

Library Trustee's Meeting
January 26, 2021 at 4:00pm via Zoom

In Attendance: Jacquelin Apsler (Chair); Peter Sugar; Lucy Maulsby; Dennis Picker; Barbara Myles, Director; Lisa Rothenberg, Assistant Director; Teresa Horwitz, Bookkeeper/Administrative Assistant

Absent: Ron Chester and Kathleen Nichols

Meeting started at 4:00pm via Zoom

Motion was made to approve the minutes from December's meeting with one small edit from Jacquelin. Lucy moved; Peter seconded. Roll call was made and the minutes were approved unanimously.

Vote: Yes=4, No=0

Librarian's Report:

Kudos to all of the staff for continuing to provide curbside service with an increase in the demand for books, which has caused a 5 day wait time for pickup. The increased wait time is mostly due to a combination of the increase in the number of requests plus the limitation of only having room for 45 bags in the vestibule. Even though Cambridge and Lexington public libraries have closed and some of their patrons are coming to Lincoln for curbside pickups, the majority of the circulation requests have been coming from Lincoln.

Lucy suggested that with the increase in circulation that the Friends of the Lincoln Library (FOLL) could use this as a fundraising opportunity or possibly of writing an article about it to capitalize on the increase of circulation. Dennis noted that the Friends of the Library just had a very successful fundraiser at the end of the year as well as having a current surplus in the bank so the Friends of the Library feel that now is not a good time to fundraise. Dennis raised the question of "Has circulation increased across all of the Minuteman libraries or has it just been Lincoln?" Barbara to look into it.

There was no real increase in the appointments within the Library when the Library was open from August 31 through January 11.

Bookkeeper update:

Welcome Teresa Horwitz who is the new Bookkeeper/Administrative Assistant for the Library. She has been working for the Library for 6 weeks now and is settling in nicely.

Archivist Update:

Filling the Archivist position is on hold at the moment. This is because the town does not want the library open to the public, and the archivist would not be able to work from home. Also, Barbara and Valerie Fox, Town Clerk, are not in agreement as to who to hire, so, Dan Pereira, Assistant Town Administrator, will be instituting a more formal hiring process. Dan will reach out to Susan Brooks, former Town Clerk, for regarding the current candidates and the future process. Jacquelin will reach out to Dan to see if she can advise or assist.

Library's Plan of Service Due to Covid-19:

The building monitor has chosen to stay home due to COVID and as such the curbside pickup hours changed so they end at 6pm on Mondays, Wednesdays and Thursdays instead of 7:30pm.

Buildings and Grounds:

Fire pump replacement project – There was a cost proposal and schedule of construction created by The Fire Pump Testing Company for a total of \$88,000 to replace the pump. After a lot of communication between Barbara, the insurance adjuster, Dan Pereira and Colleen Wilkins, Finance Director, the insurance company has approved the \$88,000 proposal. The next step is to have The Fire Pump Testing Company and project electrician meet with Mark Robidoux, Building Inspector, and Brian Young, Fire Chief, at the building to assess if anything else needs to be fixed, etc. before the project can move forward. That meeting should be happening next week.

Parapet Repairs Project:

Peter was able to send out his memo to the Community Preservation Committee in regards to the repairs to the parapets but has not heard back from them yet. We are waiting for the next meeting date to be set where we will present the new and lower cost estimate including an anonymous donation.

Jacquelin stated that the Capital Planning Committee meetings have been postponed a few times now, and the schools have asked for additional funding for their furniture and fixtures (FF&E); that dollar amount will be presented at a CapCom meeting next week. So, she is not sure if we will be able to get any funding from Cap Com for our parapet repair project if CPC does not fund it.

Bob Lager Memorial:

Tim Higgins was able to call Bob Lager's wife as well as leave a note on the memorial web page. There was a GoFundMe account set up for his family by the Principal of the Woodland Elementary School in Weston where Bob worked full time and many library people have donated already. Barbara stated that the employees and recently retired employees came up with the idea we should plant a tree in Bob's memory somewhere on the library grounds. Lucy suggested that we consult with our current landscape architect, who created an overall design for the grounds, as to where would be a good place to add a tree and the species of tree to plant. Peter will contact her. Dennis suggested that we add an engraved granite stone to mark the memorial as well, Jacquelin agreed. Dennis also suggested that we also have a plaque on the inside of the library as well, so that more people will be able to see it. Jacquelin said that we can do both, a tree with an engraved stone as well as a plaque inside. Jacquelin will write something to Bob's family letting them know what we have planned to do in Bob's memory as well as a ceremony for the dedication.

Finance Report:

The expense tracking sheet is now updated to the end of December. We have spent just over 50% of the book budget. There was an increase in online book usage, which unfortunately is not in our control as that cost is based on a cost per download number. We cannot predict how many times a book will be downloaded, so we cannot control this type of spending.

Jacquelin asked why the personnel expense portion of the budget is at less than 50% spent at the moment when it should be around 50% through December 31. Barbara explained that Laura Paryl resigned her reference librarian position in June. Robin Rapoport filled this position, but she is paid at a lower step in the pay grade than Laura. The bookkeeper position was not filled for a while and Teresa is paid at a lower step in the pay grade than Ginny. So, this is why the personal expense is less than 50% at the moment.

Jacquelin asked if there was any other business? All answered no. Note that the meeting dates at the bottom of the agenda, 9/21 should be 9/28. Also note that Barbara will be taking a 2-week vacation starting on February 1; a well-deserved vacation.

Move to adjourn the meeting at 4:45pm. Meeting was adjourned at 4:45pm

Respectfully submitted,
Teresa Horwitz