

Library Trustee's Meeting
June 22, 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, Kathleen Nichols, and Peter Sugar

1. **Librarian's Report:**

- a. **Kudos:** Again, kudos to all of the staff. The state of emergency ended on June 15th. The staff has been very creative and wanting to continue services to the patrons throughout the pandemic. We held a pizza party on the 15th to celebrate ending the state of emergency.
- b. **Plan of Service:** There are no more appointments required, and we noticed more patrons in the building. The patrons have mentioned that they are happy to be back in the library browsing for books. We will continue to have all programs held via Zoom or outside. Lisa has created a postcard of the summer programs that went out in the mail this week. Currently the furniture is still not out and available for patrons and since there are no programs within the Library we are closing at 7:30pm. We are hopeful that we will be back to normal after Labor Day.

Kathleen would really like to have the furniture back as patrons enjoy sitting at the library.

Lisa asked permission to start booking the Tarbell Room for groups and/or meetings as well. The room has a maximum occupancy of 50 people. Trustees agree that they see no problem in bringing back groups/meetings in the Tarbell Room.

Lisa said that we should be **very** explicit to the patrons as to what we are offering and/or the restrictions that we still have on the website and an email blast, making sure to note that we will be continuing to update library offerings based on CDC guidelines and public health.

- c. **Staffing Update:**
 - i. New Custodian: Unfortunately, the first hire, Al, took another position elsewhere. So Barbara and Bob went to the list of applicants and chose Michael Reilly. He doesn't have as much experience with the machinery; however, he has lots of other relevant experience in painting and light carpentry and has worked at First Parish in Concord.
 - ii. New Archivist: Virginia Rundell started this week.

2. **Overdue Book Fines Policy-Approval:**

There was a new draft of the policy that included a table to show the fines for non-book items that will continue to have fines.

There were some edits suggested by Lucy to make the wording a little more straight forward and clear to the patrons who are not familiar with the policy. Dennis wanted to make sure that it is **very** clear that we are no longer charging **overdue fines** however if an item is deemed **lost** there will be a charge to replace it.

There was a draft of the edits shared via the Zoom screen share feature. All edits were reviewed and discussed. The new draft version will be sent back to Jacquelin and Barbara.

Ron brought up the question of, what will stop a patron who has a lost an item from just buying a replacement themselves and returning that instead of paying our replacement costs which

would be higher.

The issue is that they would not always be buying the exact same version/edition of the item, and if that is the case, we wouldn't be able to accept it anyway. Historically patrons have either found the item and returned it or paid the fine.

Dennis moved to adopt the policy as amended and discussed in this meeting, Peter seconded.

There was a roll call vote:

Yes:5 Abstain:1

The motion to adopt the new policy is accepted. We will notify the Town Administrator that we have adopted this new policy that enhances our diversity and inclusion efforts.

3. **New Trustee Application Process Update:** Lisa has sent out the advertisement for a new trustee again, however there are not many people showing interest as yet. She will continue efforts to advertise the position. One potential applicant, Andrew Pang, will be submitting his application soon. Another patron has expressed interest and may be submitting an application as well.
4. **Diversity, Equity, Inclusion: Mission Statement Revision Update:** Robin Rapaport will be on the Town's diversity committee representing the library. A meeting with library staff, Lucy, Jacquelin, and Friends of the Library board members will take place during the week of July 12th. The purpose of this meeting is to keep up the communication between the Friends of the Library (FOLL) and the library so that they will both be reinforcing the issues and not duplicating their efforts. FOLL is working on rewriting their mission statement and the Library will be adding to theirs. The staff have voiced their interest in what the town will be offering for diversity trainings.
Lucy said she would like to have the wording of the policies on the website looked at to see if there is any language that will have to be reworded to be more inclusive. She offered to head up that effort.
5. **B&G Updates and Capital Projects Update:**
 - a. **Graham Gund Donation:** We have received the check for \$40,000 from Graham Gund and it has been deposited into an account with the town earmarked for the Parapet project. Peter wrote him a letter thanking him for the donation.
 - b. **FY2022 Parapet Repairs Projects-Next Steps:** The sub bids are due tomorrow June 23rd for those who do not want to be the general contractor on this project. Barbara will be opening all sub bids, recording them, and sending them to Michael Louis of Simpson Gumpertz and Heger for his review. Once sub bids are received, they will be scanned and emailed to everyone who received bidding documents. General contractors' bids for the entire project are due June 30th. Barbara had previously sent the specs and plans of the project to 30 different companies.
 - c. **Fire Pump Repair/Replacement-Update:** On June 14, the Peterson Pump Company was on site to do the flow testing of the new fire pump. Now the contractor, The Fire Pump Testing Company, needs to clean out all their things left behind. Then they will train Bob on how to do the monthly testing to make sure that all is running as it should be. The Town's insurance company has agreed to pay for the entirety of the project less the Town's \$5,000 deductible.
6. **Memorial Plaque for Bob Lager Update:** Staff continues to work on the verbiage that will be on the plaque. Once they are finished they will contact Bob's widow for her input and move forward.

7. Reports:

- a. **Friends of the Lincoln Library (FOLL)** The Friends met in person in the Tarbell Room at the Library on June 9. They discussed a draft of their revised mission statement. It was not yet adopted as there is still a bit of fine tuning to be done.
Barbara and Lisa submitted the library's \$22,000 budget request for FY2022. It includes funding for programs, museum passes, staff training, and brochures that promote library programs. The budget was approved by FOLL, and they will continue to be in a good financial state even after spending the \$22,000.
In-person book sales stopped during the Covid-19 pandemic. Cathy Moritz started a new book sale program that has people deposit book donations into three bins located around Lincoln. Books are collected from the bins by a company that sells the books online and gives a portion of the proceeds to the Friends. There was a vote and a resolution to keep doing the book sales the way they have been during the pandemic (not resume the in-person sales) as there was no significant change in the revenue generated and it is much less work for the Friends' volunteers. FOLL would like to supplement the online sales with sales of books from carts in the library. They will be reaching out to Lincoln residents to donate books based on their specific criteria (i.e., published in the last 5 years etc.). Through FOLL donations they believe that they have enough books to continue selling books in the library.
- b. **Finance Report:** We are currently doing well. The part time salaries are low due to some vacancies. We are spending down the book budget to use the whole budgeted amounts. Natural gas expenditure is over budget due to the precautions taken during the winter because of COVID. i.e., keeping the dampers open to 100% and not recirculating the air. If we are going to continue taking these precautions, we will have to build the extra cost into the budget. Peter will find out what the current best practices are as far as air handling and the HVAC systems.
It is looking like we will be giving back approximately \$100,000 of the FY2021 budget, that is almost entirely from the personnel portion.
Peter asked if we could use/earmark that excess to help pay for the parapet project? As there is an instance with the school where they were overall under budget for the fiscal year, and they were given a onetime exception to keep that excess to use for their current construction project. Dennis pointed out that in the background materials submitted by FinCom prior to the Spring 2021 town meeting, it was stated that the decision to allow the Lincoln Schools to reallocate unspent operating budget money towards the school building project was a special one-time event and was not to be seen as setting a precedent. The current policy is that any money budgeted that was not spent in the fiscal year will be returned to the town and put into the general fund. We should see if we can find out what (if any) steps we can take if we need additional money for the parapet project. For example, can we use any of our excess operating budget instead of it going to the general fund?
It was suggested that we could put something in the newsletter, something positive that the library was fiscally responsible during the pandemic (and all of FY2021) by not overspending and in fact under spent in some areas. This could be added to the library's annual report that is included in the town's annual report.

8. **Future Meetings-via zoom @4:00 pm** According to the latest communications open meetings **can** be held via Zoom until April 2022. So the trustees will continue to use Zoom for meetings and hold them at 4:00pm. The trustees see no immediate need to have a meeting in August this year and therefore will not be meeting in August.
Barbara pointed out that the trustees will need to have a meeting in early July for the sole purpose of discussing the parapet bids and ultimately awarding the contract. Ideally, the meeting would take place after July 4th but before July 8th when Peter goes on vacation but no date was set.
9. **Approve Meeting Minutes for May 25, 2021** there were some revisions already suggested, as well as clarifying in the diversity report the groupings and to soften the language. Dennis made a motion to accept the minutes as amended, Peter seconded.
There was a roll call vote.
Yes: 6 No: 0
The minutes were accepted unanimously.
10. **Other Business:** Jacquelin and all the trustees said a very heartfelt THANK YOU! To Kathleen for being a valuable member for the trustees over the past 6 years and that they have appreciated all of the effort and energy that she was able to give. Kathleen served on the Buildings & Grounds Committee as well as serving as a liaison to the Friends of the Lincoln Library. THANK YOU, KATHLEEN~!
11. **Adjournment:** motion for adjournment by Peter, Lucy seconded.
There was a roll call vote.
Yes: 6 No: 0
The vote was unanimous to adjourn the meeting at 5:21pm.

Respectfully submitted,

Teresa Horwitz