

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
January 25, 2011**

CALL TO ORDER:

Karen Quinn, Chairman called the meeting to order at 5:31 PM at the Lincoln Public Library.

PRESENT:

Karen Quinn, Chairwoman, Merle Krueger, Denise Blais, and Wil Postle Trustees were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Diane Walsh, Treasurer

APPROVAL OF MINUTES:

The Minutes of the November 30th, 2010 meeting were reviewed. A motion to accept the Minutes was made by Wil Postle and seconded by Merle Krueger. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended six Director's meetings at the town an additional meeting with the town's Capital

Development Committee during the month. The proposal was presented to the Capital Development Committee about the library expansion project and they seemed very receptive to the plan. The budget for the library has been submitted to the town. During December, two computer classes were held; two story times, five children's programs, five teen programs, one family program and seven adult programs took place. Ms. Boragine indicated that items added to the collection in December were 592 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,494 items.

A total of 46 new patrons were given library cards. Loaned 4,113 items out to other libraries and borrowed 1,632 items. The in-house computer usage was 1, 954. The Library web pages were accessed 176,188 times. The online database usage was 525. Overdrive usage was 88 and E-Books usage was 180.

A motion to accept the Director's report was made by Denise Blais and seconded by Wil Postle. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh was absent from the meeting no balances reported.

- Fines:
- Champlin Account: \$
- Trustees Account: \$
- Checking Account: \$
- Certificate of Deposit:

- **Catie Kurowski Fund: \$**

Ms. Boragine indicated what monies were owed - \$509.06 for the Employee Appreciation Dinner, \$2,260 owed for the purchase of the downloadable books, videos, etc. (of which the money was received from the legislative grant), \$30.00 for the Newspaper Carriers (3 x \$10.00 tip each). Trustee Blais indicated that the fines that are owed to the town are \$3975.50. A motion that the Board agrees 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. Motion seconded by Trustee Merle Krueger. The motion was approved unanimously.

UNFINISHED BUSINESS:

The Capital Improvement project was again discussed in detail. Ms. Boragine has a meeting scheduled with T. Joseph Almond and Public Works Director Michael Gagnon to discuss the RFP. The RFP will consist of having the project designed and engineered by an architect to do the basic work. The Town Engineer has since left the town and did not write the RFP. Ms. Boragine indicated the both Joe Almond and the CDC were receptive to the project. Chairwoman Quinn questioned if the CDC would be putting funds into the project. John Ward, the Town Finance Director, indicated that there was some money available from a previous bond (\$80K – 100K) for the expansion of the building. Trustee Krueger questioned if the Town Council is going to need a full blown proposal. Chairwoman Quinn

indicated that this is going to be a phase project and that this expansion is the first step towards building a larger library. Ms. Boragine indicated that we are not looking to use OLIS money yet, we want this addition to accommodate a larger building eventually. Trustee Krueger questioned what the space was going to be dedicated for – was it still the computer area? The location of the addition will probably be best suited for moving higher shelving units into the back area of the addition and build in a glass room area. The rough size of the addition of 48 x 24 or 48 x 48 was presented to the CDC, Ms. Boragine reiterated. Trustee Postle questioned if a basement was possible for storage and it was indicated by Ms. Boragine that because of wetland and the low grade it would all have to be tested to consider a basement.

NEW BUSINESS:

Open Positions:

Ms. Boragine is still acting as the Circulation Head. A part-time circulation position is also open. Ms. Boragine hopes to promote someone in the near future to serve as the Circulation Head. The Circulation Head is responsible for supervising six to seven people, attend meetings and report to staff, prepare notices, etc and provide the support for staff when dealing with patrons. Ms. Boragine indicated that the staff is wondering when someone will be hired in a full-time capacity as the Circulation Head. She also stated that the part-timers are doing a great job. Ms. Boragine indicated that she is

trying to maintain the services for patrons with the staff that she has. She also has a staff member out on maternity leave.

Ms. Boragine told the Board that during the big storm in January the Library did not open and during the second big storm the Library opened late (11:00 am). Trustee Blais questioned if the schools are closed does the library also close and Ms. Boragine indicated that they follow the Town guidelines, if the town offices are closed then so is the library.

There was some discussion about the need to change June's meeting, and for the February meeting 2/22 Chairwoman Quinn will not be present.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Trustee Krueger to adjourn the meeting at 6:15 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary