

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES**

April 29, 2008

CALL TO ORDER:

Karen Quinn, Chairman called the meeting to order at 5:37 PM at the Lincoln Public Library.

PRESENT:

Karen Quinn, Chairman, Diane Walsh, Treasurer, Denise Blais, Dean Voyer and Wil Postle, Trustees were present. Also in attendance was Becky Boragine, Library Director.

APPROVAL OF MINUTES:

The Minutes of the March 25, 2008, 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 of all the Programs that were held in April. She said attendance was good. Also, Ms. Boragine said that the Friend's will be paying for all the Summer Programs this year. The Library will not be receiving funds for these Programs from the State as in previous years.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the following balances:

- Champlin account - \$2.99**
- Trustees account - \$30,301.68**
- Checking account - \$375.06**
- Certificate of Deposit - \$53,679.99**
- Catie Kurowski Fund - \$3,935.08**

A check was written to the Town for \$5,187.00 for fines collected.

For the 2007 year, the interest earned on all Board accounts came to \$5,968.65.

The bank returned a check for \$9.00 (NSF). They did not charge the Board, but the \$9.00 will go back on the Patrons Library Card and they will be unable to borrow books till the fine is paid in cash.

Last meeting Diane Walsh informed the Board that the Catie Kurowski Fund came up for renewal. The Fund was renewed for another 11 months at a 2.95% interest rate. This will bring the next renewal date to March 7, 2009.

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 Denise Blais and seconded by Dean Voyer.

The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine received the final Needs Assessment from Elizabeth Mainiero, the Needs Assessment Consultant. Ms. Boragine and Assistant Library Director Diane Dexter reviewed the final Assessment and found some errors. They corrected the errors and returned it to Ms. Mainiero. She will make the corrections and re-submit the final Needs Assessment again. The Board inquired about getting the Assessment in a digital format so they could make needed copies to distribute, that the pictures and graphs be in color and that the final copy be bound. Ms. Boragine said she would speak with Ms. Mainiero about these concerns.

The Fiscal Year 2008/2009 budget was approved by the Budget Board.

The custodian line added \$12,854.00 to the Library Budget and approximately \$17,000.00 was added overall. This brings the Library Budget up approximately \$30,000.00 over last years numbers.

Ms. Boragine said that the union members met with a Union Representative. The Town Administrator mentioned he would like to put off negotiations until next year.

NEW BUSINESS:

For the 2007/2008 Budget, the Board approved a 5% salary increase for the Library Director, Ms. Boragine. This was the same amount

that was contracted for the Union Members for the 2007/2008 Fiscal Year. Ms. Boragine did not receive this increase, but was given the same as the other Non-Union Town Hall Employees, which was approved by the Town Administrator, T. Joseph Almond. This discrepancy was brought to Ms. Boragine's attention by Budget Board Member Roberta Gosselin. Ms. Gosselin suggested that Ms. Boragine bring this issue up with the Library Board. The Board decided that Chairmen, Karen Quinn, would go and speak with the Personnel Director, Joanne McManus.

As in previous years, the Board unanimously voted to close the Library on Saturday's for the months of July and August.

The Town has asked all Town Departments to put their policies on a new template provided by the Personnel Department. Ms. Boragine has started putting the Behavior, Meeting Room and Nepotism policies in this format. The Board suggested putting the following at the end of each policy: Library Board Approved, with the date. This was approved unanimously by the Board. It was also suggested to create a policy on returned checks (NSF). Ms. Boragine will put a draft together for next meeting. Chairman, Karen Quinn, asked for Ms. Boragine to provide the Board with a list of all policies currently written for the Library at next months meeting.

The Board unanimously voted to pay \$50.00 for the Children's Librarian to attend a sign language seminar.

ADJOURNMENT:

There being no further business, a motion was made by Denise Blais and seconded by Wil Postle to adjourn the meeting at 6:21 PM. The motion was approved unanimously.

Respectfully submitted,

Caitlyn P. Tucker

Board Secretary