

Lincoln Public Library Trustees Meeting
April 23, 2019

Present: Jacquelin Apsler, Chair; Ron Chester; Martin Dermady; Kathleen Nichols; Dennis Picker; Peter Sugar; Barbara Myles; Cathy Moritz, Lincoln Garden Club Board

1. **Welcome Dennis Picker – Newly Elected Trustee**

Dennis was congratulated and welcomed as the library's newest Trustee. He is looking forward to helping the library.

2. **Catalpa Tree Reproduction – Cathy Moritz**

Cathy stated that catalpa trees generally live for approximately 80 years. The library's catalpa tree is now about 120 years old. It is an amazing specimen due to its twisted trunk and limbs and the Garden Club wants to make a clone of it. Last summer the Lincoln Garden Club took cuttings collected by Branfield Tree and tried to grow them in pots. Unfortunately, all of them died. Cathy contacted the Arnold Arboretum to get expert help for the project. Sean Halloran, Head of Plant Propagation, is very interested in this project suggested five options:

- a. Take cuttings at different times of the year and grow them in pots;
- b. Collect seeds from the catalpa tree and grow them in pots (some of the seeds are clones);
- c. Take a twig from the catalpa and graft it onto another catalpa tree;
- d. Use the air layering technique to produce roots on a branch of the catalpa tree while it is attached to the tree;
- e. Take root cuttings and grow them in pots.

In addition to helping the Lincoln Garden Club clone the catalpa tree, Sean Halloran will show them how to keep the catalpa tree alive. Cathy requested that the Trustees give the Lincoln Garden Club permission to formulate plans for cloning the catalpa tree. When the plans are finished, Cathy will present the plans to the Trustees.

Motion: There was a motion to give permission to the Lincoln Garden Club to formulate plans for cloning the catalpa tree and make a presentation to the Trustees when the plans are ready.

Vote: Yes = 6, No = 0.

3. **Review Meeting Minutes**

a. **Minutes of February 26, 2019 Trustees Meeting**

There was a motion to accept the minutes as amended.

Vote: Yes=6, No=0

b. **Minutes of March 25, 2019 Trustees Meeting**

Ron requested changes to item "o" so that it states deCordova Sculpture Park and

Museum will be operated by the Trustees of Reservations starting July 1. The Council of Overseers will continue to exist under the new arrangement. The Board of Overseers, however, will be replaced by an advisory board.

There was a motion to accept the minutes as amended.

Vote: Yes=6, No=0

4. **Discussion Items**

a. **Air Conditioners Replacement Project – Update**

Peter reported that the project may cost more than our budgeted amount of \$265,000 due to a strong construction market. He advised the Finance Committee's liaison to the Trustees, Andy Payne, about this and raised the possibility of the Trustees requesting a reserve fund transfer to make up the shortfall. Bids are due on May 6, 2019.

b. **Foundation Research – Update**

Ron and Kathleen have suggested lawyers who could do the legal work to start the 501 (c) (3) Library Foundation. There was discussion about finding people to form the foundation's board. One way to get people interested is to center the creation of a foundation around a project. Martin reminded us that we already have interior design and landscaping projects ready for construction. He suggested that we consider an idea suggested years ago—enclosing the terrace facing Trapelo Road with glass to form an atrium that would also bring natural light into the basement and transform the interior space significantly.

Jacquelin reminded us of the current situation of a large school building project beginning soon followed by a new \$15 million Community Center. Peter added in a new \$15 million building for the DPW might also be on the horizon. The Town won't have an appetite for another big project. Kathleen raised the situation of wealthy people purchasing what they want on Amazon instead of using the library. How do we get them interested in library construction projects? Ron and Martin agreed to brainstorm about this.

c. **Code of Conduct Policy**

Some non-content revisions were made to the latest draft of the policy. For the more friendly version, a cross reference to the full policy was requested because the friendly version does not include as much information as the full policy.

5. **Upcoming Trustee Transitions**

Lucy Maulsby is our new Trustee appointed by the School Committee. She will attend the next Trustees meeting on May 28.

6. Reports

a. Librarian's Report – Barbara Myles

The children's librarians had special programs during April school vacation week. Sarah Feather had a peepshi making program on April 17 at 5:30 p.m., a time more appealing to older kids. 16 kids attended, which is a very good turnout! What is a peepshi? Peeps are marshmallow candies that are available in the spring. Kids mixed jelly beans, gummy worms, and other candies in with the peeps as they desired. The peeps and candy mixture was wrapped in a fruit roll-up instead of nori (seaweed) and Rice Krispie Treats were used instead of cooked rice. During March I took three courses given by the Office of the Inspector General to qualify for my fourth MCPPO recertification. Laura Paryl attended a course taught 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 could sell for a lot of money. The books stored in the vault are of interest primarily to Lincoln residents so there is not much of a market for them.

b. Building & Grounds Updates – Peter Sugar and Barbara Myles

The library has spent nearly all of its maintenance warrant article money. It looks like we will not spend all of the money in the electricity line item. When the maintenance warrant article money runs out, we will use money in our building expenses account.

c. Friends of the Lincoln Library – Martin Dermady

The Friends' Staff and Volunteer breakfast is on May 7 beginning at 9 a.m. The library will be closed during the breakfast so that staff do not have to cover the service desk during the event. Jacquelin asked Barbara to ask the Friends to invite the library's newest Trustees: Lucy Maulsby and Dennis Picker.

d. Finance Report – Review of Non-Municipal Funds Corrections

The official finance reports for March were not ready in time for our meeting. The Accounting Department and Treasurer's Department need to reconcile the reports before they are official. The Accounting Department has an open position and Veronica Phillips, Assistant Finance Director, is doing two jobs until the vacancy is filled. Veronica provided a PDF of the library's accounts as of April 23 for our review.

7. Adjournment

The next meeting is on Tuesday, May 28, 2019.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,
Barbara Myles

LIBRARIAN'S REPORT
May 28, 2019

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

Public Services

Public services staff are working on the summer brochure of library programs. We will have a reduced schedule due to the air conditioning replacement project. Staff are spending down their materials budgets.

Staff Training

1. Sarah Feather attended the Massachusetts Library System's "Why YS? Advocating for the Youth Services Profession" workshop on April 26. At this conference Sarah learned ways to persuasively advocate for the role of library service to children and young adults public libraries. She also networked with the other youth services librarians at the conference, which will lead to collaborative professional relationships.
2. Kate Tranquada attended the Massachusetts Library System's "Copyright and Plagiarism Basics" at the Walpole Public Library. Copyright is written into the U.S. Constitution and protects intellectual property. One component of copyright that is a concern at the library is fair use. People can use the library's photocopier to make personal copies of copyrighted work. However, some people are breaking copyright law when they photocopy library materials. Here is a description of fair use from the U.S. Copyright Office, "Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. Section 107 of the Copyright Act (<http://www.copyright.gov/title17/92chap1.html#107>) provides the statutory framework for determining whether something is a fair use and identifies certain types of uses – such as criticism, comment, news reporting, teaching, scholarship, and research – as examples of activities that may qualify as fair use." (<https://www.copyright.gov/fair-use/more-info.html>.) According to the plagiarism.org, plagiarism is stealing someone else's ideas or words and passing them off as one's own.
3. Kate went on a field trip with the Minuteman Library Network's Reference Interest Group to the Massachusetts Historical Society in Boston on May 14. MHS was founded in 1791 and is the country's first historical society. Kate told me that MHS is trying to be more welcoming and is encouraging people to visit.
4. Laura Paryl went to the Massachusetts Library Association's Conference on May 22. At the "They Didn't Teach Me This in Library School" talk, Michael Wick (Director of the Burlington Public Library) and Heather Backman (Director of the Hopkinton Public Library) spoke about their experiences dealing with difficult patron behavior. Both Heather and Michael spoke about how important security cameras are to get photos of patrons that they can give to the police. As problems escalate with these patrons, the police will recognize

them. Heather and Michael have monthly meetings with library staff and police staff to discuss patron behavior in their libraries. A tip that Heather shared was that staff should be consistent in enforcing or bending the rules. Do not reward bad behavior. An example she gave was of a patron yelling at staff because he wanted a book renewed even though it was on hold for someone else. If you break the rule for this patron, then s/he will feel entitled to having this rule broken all of the time for his/her benefit.

5. Staff Training Half Day – June 4

At Trustees meetings we discussed difficulties staff have working with some people who have mental health issues. Sometimes people visit the library and do not want traditional library services. Library staff who are stationed at public service desks, are readily available for them to strike up conversations. Some might be having a bad day and want to vent their frustrations. Some are creepy. Some are lonely. Some are scary. To help staff Jacquelin got a CHNA 15 grant for staff trainings at the 12 CHNA 15 town libraries. The training is scheduled for June 4.

Friends of the Library

The Friends approved a staff training grant to Alyssa Freden so she can attend the American Library Association's Annual Conference in Washington, DC. So far the book sale has raised \$2,000 more than last year at this time. The goal is to raise \$10,000-\$12,000 from book sales. The theme for the May book sale was architecture books. For June the theme will be summer reading (aka beach books). The spring newsletter and 2019 telephone book were mailed to all Lincoln residences in early May. All agreed that the brunch went better than the recent luncheons. Having the library closed was great so that all staff could attend the brunch. The Friends plan to have a mini book sale at the Summer Reading Kick Off Party on June 19. In addition to selling books, the goals are to create a greater awareness of the book sale and to get younger people involved in the book sale.

Code of Conduct Policy Update

Dana Weigent, Laura Paryl, and I met to discuss updates to our Code of Conduct policy on April 23 and May 7. Lt. Sean Kennedy met with us at the May 7 meeting and gave us suggestions for the abbreviated Code of Conduct to post as a flyer in the library. We have new versions of the Code of Conduct policy and the abbreviated Code of Conduct flyer for the Trustees' May 28 meeting.

Donation

The Aldrich Astronomical Society has a Library Telescope Program. To raise money to purchase the telescopes, the AAS applies for grants from various companies and organizations. AAS selected the Lincoln Public Library as a recipient of an Orion StarBlast 4.5 telescope funded by a grant from MathWorks of Natick. We received the telescope and a 90 minute training of its use on May 16. The AAS modified the telescope to make it easier to use and provided simple user instructions. Kate Tranquada took the telescope home over the Memorial Day weekend to try it out.

Library Land Project's Ranking of Public Libraries

Adam Zand and Greg Peverill-Conti love libraries and work in them for their PR agency,

SharpOrange. As they explain on their website, “No WeWork, expensive office space, no jitters-inducing Starbucks or even home offices (well occasionally) for us!” They can work in libraries for free. Since late 2017 Adam and Greg have visited over 170 libraries in Massachusetts plus libraries in other states and rated them. There are approximately 450 public libraries (including branch libraries) in Massachusetts. Lincoln received a very high rating. We received a 4.45 rating out of a maximum score of 5.0. Only 11 of the 170 Massachusetts libraries ranked as of May 11 received higher scores! Of course we are happy to receive high ratings and we knew that people were using the library for office space. We never targeted this user group but it is true that public libraries are business pre-incubators.

New Photocopier

With the exception of the Library and the Council on Aging, the Town’s Information Technology Department pays for leasing photocopiers at Town departments. The Friends of the Library and the Friends of the Council on Aging raise funds to purchase photocopiers and pay for their maintenance. Michael Dolan, Lincoln’s IT Director, wants to get rid of this exception. On May 23 he told Lisa Rothenberg and me that he wants to add the photocopiers at the Library and COA to his budget. Lisa and I met with a Canon sales person on May 28 about our requirements for a new photocopier. Ease of use is the top priority.

Building and Grounds 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.

I contacted Michael Louis, Senior Principal at Simpson Gumpertz & Heger, on May 20 about performing the water test in early July.

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. Background noise measured -32db and would cause a lot of static on the hearing loop. Since then we have located the source of the interference to the Comcast cable connection in the Tarbell Room and some pipes in the space between the floor of the Tarbell Room and the ceiling tiles of the Lincoln Historical Room. A Comcast technician repaired the connection in the cable jack in the Tarbell Room. Bob Bottino affixed pipe insulation and Faraday fabric to the pipes described above. Shanahan Sound staff retested the EMI level in the Tarbell Room on April 9 and got background noise readings in the Tarbell Room from -40db to -46db. This background noise level is nearly low enough to install the hearing loop. Bob installed another layer of Faraday fabric to the pipes above the Lincoln Historical Room to further decrease. The hearing loop was installed on May 20. Background noise readings taken before the installation were a very quiet -46db.

4. Replace AC1, AC2, and AC3

The first round of bids for our air conditioning replacement project were all too high. Our construction budget is \$265,000. We only received one bid in the amount of \$420,000 due to a hot construction market. The project will be re-advertised on May 29 in the Central Register with the air conditioner for the Gund addition as the main project and the two air conditioners in the attic of the Preston building as an alternate project. Most likely we will be able to afford only the replacement air conditioner for the Gund addition.

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 planning because her company's "project schedule would not accommodate [her] doing the work." I relayed this information to Dan Pereira, Director of the Parks and Recreation Department. He told me that he would ask Byrne's Landscaping to plant the tulips. The tulips began blooming on May 7 and most of them were in bloom on May 24, three days before the Memorial Day ceremony at the War Memorial!

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 inside the library 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.

With the exception of Library Lane, street lights are on a network controlled by the Town. After discussing this problem at a few Trustees meetings, Jacquelin suggested that I send an email to Chris Bibbo and copy herself and Mary Day, Assistant Town Administrator, requesting that the Library Lane street lights be put on the Town's street light network. I sent this email on April 26. On May 2 Chris copied me on an email he sent to McDonough Electric asking them to look into the problem. On May 10, DPW staff, Bob Bottino, and McDonough Electric dug around on the parking side of LL to find out how the street lights are connected to electricity. They found the electrical connections for some but not all of the street lights.

Additional repairs are needed to the water main that broke at the intersection of Library Lane and Bedford Road last summer. Bob told me that Steve McDonald, DPW Foreman, told him that when the road is dug up this summer, a conduit from the Town's street light network to the street lights on Library Lane will be installed.

On May 23 Bob Bottino and Bob Lager dug out dirt from the planter in the handicapped parking area and found a deteriorated electrical box. This box must be replaced so that electricity can be restored to the outdoor lights on the library side of Library Lane.

8. Repack Fire Pump

Bob Bottino runs a monthly ten minute test of the fire pump to make sure it is working properly. After the October 25 test, Bob reported that it was leaking worse than usual and that I should call for repairs. I called Rustic Fire Protection, the company that installed the fire pump in 2014. A technician made repairs on November 2 but he told me that the fire pump's packing should be replaced. I called Rustic Fire Protection about this repair but they did not schedule the repair. On November 15 I called Norel about repacking the fire pump.

Norel outsources this work. Norel was not able to find a company to do this work. Bob Lager works at one of the Weston public schools as the first shift supervisor of custodians. He told me that Weston uses Ellis Fire Suppression Services for their fire suppression systems. On December 26 I sent an email to Ellis Fire Suppression Services asking if they repack fire pumps. They do and a technician came to the library on January 4 to inspect the fire pump. On January 9 the technician told me that he is waiting on pricing for packing and parts for the fire pump. On a follow up call the technician said that the manufacturer has discontinued this fire pump and will not sell the needed packing and parts.

I already knew that Jeff White, the engineer for our air conditioning replacement project, also designs fire suppression systems because he bid on our fire suppression project several years ago. On May 14 I asked him if he could recommend a company that could repack our fire pump. Jeff asked me to send him the manufacturer's information about our fire pump so he could look into this. Bob Bottino got me the requested information and I emailed it to Jeff the same day.

9. Exterior Painting

Patrick Brady, the man who restored the library's original entrance and painted the turret next to the entrance, is working on a cost proposal for painting the exterior wood on the Bedford Road side of the Gund building. This includes the Children's Room turret and large window.

10. Energy Efficiency

Eversource's Illuminate Mass lamp exchange initiative provides LED T8 lamps to replace fluorescent T8 tube lamps. Since March 2016 we have replaced 65 fluorescent T8 lamps and need to replace 136 more to finish this project. The grant from Illuminate Mass will allow us to finish this project much more quickly than we would have otherwise.

11. Stop Cars from Traveling the Wrong Way on Library Lane

Almost every week I see a car traveling up Library Lane from Trapelo Road. On April 24 I spoke with Police Chief Kevin Kennedy after reading an article in the Lincoln Squirrel about flashing red lights getting added to the stop signs at the intersection of Codman Road and Lincoln Road. The DPW was able to install the lights without going through the Traffic Committee. Kevin explained that we can ask the DPW to add a black and white one way sign with an arrow because we are not requesting a change to the traffic flow. Kevin asked me to copy him on the email I send to Chris Bibbo, Superintendent of the DPW. Later that day I sent an email to Chris. On May 2 Chris copied me on an email he wrote to Steve McDonald, DPW's Foreman, and Jim Durkin asking them to follow up with me about pavement markings. Perhaps this means that the DPW will paint an arrow on the pavement at the intersection of Library Lane and Trapelo Road to make it more obvious that Library Lane is a one way street.

12. Facility Review

The Capital Planning Committee funded a facility review of the library to be performed in FY2020. The last facility review was performed in January 2004. I contacted Michael Louis, Senior Principal at Simpson Gumpertz & Heger, on May 20 about performing the facility review in early July. Michael performed the 2004 facility review.

* No change since last Librarian's Report

Kudos

Congratulations to Sarah Feather for getting the Codman Pool swim coach job. Sarah was a competitive swimmer through college in the South where swimmers are really fast, and has coaching experience. We are hoping that some of the swimmers follow Sarah back to the library and enjoy what we have to offer them.