidates by Melissa Roderick.

Kate Tranquada our reference librarian is on extended medical leave. Due to multiple injuries, she was released from the rehabilitation facility today. Consequently, the library is short-staffed. The rest of the library employees will be picking up extra hours to cover Reference until Kate returns to work.

As a result, Melissa Roderick would like long term to have a Substitute pool to cover for staff leaves of absences in the library. We will try to budget for this in the next fiscal year.

5. Capital Projects Update  
Peter Sugar and Melissa Roderick attended a meeting last week with the Capital Planning Committee regarding the 5-year capital plan and gave them an overview of all the spending for the library which went over very smoothly with everyone, and a great job was done with the information update.

- a. Peter Sugar indicated on the Parapet Project Disks there seems to be some water behind the bricks so therefore we are holding some money from the contractors and would like to see the last invoice before approving payment.

Peter Sugar mentioned the recommended Capital plan budget increase for maintenance is 2.5% which does not cover the industry rates. It is only a place holder and that is why the Capital planning committee, the Schools and the Town are talking together so that it may be increased. However, Jacquelin Apsler indicated that it is unlikely to get more of an increase in percentage rate before the October capital planning cycle. If we need more, we need to be prepared to support and defend needing more than 2.5% for FY2025.

- b. Patio Replacement, the funds for the terrace will be available after July 1 and they are still working on the design for this project with the landscape architect.
- c. Chimney Repair is out to bid, and everything is on plan for this project.

Jacquelin Apsler indicated the timing for the patio project is key and it should be late summer or early fall. Her concern is accessibility to the library, and one needs to keep in mind a busy time is summer reading where it is needed to have access and not block the front door. Melissa Roderick is hoping to plan for the late fall when programming and library use is lighter.

Melissa Roderick reached out to the state already and is waiting to hear regarding state aid but a creative solution during the construction of the patio terrace is curbside pickup for delivery of books. Peter Sugar and Melissa Roderick will be meeting with Friends of Lincoln Library president Cathy Moritz to discuss her ideas for a renovation of the patio that is off of the art gallery entrance.

## 6. Project 250 Update-Exciting Time

In 2025 it will be the 250th anniversary of the founding of this country the United States. There will be an estimated 5 million people expected to visit the local area Lexington, Concord, and Lincoln during the months April 2024 to June 2025 where the President of the United States and members of British Monarchy will attend this celebration 250 years of America's independence.

Ray Shepard is a member of the State Commission planning for this 250<sup>th</sup> anniversary. 1 million dollars has been allocated for this event – most of which is likely to go to Boston. It is hopeful that each town will be receiving money too.

As a result, the question is what should be the library's role in this celebration?

Kim Bodnar indicated we are Lincoln, and we do things in a subtle way unfolding throughout the year -- not anything big or flashy in a one-off event. We need to make Lincoln personalize it; Lincoln Minuteman show their history.

Jacquelin Apsler suggested highlighting the Lincoln authors and including information about them.

**Kudos:** Robin Rapoport provided a tremendous service to Kim Bodnar providing her with a great deal of information on the year 1975 (the 200<sup>th</sup> anniversary) relating to the Lincoln Library. This was so awesome.

We need to coordinate with the Bemis Trustees to collaborate with this in October as well.

Lucy Maulsby suggested we go to the Archives to make an exhibition and show off some artifacts.

Jacquelin Apsler recommended having both digital and physical information displayed and sharing with the town. To connect with Valerie Fox and Virginia the library archivist.

Ray Shepard, Lucy Maulsby, Ron Chester and Indrani Kharbanda volunteered to lead the 250 Celebration Committee for the library and make sure plans appeal to children and to have a rough plan set by October timeframe for the 2025 celebration.

Welcoming Melissa Roderick and thinking of a more formal reception to welcome her on board as new Library Director was discussed.

Per Lucy Maulsby's reminder and Jacquelin Apsler's request, we need to post on Lincoln town's website the agenda for Melissa's Lunch being held on Friday June 2<sup>nd</sup> in The Tack room.

#### Committee Center Update

Indrani Kharbanda reported that the Architectural meeting is tomorrow May 31<sup>st</sup>. Topics for discussion will be space utilization, scheduling, usage occupancy and what is happening with the Lincoln community center and getting some sort of design concept in place.

#### 7. Finance Report

Overall things look pretty good. The only item that stood out was staff training which was higher due to the procurement certification classes Melissa has been attending and the energy piece pertaining to utilities has been low due to the winter being so mild this year. We did not spend as much as anticipated, which is a good thing.

#### 8. We confirmed the next trustees meeting for June will be held on June 27<sup>th</sup>, 2023.

#### 9. Approve Minutes for April

There was a motion made by Peter to approve the minutes from the April 25<sup>th</sup> meeting. The motion was seconded by Ron. A vote was taken:

**Yes:6 No:0**

The vote was unanimous, and the minutes were accepted.

#### 10. Adjournment

Peter moved to adjourn. Ron seconded the motion. A vote was taken.

**Yes:6 No:0**

The motion to adjourn passed unanimously.

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Melissa Roderick