

Library Trustee's Meeting
March 23, 2021 at 4:00pm via Zoom

In attendance: Jacquelin Apsler (Chair); Peter Sugar; Lucy Maulsby; Dennis Picker; Ron Chester; Kathleen Nichols; Barbara Myles, Director; Lisa Rothenberg, Assistant Director; Teresa Horwitz, Bookkeeper/Administrative Assistant.

Meeting started at 4:00pm via Zoom

1. Librarian's Report:

- a. No specific Kudos at this time. Think that all of the staff are doing a wonderful job.
- b. Update: Library opened to public by appointment on 3/8/2021; we changed to 30 minute appointments. The 1st day we had 39 people, then it dropped back to 20 or less people per day and there was a large drop on the weekends (most likely due to the nicer weather). Overall patrons and employees are very happy to have the library open again. Andrew Pang sent in a very positive letter responding to the ease of making an appointment and was very glad that we are open again.
- c. Barbara spent a lot of time with the custodial situation. Looked into having a company come into the library to disinfect, it didn't go well. She contacted Waltham Pest Control and had a sales person come to the library on 2/25, they meet with her and Bob. Their initial quote was \$ 138 per application. Bob asked that we get the information on the chemicals that they would be using, they complied and we found that it was comparable to with we are using now. When they sent over the contract for signing, it stated that no one could be in the areas that are treated for 30 minutes, so if this was during business hours Barbara would have to close the library for those 30 minutes. She asked then if the company could come after hours and have an addendum in the contract that if anything in the library was broken during that time that Waltham Pest Control would be responsible for the cost, they complied. When final contract was sent into the Town for review, they found it unacceptable and suggested using the Chapter 30B Services Contract instead. After all of that, Barbara then called 7 additional cleaning companies to see what they had to offer and found that all of them would cost more than Waltham Pest Control. She believes that the addition of another custodian would be a better option than hiring a cleaning company as the company would only clean high touch areas and an additional custodian would do more.
- d. Staffing, looking into hiring an additional custodian. Barbara pulled the original custodian job description, which was very old and out dated. With the help of the current custodian she was able to update the job description and sent it into Dan for him to review. After review the new job description and job posting was up on the Town website Monday 3/22/2021. Was immediately contacted by a town resident who suggested the custodian from her Temple may be interested? Waiting on job applications/resumes to come in.
Kathleen: The town schools just hired a new custodian; maybe he would want the hours at the Library. Barbara's reply: our position is currently 12-16 hours per week and if the person is already doing custodial work for the town schools he maybe will already have 40 hours per week and would probably not be interested in additional hours.
Barbara and Bob will be interviewing any good applicants. Bob has already thought of some equipment that he would like to have the applicants "tested" on to make sure they know

how to use them.

The position will be posted on the Town website until it is filled. Barbara to also reach out to Michael Hayes as to where he finds custodians as he has been a good resource in the past. Barbara will keep the trustees posted as to the applications that come in as well as how the interviews are going.

- e. Curb side pickups are going well now that we have taken away the limit of 40 bags per day. Pickups are continuing to happen in the vestibule and materials that are not picked up by close that day are taken into the library and not left out in the vestibule.

Lucy: We should do research on the ventilation of the library, to make the people (constituents and employees) safer. Barbara response: in the summer of 2020 we finished the AC replacement project. We made sure that we were using the most upgraded filters available the Merv-13, which will filter out a lot of particles, including COVID-19. Unfortunately the older AC's cannot be equipped with these filters. As sure they have been keeping dampers open to 100% as much as possible to keep up the flow of fresh air into the building.

2. Buildings & Grounds

- a. The fire pump repairs are moving forward nicely. The workers have installed one of the small controllers so far and will do another soon. The equipment has been ordered and should be arriving in the first week of April. According to the schedule all work should be completed by the end of April.
- b. The Parapet Repairs Project—there will be a public hearing on Thursday 3/25 where the CPC will go over our proposal, we shouldn't have to do anything at that time. Peter has a good feeling that it will be approved since we were able to decrease the costs so much.
- c. FY2023 Capital Projects: We will have to submit the library's capital projects in May. Jacquelin made the suggestion to Barbara that she meet with Dan to see if he could give any insight as to what they are looking for as far as the list of projects/any reports/backup etc.

- i. 5 year plan for LPL

Barbara went back to the **FY2020** list and updated the cost of the Parapet project to reflect the new cost of \$355K

FY2023- Want to repaint the exterior walls and replace the blue stone terrace at the front of the building. Using the previous report for the costs of the project.

Dennis: Why is there \$50k listed for maintenance? It is only listed in one year and makes the report seem confusing. Barbara indicated that that was the way the town wanted to see the report. Jacquelin said to remove the item for now.

There is a line item for \$5K for an energy study for the boiler replacement. The question is, will this be enough for a proper study. Peter has already contacted an engineer and was told that 2 high efficiency boilers would reduce the amount of gas that we are using, but it would come with a bit more of upfront cost. As the boiler is on its last legs it was suggested that there be a small energy study now and a larger one when it does break as that way we will have the most up-to-date information available to make the decisions as to what to replace it with (of course if it breaks in the winter a temporary one will have to be installed while the study is being

completed) Agreed that should increase the energy study amount to \$15K and \$50,000 for the boiler and that the energy study should be started in FY2022.

FY2025-Electical Distribution Study listed, will want to replace the electrical in the building, the cost came from a previous report. There should be an additional study in FY2025 for the replacement of AC2/AC3 of \$10K. As they both do need to be replaced and there are figures in the list however they are based on an old report.

Want to move the first floor reconstruction and second floor redesign to FY2028 as since COVID we may want to think about how to make the building healthier and more functional...and also to better manage the building to keep the public and the employees safe if there ever is another pandemic. We should list \$20-25K in FY2027 for this reconstruction/redesign study. Then once that is finished do the construction in FY2028

3. Landscape Master Plan: Peter has spoken to Jonathan about going with the local tree for Bob Lager's memorial and was quoted: for a small tree \$450 and a large tree \$600. We will go with the larger tree. We will not be able to do anything this spring so we will have to plant it in the fall, we will have it in the garden area on the Bedford Rd side. So next steps will be to get an official quote for the tree and the planting. As well as starting to come up with the verbiage for the two plaques that we will be getting. Would like the library staff to help with the verbiage of the plaques as they knew him best. **Kathleen:** suggested that we consult Bob's widow about the plaques. Was agreed that the library staff along with the trustees would create the verbiage for the plaques and then approach Bob's widow to make sure she thought that they are appropriate (and if she would want to add anything)

Also finalized an agreement on the catalpa project with the landscapers.

4. Reports:
 - a. FOLL-Finances are in good shape; their current revenue is matching with current expenses so they continue to have approximately \$70k in the bank. Drop off book sales are still good. They are adding a third location and a second drop box at the gas station on 114. There is talk of not resuming the "Bemous" book sales as it does not seem worth the effort involved, but instead maybe adding to the cart sales at the library. David Levington does not plan to serve as President for another term next year. They have not started to look for his replacement yet.
 - b. Finance Report-Trustee's report is up-to-date as of invoices submitted for payment 3/17 we have currently spent about 62% of our budget and are 70% of the way through the year. Barbara made the FY2021 budget before the pandemic; as such she has had to shift some money from physical books to digital books as the use of digital is going up. This increase is the cost of offering e-books and the increase of circs per book as more people home reading. **Kathleen:** Can we ask patrons to check out the e-books from other libraries to help decrease our costs? Lisa replied, no. The way the e-books are set up a patron can only "borrow" an e-book from their own libraries. Minuteman cannot (or has not) gotten e-book licensing to go across all libraries. With the way publishers limit access they may never be able to.
Barbara mentioned an article in the NY Times recently that was stating the virtual books are geared against libraries, making it that much hard to keep up. There is a patron that read

this article and has stated that he will be donating \$500 to the library specifically for us to use for digital books.

Lucy: The issue seems to be that the pandemic is highlighting that we should think about our priorities and develop strategies on where to allocate our resources. How can we prioritize which areas to have digital versus physical books. Maybe come up with some parameters to guide the library with budgeting for the future. Was suggested that we could have (or encourage) Minuteman Library Network to do a study on all of the libraries in the network to see what each library could “focus” on as far as categories and therefore have a wide variety of books across the network and not have much overlap between libraries.

Kathleen: asked if we could use some of the large print money for e-books. Barbara to get the verbiage of the initial grant to Ron to see if there is any wiggle room as far as using the grant to help the visually impaired with audio and/or e-books as well.

Utility expenses are down now due to the library closers. We may have to end up giving back some of the budgeted moneys. Barbara suggested I create a report on the COVID spending that we have done this fiscal year to see how much that has been.

5. Approve meeting minutes for February 23, 2021.

Motion was made to approve the minutes with edits from Jacqueline and Dennis. Peter made the motion and Ron seconded. There was a roll call vote. The minutes were approved unanimously:

Yes: 6 No: 0

6. Other Business: Lucy will be presenting to the school committee, she has/will be in contact with Barbara and Debbie about help with the presentation...as she will want to report on all the things that we have been doing virtual because of the pandemic.

She also talked about the city's diversity committee's and was concerned that we should be sending a representative and we have not. Lucy to research to see if the Trustees Committee should be participating in some way. Barbara will send her the link for WIDE training website to help, she also let us know that she and 2 other staff will be attending one of the trainings on Thursday. She said that the suggestion was for 2-3 leaders from each organization ideally should participate. Dennis will also send Lucy an email that was sent out to FOLL that has instructions on what they friends are currently doing and how to sign up. Jacqueline is incredibly involved through other committees that she is on.

7. Adjournment: Lucy made a motion to adjourn Peter seconded. There was a roll call vote and it was unanimous to adjourn:

Yes: 6 No:0

Meeting was adjourned at 5:28pm