

Library Trustee's Meeting  
April 27, 2021 via 4:00pm via Zoom

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

1. Librarian's Report:

- a. **Kudos:** More staff have been able to get their vaccines so there is a more upbeat mood around the library. All the staff have been doing a super job.
- b. **Plan of Service Update:**
  - i. Curbside is going well. Pickups will begin earlier in the day on Thursdays and Saturdays.
  - ii. We continue to have approximately 20-25 patron appointments per day. Appointments will also begin earlier on Thursdays and Saturdays. The library is closed on Sundays from May through mid-October.
- c. **Other key accomplishments/activities:** During the school vacation last week, the Children's librarians set up some outside activities for the children as they have been thinking that people are tired of Zoom meetings and would rather be outside.
- d. **Staffing Update:** There are two strong candidates for the custodian position who have been interviewed. Barbara will be checking the references they supplied, and Bob Bottino will be inquiring about them as well through his contacts. We hope to have one of them hired soon. There are 3-4 good candidates for the Archivist position. Dan Pereira (Assistant Town Administrator), Val Fox (Town Clerk) and Barbara will be conducting interviews. She will keep the trustees updated as to how they are going. There are no other changes in staffing that are coming.

Dennis stated that the circulation statistics seem to be down, should we be concerned about this? Barbara replied that during the pandemic, the circulation numbers have been slashed in about half, the percentage of digital circulations has only been 21% of total circulation, which seems low considering how many titles we have been buying. Barbara stated that circulation increased from FY20 but it has not returned to the pre pandemic levels of FY19. Dennis asked if this trend unique to Lincoln. Barbara replied that circulations is down at a lot of the area libraries. Some patrons have told her that they have been buying books online and having them delivered to their homes rather than sharing library books.

Lucy shared some of the comments and compliments that were given to her as she reported to the school committee.

There were so many wonderful things that they had to say about the library's efforts during the pandemic both in the children's departments and adult department (specifically the book club). When the school asked the library for some assistance regarding books about diversity, equity and inclusion, Debbie and Denise had such a warm and enthusiastic response to them with many good ideas and suggestions. The school could not be happier with the library.

2. Large Print Books Gift: Jacquelin called The Boston Foundation and obtained the name of the person to contact to ask about changing and/or expanding the language of the grant to include additional types of material.

Ron looked over the letter that we received the from The Boston Foundation about the gift, which is

not the actual language of the grant from the donor. The grant language that would be with the foundation would have the specifics that the donor originally requested. The letter states the money from the grant is to be used to house and maintain the large print books. Ron said that “materials” could include digital copies of items in large print, which are not available as most digital works come in the standard size and that if one needs to have the print larger, one will only have to magnify the copy. Therefore “large print” digital options are not created because they are not needed. The overall purpose of the grant is to help the Visually Challenged. So, at the moment that is as far as we can go and would not be able to change what we are currently using the grant for.

3. Highlighting Diversity, Equity, and Inclusion Materials:

These materials are currently being highlighted on our website. Jacquelin would like for that to continue and keep being updated with new materials (including social justice) frequently.

4. Overdue Book Fines:

Barbara would like to do away the overdue book fines. The American Library Association’s “Resolution on Monetary Library Fines as a Form of Social Inequity” states that fines are an economic barrier to using library materials. Making people pay the fines can also be a shameful experience for patrons. Some local libraries have had success in going fine free and more are seriously considering it.

Ron asked if there is any data on how many books will be lost if we go fine free. He wants to make sure that we are to get to books back. Barbara said that if a patron does not return books in a timely manner, the books are considered lost. Circulation system blocks a patron from checking out any additional books. Patrons need to return books before they can check out more books. If there is no fine, people are even more likely to return overdue books.

Lucy pointed out that the materials that Barbara had sent out stated that going fine free has resulted in an increase of books being returned, even after they are late, so it is overall financially beneficial to us. Though we would not be collecting the fines, we would also not have to spend the money to replace the lost items.

Dennis believes that this is a great idea and asked if there was a consensus now that all trustees agree. All agreed and asked Barbara to draft a policy to be reviewed at the next trustees meeting. Jacquelin stated that all trustees present agree that going fine free is a good idea and that we should move forward for the next meeting to have a drafted policy and something to show the Finance Committee as well that we are going forward with a fine free policy.

5. Buildings & Grounds Updates and Capital Projects Updates:

- a. Fire Pump Replacement Update: The project is moving forward. There was a hiccup with the insurance in that they asked for two invoices from the contractor, one for the beginning of the project and one at the end. The repair folks made two invoices as requested however. The one for the beginning of the project included the money for all the materials needed and as such was much larger than the second. Unfortunately, the insurance company paid the smaller of the two invoices first. Slowing the work, a bit as there was not the proper money to pay the employees performing the work. But things are back to moving forward.
- b. FY2022 Parapet Repairs: The Community Preservation Committee approved our proposal for them to fund the repairs, and now it is going in front of the Town Meeting. If it is further approved by the town, the next steps are to advertise the project, obtain bids for the work

hopefully in June, pick a company, and sign a contract in July. Lastly, and hopefully have the work completed over the summer.

c. FY2023 Capital Projects.

- i. 5-year plan for LPL-update: Building & Grounds committee went over our 5-year plan and are happy with the changes that were made. Jaquelin: Suggested that Barbara should have an informal sit down with Dan to make sure that we are all on the same page. Barbara will send the current 5-year plan to Dan for his feedback.

6. Memorial Plaque for Bob Larger:

The location of the tree has been decided, we are getting the Amelanchier tree and it will be installed soon. Still working on the verbiage for the plaque. There has been some talk but nothing definite yet. Still going to leave that up to the staff as they knew him the best. The staff have been working on individual sentiments. Will compile them and then decide on the size of the plaque.

7. Reports:

a. Friends of the Lincoln Library (FOLL)

There is currently nothing of note to report. There are three drop boxes open. One at the gas station on Route 117, one at the south Lincoln mall, and one at Tracy's gas station on Route 2. Lastly, the newsletter should be coming out soon.

b. Finance Report

We have started to compile a list of office and book processing supplies that we need and will be ordering them within a day or two. Once we are sure that we have ordered everything that we need, we will be moving any excess funds in the operating budget for office supplies and book processing supplies into Books.

8. Approve Meeting Minutes for March 23, 2021: There was a motion to approve the minutes as written. Ron seconded. There was a roll call vote, and the minutes were approved unanimously.

**Yes: 5 No: 0**

9. Other Business:

Kathleen stated that Teresa has been doing a good job taking the minutes for the meetings. That they are very thorough, and she appreciates that. Jaquelin agreed and added that they are incredibly happy to have the financial report numbers up to date.

Lucy followed up about her participation in Lincoln WIDE training. She was not able to attend the first meeting but was able to catch up on what was discussed and will join the Friends' group for the training. The next meeting will be on Thursday, April 29. The goal of the workshop is to increase the awareness and diversity within organizations in Lincoln. It will help us with how to address this within the trustees as well.

10. Adjournment: meeting was adjourned at 4:50pm.

Respectfully submitted,

Teresa Horwitz