

Library Trustee's Meeting
July 27, 2021, at 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, and Peter Sugar
Absent: Ron Chester

1. Librarian's Report:

- a. **Kudos:** The library is getting back to normal. Some people/employees are choosing to wear masks. We have posted that if you are fully vaccinated, masks are not mandatory. The staff is committed to providing full services to the patrons.
- b. **Plan of Service:** The current plan is working well. Physical circulation is increasing as people are coming back into the library. The digital downloads have stayed steady. After Labor Day, the library would like to go back to their original hours; with a few days staying open until 8:30pm. Some groups will be willing to schedule programs at the library, others may not. Lucy suggested that we look to Town Hall (Barbara stated that the Town Nurse would be helpful) for guidance as to whether we should start holding in person programming within the building or not. As many young children are still not eligible for the COVID vaccinations, their programs will remain on Zoom or be held outside.
- c. **Staffing Update:** The last person "hired" for the vacant custodian position, Matt, ended up not showing for his first shift. As such Barbara along with Bob Bottino continued to look for a new custodian and has offered the position to John Neri. He is retiring from the Lincoln DPW and was looking for some part time jobs; Barbara believes that this will be a good fit for John as it will be a steady number of hours. He will be starting on Tuesday, August 3rd to shadow Bob at first to learn the building as well as the position. Our current big project that involves several staff members, is filling out the Mass. Board of Library Commissioners' ARIS yearly survey. This year they are looking for new statistics because of the pandemic. These "new" categories we were not aware of and therefore we were not keeping statistics on them. We will fill out the survey as accurately as possible this year and start keeping statistics on the new categories now so that we will be able to fill out next year's survey accurately.

2. New Trustee Interviews-August 5 and August 6

There are currently four strong candidates. There will be two interviews on each day 8/5 & 8/6. When contacting the candidates, three of the four have responded confirming that they will be able to come in for their time/day for their interview. Peter had asked Jacquelin to join in the interviews and Jacquelin agreed to do so. Types of questions that are typically asked for a trustee replacement interview are: Why do they want to be a trustee? What type of background do they have that would help them contribute to the trustees as a group? What if any other library experiences do they have? Etc. Once the interviews are finished and a recommendation is made, then someone will be checking that candidate's references. The full board will consider the recommendations before a final decision is made.

3. **Diversity, Equity, Inclusion: Sub-Committee Update**

Last DEI meeting, a few weeks ago, went well; Lucy facilitated. Spoke of strategies of communications. Discuss how library communicates with the Town and patrons and how can we communicate more effectively. We want to create a synergy between the staff, the trustees and The Friends of the Lincoln Library so that we are not overlapping/duplicating in our efforts and to have a broader impact.

4. **Buildings & Grounds Updates and Capital Projects Updates**

- a. **Fire Pump Replacement via Insurance-Training for Bob:** The new fire pump is installed. However, the training for Bob Bottino has not occurred yet; the contractor keeps needing to reschedule. Currently an appointment is scheduled for Friday afternoon, July 30; hopefully Bob will be trained finally on Friday.
- b. **FY2022 Parapet Repairs Project-Update:** There was only one general contractor bid and, unfortunately, it was \$451K which was much higher than we anticipated. There was an effort to see if we would be able to find funds elsewhere and move them to the parapet project to make up for the overage in the bid. Town counsel stated that we could not use left over FY2021 building/general expense funds for the parapet repair. The Community Preservation Committee asked why the bid was so much higher than our original proposal. Peter explained that the increase was due to the increase in the prices of the materials due to the Covid-19 pandemic. We will be going back to CPC this fall to ask for additional funds. We will also have to re-bid the project and have the bidding documents for the project amended. SGH has informed us that there will be an additional fee to amend the documents as well as being part of the re-bid process. Peter has requested a quote for these additional charges, and they should be finished by the end of August. Once we have the quote, we will have to have this cost added to the proposal. With the need to resubmit the project for additional funding, the earliest it can begin is in the fall of 2022. There was a suggestion that we include a 10% contingency in the next budget in anticipation of the overheated market and the likelihood of high bids.
- c. **Gund Building Chimney Leak:** There is a leak in the chimney causing damage in the children's area. We will need to conduct a water test to see exactly where the leak is coming from. SGH will prepare a proposal for this water test.
- d. **FY2023 Capital Planning Projects-Update:** The Parapet project will be back in line for the coming year. We will need to add the chimney repair to the FY2023 projects. We may not be able to complete all the projects that were slated to happen in FY2023 as most of them were based on the parapet repair being completed. ~~Also most of the projects listed are outdoors in similar areas of the building so to try to complete them all would be logistically difficult.~~

5. **FOMA Map Preservation CPC Request:** The conservation department has a 1911 map of the Old Concord Rd. neighborhood that is 8 ft. x 3 ft. The area was a farm, and they were able to develop it without losing all the farmland. Friends of Modern Architecture wants to use the map

as an early and good example of how to conserve land. The cost will be approximately \$6,000 to both preserve the map itself as well as making a digital image of it. The conservation department will be going to CPC to ask for the funds to do this work. FOMA is looking for the Trustees' support (not money) for this worthwhile project.

The question was asked: do the trustees want to make a motion to be a collaborator in the preservation of this map? Lucy so motioned, Dennis seconded. There was a roll call vote:

Yes: 4 No: 0

The motion was accepted unanimously.

6. **Memorial Tree and Plaque for Bob Lager Update:** There has been no forward movement on the verbiage to be on the plaque. There is a staff meeting happening on Tuesday, August 3 and that will be one of the topics on the agenda.

7. **Reports:**

- a. **Friends of the Lincoln Library (FOLL):** There is no update as there has not been a FOLL meeting since the last trustees meeting.

- b. **Finance Report:** As it is the beginning of the new fiscal year we will not know exactly how much of the FY2021 budget we had to return to the Town until mid-late August. The library has added a new line item for "downloadable titles" which will be used for the streaming services so that we can separate spending on physical versus downloadable titles.

Jacquelin requested to include the book accounts break down on the financial reports instead of reporting just the total book expenditure each month so that there is a better understanding of which types of materials we are spending the most on.

Michael Dolan, Lincoln's IT Director, informed us that Windstream's (one of our telephone providers) rates are dramatically increasing, and he is in the process of moving our copper telephone phone lines to voice over IP lines through a different carrier.

AT&T is also dropping their copper telephone lines. We had to move the AT&T land line to a Verizon VOIP line, which will in turn increase the line-item expense for that phone as Verizon is more expensive than AT&T was. We still would like to have a land line that is separate from the lines going into the PBX for emergencies because the PBX only allows incoming calls to go beyond the menu stating the library is open. We will look into ways to have it at a lower cost.

We will continue to keep the outside air dampers open as much as possible to keep good air quality within the library. As such we will have to build the increase in the expense for natural gas and electricity line items into the budget going forward.

8. **Approve Meeting Minutes for June 22, 2021:** No other changes needed to minutes. Peter made the motion to approve the meeting minutes as amended; Dennis seconded it. There was a roll call vote:

Yes: 3 No: 0 Abstain: 1

Minutes for the June 22, 2021, meeting were approved as amended.

9. **Other Business:** None

10. **Adjournment:** Lucy made the motion to adjourn, Dennis seconded. There was a roll call vote:

Yes: 4 No: 0

Voting was unanimous to adjourn the meeting at 4:59pm.

Respectfully submitted,

Teresa Horwitz