

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 5, 2008**

**CALL TO ORDER:**

**Karen Quinn, Chairman called the meeting to order at 5:50 PM at the Lincoln Public Library.**

**PRESENT:**

**Karen Quinn, Chairman, Diane Walsh, Treasurer, Dean Voyer, Denise Blais and Wil Postle, Trustees were present. Also in attendance were Becky Boragine, Library Director, Diane Dexter, Assistant Library Director and Gretchen Hanley, Reference Librarian.**

**APPROVAL OF MINUTES:**

**The Minutes of the November 27, 2007, meeting were reviewed. A motion to accept the Minutes was made by Wil Postle and seconded by Dean Voyer. The motion was approved unanimously.**

**DIRECTOR'S REPORT:**

**Ms. Boragine informed the Board that she attended 5 Connecticut Libraries with Elizabeth Mainiero, Needs Assessment Consultant. She took many pictures for the Board to take a look at.**

**Ms. Boragine also attended, in January, the second Needs**

**Assessment Meeting, the weekly Budget Meeting at the Town Hall, 2 monthly OSL Steering Meetings and the RI League of Cities and Towns Annual Meeting.**

**Ms. Boragine, lastly informed the Board that she attended the Northern RI Chamber of Commerce Meeting, held at the Library. She said that the meeting was very interesting. She learned about the many projects (i.e. new businesses and/or restaurants) being considered for the Town of Lincoln.**

#### **FINANCIAL REPORT:**

**Treasurer Diane Walsh reported the following balances:**

- Champlin account - \$1,762.83**
- Trustees account - \$36,047.02**
- Checking account - \$333.52**
- Certificate of Deposit - \$53,063.20**
- Catie Kurowski Fund - \$3,776.71**

**A check was written to the Town for \$3,995.99 for fines collected.**

**The Board received a bill from Elizabeth Mainiero the Needs Assessment Consultant. The Board made a motion to pay the bill of \$5,745.02 from the Trustees Account. The motion was approved unanimously.**

**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 Wil Postle and seconded by Dean Voyer. The motion was approved unanimously.

#### **UNFINISHED BUSINESS:**

Elizabeth Mainiero submitted a Building Needs Assessment Photo Survey. Within this survey, Ms. Mainiero included a proposal for a 1 floor and 2 floor building, which would be located on the current Library site. She lastly, identified many weaknesses of the Library Building:

- Too crowded
- Without separated areas for each function
- Missing space for staff to work or think or talk privately
- Lacking several community rooms
- Poorly lighted for tasks
- Insufficient parking

Along with Ms. Boragine, Ms. Mainiero created a spreadsheet of estimated room sizes. They also created a map the areas that are going to be needed in a new Library. They compared the current size of each area to what is needed to create a better functioning Library.

A question was asked by Trustee, Wil Postle, about the next step after the Needs Assessment is complete. Wil emailed Town Council member Jeremiah O'Grady and he responded by saying the next step would be to go to the Council with the results of the Needs

**Assessment.** He also stated that after meeting with the Council, the Board might be directed to meet with the Capital Improvement Committee.

No one volunteered for the upcoming PLA Conference in Minnesota. Plans to attend have been cancelled.

#### **NEW BUSINESS:**

Ms. Boragine received an email from Kim Balentine, Children's Librarian, about a program that could be of interest for the summer. This program would have the children "Read for Charity." The theme this year would be "Look Who's Inching Along for Charity." When one book is read, the child would be given a jumbo quarter, which would represent a real quarter to be donated by a chosen organization (i.e. Friends of the Lincoln Public Library). The money would then be given to a charity. The Board will keep this program in mind.

Ms. Boragine submitted a preliminary Budget to the Town Administrator. This Budget did not include any salary information. Salary numbers will be figured out after Ms. Boragine sits with the Town Administrator and Finance Director. The Budgeting process was different this year. Each Town Department had to start with a zero based Budget. She reminded the Board that to keep State Aide of \$175,000.00, the Library Budget must be comparable to last year.

**Ms. Boragine will meet with the Town Administrator about the Security System. This will have to go out to bid.**

**ADJOURNMENT:**

**There being no further business, a motion was made by Denise Blais and seconded by Dean Voyer to adjourn the meeting at 6:50 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Caitlyn P. Tucker  
Board Secretary**