

Lincoln Public Library Trustees Meeting
February 26, 2019

Present: Jacquelin Apsler, Chair; Martin Dermady, Peter Sugar, Ron Chester, Barbara Myles, Ginny Turpin, Recorder; Lisa Welter, Archivist; Valerie Fox, Town Clerk; Alice Wiggin, Historical Society

1. **Minutes of the January 22, 2019 meeting were approved as written.**

VOTE: Unanimous

2. **Discussion Items:**

- a. **Historical Society Gift:** Alice Wiggin described a display case that the Society would like to build for the Lincoln Public Library to display historic town record books. These will be unbound and treated for display. They will be digitized also, based on needs and value. Lisa Welter plans to reach out to high school seniors and teachers of history who might be interested in helping with research and the display selection process.

Motion to Approve.

VOTE: Unanimous

- b. **Garden Club Tree Tour:** All were in favor of the Lincoln Public Library Trustees being mentioned in the brochure.

VOTE: Unanimous

- c. **Code of Conduct:** The issue of children left unsupervised by parents in the Library was discussed. Jacquelin suggested comparing our experiences and solutions with those of other comparable libraries. A draft of the Code of Conduct policy drawn up by the LPL staff was discussed and amendments, such as combining overlapping paragraphs, suggested.

d. **Staff Update:**

New Assistant Children's Librarian: Sarah Feather is a welcome addition to the Children's department. She will work 35 hours per week. Her duties include: creating and running programs and storytimes, readers advisory, reference, and collection development.

e. **Building & Grounds:**

- i. Elevator: Two-way communication is required to bring it up to code. A phone will be installed in the elevator cab next week and will cost \$2,300. In addition to a special phone, heavy duty phone cabling will be installed.

LIBRARIAN'S REPORT
March 25, 2019

TO: Trustees, Lincoln Public Library
FROM: Barbara Myles, Librarian

Children's Services

Sarah Feather started as our new Assistant Children's Librarian on March 5. She jumped in right away helping kids make oobleck (a non-Newtonian fluid) at our March 7 Dr. Seuss Day celebration. On Thursday mornings, Sarah is doing the Lapsit Storytime for infants to 24 months. She will also give programs to older kids. Denise told me that Sarah is fitting right in and is able to give the storytimes without additional training. Now that the Children's Department is back to full staff, there is lots of energy in the Children's Room.

Adult Services

Laura Paryl's Uplifting Reads book group discussed Stern Men by Elizabeth Gilbert on February 25. Lisa Rothenberg's Who Picked This Book? Club discussed Everyone Brave is Forgiven, by Chris Cleave on March 4. The Friday Morning Book Group discussed Wolf Hall by Hilary Mantel on March 15. Solving jigsaw puzzles is back in fashion and our new jigsaw puzzle collection is quite popular. The Roaring Twenties six-part lecture series by Dr. Gary Hylander continues on Sunday afternoons.

Staff Training

Laura Paryl attended a book talk on February 27 at the Concord Museum by Ken Gloss, proprietor of the Brattle Book Shop in Cambridge, about the value of old and rare books. She learned that we don't really have many books that we could sell for a lot of money, even those kept in the vault. The number of rare book collectors has declined although there are still some excellent private collections. I took three classes (over four days) from the Massachusetts Inspector General's Office during March (Story of a Building: Stoughton Public Library, Advanced Topics Chapter 30B Terms, Misconceptions and Practices, and Recertification for Massachusetts Certified Public Purchasing Officials) in order to meet the Inspector General's recertification requirements. The recertification class included an exam. This is the fourth time I am getting my MCPPO designation recertified.

Friends of the Library

The Friends' fall appeal raised approximately \$8,100, which is 36% more than the previous year. Staff grants were awarded to Ginny Turpin (conference fee for the New York Book Expo), Lisa Welter (Digital Commonwealth Conference), and me (MCPPO recertification class). The Friends voted to pay half of the cost of a display case for archival materials. The Lincoln Historical Society will pay the other half of the purchase. Due to declining attendance at the annual staff and volunteer luncheon, changes were made. First, the event was moved back to Tuesday because (a) Tuesdays are when the book sale volunteers sort books so they are apt to be available to attend the event and (b) there is only one staff shift on Tuesdays (the library closes at 6pm). Second, the event will take place in the morning as a breakfast/brunch instead of a lunch. The library will have a delayed opening so staff can attend the event together instead of having to cover the service desks on a rotating basis.

Code of Conduct Policy Update

Dana Weigent, Laura Paryl, and I met to discuss updates to our Code of Conduct policy on March 11. We discussed the changes requested by the Trustees and revised the policy.

Minuteman Library Network Membership Meeting

(Lisa Rothenberg attended this meeting while I was at the MCPPO Recertification class at U. Mass. Lowell.) Unauthorized DVDs (bootleg copies) are in MLN's catalog. These DVDs are not published by the copyright holder. It is fairly easy to purchase them accidentally as some are found on Amazon.com. (Amazon will remove the listing if the copyright violation is reported.) It was agreed that materials in violation of copyright are not allowed in the catalog. The policy for removing inactive patrons from the borrowers database was changed. The old policy was to remove patrons who were inactive for four years. The new policy is five years. Any money owed by patrons who have been inactive for five years is deleted too. MLN's website for staff is in the process of getting redesigned. The completion date for the new website is this summer. Susan McAlister, MLN's Executive Director, is retiring at the end of June. The Search Committee is looking for her replacement.

Building Repairs

1. Gallery Track Light Fixtures*

Replacement track light fixtures of any kind are not available for the Zumtobel brand track lighting fixtures currently in use in the gallery. Unfortunately, the existing track is a 3-phase track that is not the industry standard. The optimal number of lights in the gallery is 12 and we are down to 10 lights. The artists have started to complain about the inadequate number of lights. (Replacing the track and light fixtures is not included in our request for FY2020 funding.)

2. Parapet Repairs

A funding request was submitted to the Community Preservation Committee to make the repairs to the north and south parapets that were recommended by Boston Recon Services. As a temporary fix to prevent pieces of mortar from falling on people below the parapets, netting was installed over the discs and coping stones on November 1-2. Peter and I presented a repair project to the Community Preservation Committee on December 20. The Community Preservation Committee decided that this project is ineligible for Community Preservation Act funding because the 1989 addition is not a historic building.

At our January 24 meeting with the Capital Planning Committee there was concern that while the report from Building Recon Services listed repairs, it did not identify the source of the water leaks. The Capital Planning Committee decided to fund another water test instead of funding repairs.

Peter and I met with Michael Louis, Senior Principal at Simpson Gumpertz & Heger on February 19. Peter showed Michael the building drawings of the parapets. Michael agreed with Peter that the flashing in the parapet could cause leaks into the building. Michael wrote a proposal for investigating the cause of the water leaks. A contractor will remove bricks from selected areas of the parapets and SGH staff will perform the water test. The cost of the investigation and report is \$14,400.

3. Hearing Loop*

On May 30-31 Shanahan Sound staff installed most of the components of the hearing loop. Unfortunately, they found that the electromagnetic interference (EMI) was too high and would cause a lot of static on the hearing loop. Since then we have located the source of the interference to some pipes in the space between the floor of the Tarbell Room and the ceiling tiles of the Lincoln Historical Room. Bob Bottino affixed pipe insulation and Faraday fabric to the pipes described above. Shanahan Sound staff will retest the EMI level in the Tarbell Room to see if the EMI is now low enough to install the hearing loop.
4. Replace AC1, AC2, and AC3

The Building & Grounds Committee met with Jeff White of Northeast Engineering & Commissioning on March 19. Jeff has almost completed the plans and specifications. The project will go out to bid in mid-April with bids due in early May.
5. War Memorial Bulb Planting Project*

On July 27 Dan Pereira and I spoke about this project. Dan told me that he could put some of his department's celebration funds toward this project. We agreed that Nancy Henderson would be a good person to do this project. I emailed Nancy on July 27 asking her for a cost estimate for purchasing and planting the bulbs. She replied quickly and stated that she would get a quote to me soon for the bulbs. On September 28 Nancy emailed Peter to tell him that she was not able to provide an estimate for the bulb planting because her company's "project schedule would not accommodate [her] doing the work."
6. Long Cracks Across Library Lane*

Five cracks have appeared across the width of Library Lane. The first crack in the pavement is at the bottom of the new stairs and the others are approximately 15 feet apart down to Trapelo Road. I reported this to Chris Bibbo and he replied that he will add Library Lane to their next crack sealing contract.
7. Short Circuit in Outdoor Lights*

On October 24 the circuit breaker tripped for the exterior lights, including the street lights. Bob Bottino was able to reset the circuit breaker the next day. On October 29 the circuit breaker tripped again and would not reset. Perhaps the short circuit was caused by all of the rain we have had this month. John Bolli, Lincoln's Assistant Wiring Inspector, asked about any recent electrical work done, I told him about the ramp and stair project. On October 5 the second base cap was installed on the bollard light at the bottom of the stairs. He suggested I go back to the electrician who did that work. I called Naomi Cottrell and she explained that an electrician did not install the second base cap. It is installed without opening the bollard light.

Next, I called Ted Raftelis, the electrician that Michael Haines recommended to me. On November 8 Ted was able to reset the circuit breaker. However, when he turned on the outdoor lights, the circuit breaker tripped immediately. Next, Ted looked at the hand hole near the new ramp. When he opened the cover, he found that the hand hole was too small. It covered the top to the junction box inside of the hand hole. Ted did not want to break anything trying to get the top off of the junction box. He asked me to check with the company that installed the lighting relay panel.

Electrician number three, Wayne Hickey made a site visit on November 18. He and Bob Bottino tested the exterior lights and found that only the newly installed bollard lights next to the new stairs have good connections. With the ground nearly frozen, it is not feasible to dig up the ground near the exterior lights to make necessary repairs. To keep the area safe during darkness, Bob and I agreed that temporary lights are necessary for safety and were installed on November 19.

8. Elevator Failed Inspection

A telephone that can only dial 911 was installed in the elevator on March 8 and the elevator passed inspection.

* No change since last Librarian's Report

Kudos

Congratulations to me for attending the MCPPO classes to keep me up to date on Massachusetts public procurement laws and use this knowledge for the library's benefit.