

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
AUGUST 31, 2004**

CALL TO ORDER:

Chairman Karen Quinn called the meeting to order at 5:45 PM.

PRESENT:

Karen Quinn, Chairman; Dean Voyer, Vice Chairman; Diane Walsh, Treasurer; and Denise Blais and Kristine Donabedian, Trustees. Also in attendance was Becky Boragine, Library Director.

APPROVAL OF MINUTES:

The Minutes of the June 22, 2004, Meeting were reviewed. A motion to approve the Minutes as presented was made by Denise Blais and seconded by Dean Voyer. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine reported that the Library has been extremely busy during the July and August. Both children's and adults' programs have been well-attended. Computer classes will start again soon, and there are waiting lists for classes.

Ms. Boragine stated that Lois Hebner retires effective September 7, 2004, after 23 years of service, and Cindy Huberdault will transfer into

that position. A motion to send flowers in appreciation of her service was made by Diane Walsh and seconded by Denise Blais. The motion was approved unanimously.

Ms. Boragine reviewed Library statistics for the months of June and July, 2004.

A motion to accept the Director's Report was made by Denise Blais and seconded by Dean Voyer. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the following balances: Champlin account, \$9,532.10; checking, \$203, 48; and Trustees account, \$37,856.70.

A motion that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Diane Walsh and seconded by Dean Voyer. The motion was approved unanimously.

A motion to transfer \$5,374.09 to the Town of Lincoln for fines collected during April, May and June was made by Diane Walsh and seconded by Kristine Donabedian. The motion was approved unanimously.

A motion to accept the Financial Report was made by Denise Blais and seconded by Dean Voyer. The motion was approved unanimously.

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UNFINISHED BUSINESS:

None noted.

NEW BUSINESS:

Ms. Boragine reviewed the new policy and procedures associated with the State's Open Meeting Laws. A motion to comply with the Open Meetings Law as requested by the Secretary of State was made by Dean Voyer and seconded by Kristine Donabedian. The motion was approved unanimously.

Ms. Boragine requested approval of attendance at a conference by the New England Library Association in Manchester, NH, for a staff member on the Children's Literature Committee. A motion to approve the \$45 conference fee and \$18 luncheon was made by Diane Walsh and seconded by Denise Blais. The motion was approved

unanimously.

Ms. Boragine requested approval of her attendance of a one-day seminar on redesigning and renovating a library also presented by NELA in Manchester, NH. A motion to approve the \$155 conference fee was made by Diane Walsh and seconded by Dean Voyer. The motion was approved unanimously. The Trustees requested that the Library Director report to them the information presented at the conference.

EXECUTIVE SESSION:

By a motion made by Denise Blais and seconded by Diane Walsh and on a roll call vote, the Trustees voted to adjourn to Executive Session at 6:30 PM under Section 42-46-4, Closed Meetings, more specifically, Section 42-46-4(1), Personnel.

By a motion made by Denise Blais and seconded by Dean Voyer, the Trustees voted to reopen the meeting to continue Library business. The Executive Session adjourned at 6:40 PM.

ANNOUNCEMENTS & REMINDERS:

Ms. Boragine reviewed several upcoming programs for children, teens and adults.

ADJOURNMENT:

There being no further business, a motion was made by Denise Blais

and seconded by Kristine Donabedian to adjourn the meeting at 6:40 PM. The motion was approved unanimously.

Respectfully submitted,

Patricia A. Martins

Board Secretary