

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
October 26, 2004**

**CALL TO ORDER:**

**Chairman Karen Quinn called the meeting to order at 5:35 PM.**

**PRESENT:**

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

**APPROVAL OF MINUTES:**

**A motion to approve the Minutes of the September 28, 2004, Meeting was made by**

**Ms. Blais and seconded by Ms. Donabedian. The motion was approved unanimously.**

**DIRECTOR'S REPORT:**

**Ms. Boragine reviewed programming for the month of October and upcoming programming for November.**

**Ms. Boragine reviewed Library statistics for the month of September.**

**FINANCIAL REPORT:**

**Ms. Walsh reported the following balances: Champlin account \$1,550.21; Trustees account, \$42,916.75; checking account, \$211.27; and Certificate of Deposit, \$25,199.24.**

**A motion that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respect accounts was made by Ms. Walsh and seconded by Ms. Blais. The motion was approved unanimously.**

**A motion to transfer funds to the Town of Lincoln for fines collected for the months of July, August and September in the amount of \$4,842.97 was made by Ms. Walsh and seconded by Mr. Voyer. The motion was approved unanimously.**

**A motion to transfer funds to the Friends of the Library for book sales and T-shirt sales for the months of April, May, June, July, August and September in the amount of \$592.74 was made by Ms. Walsh and seconded by Mr. Voyer. The motion was approved unanimously.**

#### **EXECUTIVE SESSION:**

**By a motion made by Ms. Walsh and seconded by Ms. Blais and on a roll call vote, the Trustees voted to adjourn to Executive Session at 5:45 PM under Section 42-46-4, Closed Meetings, more specifically, Section 42-46-4(1), Personnel.**

**By a motion made by Ms. Blais and seconded by Ms. Walsh, the**

**Trustees voted to re-open the meeting to continue Library business.  
The Executive Session adjourned at 5:50 PM.**

**UNFINISHED BUSINESS:**

**Ms. Quinn reported that she spoke with the Town Administrator regarding the closing of the Library for the upcoming Christmas and New Years holidays. It was decided that the Library will close both Saturday, December 25 and January 1, and celebrate the holidays on Monday, December 27 and January 3. Under Section 10-1 of the Collective Bargaining Agreement, the Library has the option to change employees' schedules with 15 days' notice. The regularly-scheduled employees on Saturday will not be paid for that day but will be allowed to take comp time anytime during the week convenient to both them and the Library. Ms. Boragine indicated that there would be 3 employees affected on Christmas Day and 4 employees affected on New Years Day.**

**Ms. Boragine updated the Trustees on the Library's new heating system. Temporary heaters have been used for the past week, which adequately heat the majority of the building, except for the meeting room. The Town recently awarded the work to Lincoln Energy Mechanical Services, and the installation should be completed by Thanksgiving.**

**NEW BUSINESS:**

**Ms. Boragine reported that she recently met with the Friends of the**

**Library, and they intend to continue supporting the Library with the purchase of passes to area museums and attractions. In addition, the Friends have purchased book bags, which are being sold at the front desk.**

**Ms. Boragine announced that the Library will participate in the Food for Fines program from December 13 to 18.**

**Ms. Boragine distributed a Policy on Patron Behavior/Unattended Children. Again this year, behavior of some teens in the Library after school has been disruptive. After lengthy discussion, the Trustees agreed that after warning the offender(s) once, the Lincoln Police Department should be contacted for assistance.**

**ADJOURNMENT:**

**There being no further business, a motion was made by Ms. Blais and seconded by**

**Ms. Walsh to adjourn the meeting at 6:30 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Patricia A. Martins  
Board Secretary**