

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
November 29, 2005**

CALL TO ORDER:

Chairman Karen Quinn called the meeting to order at 5:40 PM at the Lincoln Public Library.

PRESENT:

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

APPROVAL OF MINUTES:

The Minutes of the October 25, 2005, meeting were reviewed. A motion to accept the Minutes as presented was made by Denise Blais and seconded by Will Postle. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine reported that a request has been made by the copy machine vendor to raise the price of copies from \$.10 to \$.15. The vendor provides maintenance on the machine as well as a copy machine for staff use. She added that at the present time most patrons print from the computer rather than use the copy machine.

The Trustees suggested that the price of computer printouts also be raised from \$.10 to \$.15.

Ms. Boragine reported that Will Postle has been reappointed to the Board of Trustees and that Diane Walsh will be reappointed by her Town Council representative. Karen Quinn's reappointment was deferred to the next Town Council meeting.

Ms. Boragine indicated that programming has been popular and well-attended.

Ms. Boragine stated that the Library has received a \$15,000 Champlin Foundation grant to be used for computer-related equipment, such as monitors, software and a server. The Library has also received a Legislative Grant of \$1,500.

Ms. Boragine reviewed Library statistics for the month of October.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the following balances: Champlin account, \$1,686.75; Trustees account, \$45,753.67; checking account, \$462.68; and Certificate of Deposit, \$26,037.15.

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 Denise Blais.

The motion was approved unanimously.

New bank signature cards were distributed by Diane Walsh for endorsement by all current Trustees. In addition, former Trustee, Dean Voyer, joined the meeting in progress to authorize a request for the removal of his name from all bank records.

UNFINISHED BUSINESS:

Karen Quinn reported that she and the Library Director again met with union representatives for a negotiating session, and the union has presented a new proposal for an increase to the health insurance premium paid the Library in order to decrease the co-payment of union members. It is estimated that the cost of this proposal would be an additional \$7,000 per year, and Karen Quinn was unsure whether they could commit to the arrangement on the Town's behalf. Attorney Vin Ragosta will be contacted to explore the ramifications of the proposal. Another contract negotiation session is scheduled for 3:00 PM on Monday, December 5.

Ms. Boragine reported that she spoke with representatives at the Lincoln School Department and the Lincoln Police Department regarding their current security systems. One unsolicited bid for updating the Library's current security system was received from Sonitrol, and Ms. Boragine will contact other vendors recommended by the other Town departments. However, the Trustees must first decide on the scope of the project.

Ms. Boragine stated that she will appeal to the Budget Board to have funding added to the Library's FY2006/2007 budget to cover the cost of the project.

NEW BUSINESS:

Ms. Boragine requested permission to collect canned goods in lieu of fines during the two weeks prior to Christmas as has been done in previous years. After discussion, the Trustees agreed. All items collected will be donated to a local food bank.

Ms. Boragine noted that the next meeting is scheduled for December 27. After a brief discussion, the Trustees agreed to suspend regular business for the December meeting but gather for a holiday dinner at either the Good Times Café of Queen of Clubs restaurant. Denise Blais agreed to make the reservation.

Karen Quinn noted that each Trustee recently received a letter by mail from a patron complaining about improper treatment by a staff member during a recent program.

Ms. Quinn reported that she spoke with the woman and apologized for the incident.

Lengthy discussion ensued about the current program registration process. The Trustees recommended that if a patron who has registered for a multi-session program misses the initial session, a courtesy call should be placed by a staff member to the patron to advise that their spot will be given to the next person on the waiting

list if they are no longer interested in attending the program.

ADJOURNMENT:

There being no further business, a motion was made by Denise Blais and seconded by Diane Walsh to adjourn the meeting at 7:15 PM. The motion was approved unanimously.

Respectfully submitted,

Patricia A. Martin

Board Secretary