

Library Trustee's Meeting  
June 27, 2023, 7:30 pm at the Library Reference Room

**In Attendance:** Jacquelin Apsler (Chair); Melissa Roderick (Director); Ray Shepard; Ron Chester; Indrani Kharbanda, , Joanne Pagounes (bookkeeper/recorder), Kim Bodnar (Liaison)

**Absent:** Lucy Maulsby, Peter Sugar

1. Librarian's Report

- a. **Kudos:** Robin Rappaport and Bob Bottino. Robin's creative idea of giving a prize for last month's reading challenge via Beanstack was a tour of our lovely Lincoln Library. The library is a gem and the best way to visit it is to have a private tour for the winner led by our very own expert Bob Bottino to provide an amazing experience for our Patron.

Ray complimented the great sign Robin created "Ask the Librarian" which is located as you enter the front entrance of the library on the left-hand side glass window of the Turret room. This highlights our Readers' Services provided by reference librarians and other librarians as well.

- b. **Staffing:** Ran Cronin has been hired as the new Assistant Director for the Library and will be starting on July 31, 2023.

For the Assistant Director position there were a total of 16 applicants, Melissa interviewed 4 applicants in person and 3 finalists were invited back to meet with staff.

Ran has over 10 years of public library experience. Currently Ran is serving as the Head of Technical Services at the Needham Public Library. Previously, Ran worked at Winchester Public library as the Head of Information Services and Technology and Mass Historical Society. Welcome Aboard, Ran!

Jacquelin and the rest of the board members would like to host a reception sometime in the fall for the library's two new hires: Melissa Roderick the Director and Ran Cronin the Assistant Director.

Kim Bodnar would like a picture of Ran for the Fall Town's selectman's newsletter.

Our other most recent hire, Pat Arsenault, is the circulation substitute. She is working out very well, and we are so happy to have her with us at the Lincoln Library.

- c. **FOLL-funded Projects:** There have been daily requests for private space at the Lincoln Library for various reasons. As a result, Melissa proposed some ways to use the Friends of the Library funding that would benefit the library and the community. Melissa proposed adding a door to the Turret room and removing some shelving which would allow for this room to be used as a meeting/study space for about 4 to 6 people. Peter Sugar indicated this is a good idea and this would cost about \$5,000 which the Friends of the Library agreed to fund. The Board of Trustees approved this option.

In addition, Melissa also requested the Friends of the Library to fund \$3,000 for adding more glass cabinets in the Reference Room, to provide additional Library of Things

storage. This funding was already approved by the Friends of the Library. The Board of Trustees approved the request.

The vote was unanimous, these two proposals have been approved by the Board of Trustees.

- d. **Website Design Update:** The library's website redesign is going very well. Staff continue to meet weekly with the designer from Compete Now, and the new website is on track for a launch in July.

## 2. Capital Projects Update

- a. **The Parapet Project Disks:** Peter has stated his concerns about the efflorescence on the bricks. The original contractor does not wish to continue with that work, and they are not contractually obligated to do so. We will be paying the remaining balance owed to them.

Our project engineer, Michael Louis, suggested that the new company that will be working on the Gund Chimney Repair and Waterproofing project may be able to work on the issue with the efflorescence. There is money in the warrant article set aside to complete this work for the water behind the bricks.

- b. **Patio Replacement:** The funds will be available July 1<sup>st</sup>. However, the design plans from Naomi Cottrell, the landscape architect, have not been approved yet. The plan was to have the replacement begin following the end of Summer Reading. Melissa will be following up with Naomi regarding the design plans and details for this project.
- c. **The Chimney Leak:** The bidding process is now complete for the Gund Chimney Repair. The lowest bid came in at \$31,500 from the Waterproofing Company. Both Michael Lewis and Peter Sugar have had positive experience with this company and are ready to execute this work with this contractor.

A motion was approved by the Board of Trustees to move forward and initiate a contract with the Waterproofing Company for the Gund Chimney repair and Waterproofing project. The vote was unanimous.

- d. **Preparation for Presenting FY2025 Capital Requests:** The plan needs to be ready for the July Trustees meeting with all the information needed regarding the maintenance budget and design for the boiler replacement project. If all goes well, the intention is not to have a Trustees meeting in August.

The plan for FY25 is to ask Capital Planning for funding for the study and design of the boiler replacement. The library wants to do something that aligns with the Green Energy Committee. The goal is to do something greener and more efficient.

The Capital plan budget increase for maintenance is 2.5%. Jacquelin suggested organizing the yearly repairs and maintenance into categories, separating routine maintenance from break fixes. This process of keeping a template detailing yearly repairs works well and should be used so that we can be ready to present in October the Capital Planning cycle for FY2025.

Melissa suggested that we set up a meeting with Brandan Kelly, Facilities Director, who will be involved with the library maintenance and projects going forward. The library has budgeted for 40 hours of his time annually. His input and advice in future decisions is important, as he is very knowledgeable in the technical aspects of things.

### 3. Updates

- a. **Friends of the Library (FOLL) Update from Ray Shepard:** Every year awards in honor of Heddie Kent are given to two students moving on from Hanscom and Lincoln Public Schools. On June 26<sup>th</sup> gift certificates of \$100 to Concord Bookstore were given to the graduates.

Ray also mentioned that Open Mic Night will be restarting again where performers show up and perform in the Tarbell Room. It's a wonderful way for everyone to enjoy some live music and local talent!

Ray indicated the Friends of the Library will continue to raise funds to use towards projects and support the efforts of the library.

- b. **Community Center Building Committee Liaison-Indrani Kharbanda:** There is continued discussion with the architects as to how to use the existing space for the new Community Center. There have been various discussions about various things in how this Community Center can best benefit the community.

Jacquelin voiced her concern that it is not possible for the library to be an auxiliary location for COA programs. The library has only one program space – the Tarbell Room which is used for all our programming and meetings. Our policy is that we do not rent the Tarbell Room on a continuous basis to groups, and there is no plan to change the policy as the space is needed for library programs and services.

- c. **Lincoln 250 Committee-Ray Shepard:** Ray is the Chair for the Lincoln Library America 250 Committee. Approaching this fall, Ray will set up a meeting for the library and organize a committee to discuss Programs and exhibits the library can offer as part of this celebration.

Kim Bodnar mentioned there is a Logo Contest in place for Lincoln 250. It is a busy time of the year, a total of 2 submissions for the contest have been received from a young person and a resident. The deadline for the logo contest is July 4th.

Congratulations to Ray on his new book coming out, "A Long Time Coming". Ray shared with us that his book received 3 starred reviews. This is so exciting!

### 4. Finance Report

We are at 96% on the Personnel line item and we are expected to be over the Personnel budget. This is due to Barbara Myles' vacation payout and bringing in substitutes to cover Kate Tranquada's extended medical leave and other absences. Melissa stated that the personnel budget shortfall will be covered by State Aid, and there is enough money there. This has been discussed with Colleen and confirmed as a legitimate expense. We are completing our spending and encumbering funds for the fiscal year-end.

Kim noticed that the line item for Town Water seemed high and Melissa mentioned we share

this with the Town it is a shared expense.

Also, Ron indicated Staff Training line being high and Melissa mentioned she is taking certification classes through the State to become a Certified Procurement specialist for the library.

#### 5. Other Business

We are currently meeting on the last Tuesday of each month for the Board of Trustees meeting. Jacquelin will have a tentative schedule for the calendar year at the next meeting date July 25<sup>th</sup>. Lucy is now a member of the Lincoln-Sudbury School Committee, and it meets on two Tuesdays each month which is sure to conflict with our meetings. Perhaps Thursday nights might be a better option going forward, so that it does not conflict with other town meetings for our members.

#### 6. Approve Minutes for May 30, 2023, Meeting

There was a motion made by Jacquelin to approve the minutes from May 30<sup>th</sup> meeting. The motion was seconded by Ron. A vote was taken:

**Yes: 4 No: 0**

The vote was unanimous, and the minutes were accepted.

#### 7. Adjournment

Jacquelin moved to adjourn. Ray seconded the motion. A vote was taken.

**Yes: 4 No: 0**

The motion to adjourn passed unanimously.

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Joanne Pagounes