

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
March 29, 2011**

CALL TO ORDER:

Karen Quinn, Chairwoman called the meeting to order at 5:33 PM at the Lincoln Public Library.

PRESENT:

Wil Postle, Merle Krueger, Diane Walsh, Treasurer (late 5:42 pm) and Denise Blais (late 5:37) Trustees were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the February 22, 2011 meeting were reviewed. A motion to accept the Minutes was made by Wil Postle and seconded by Merle Krueger. The motion was approved unanimously. The minutes of a March 9, 2011 rendition meeting were reviewed. A motion was made to accept the minutes was made by Wil Postle and seconded by Merle Krueger.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended two Director's meetings at the town and met with Merle Krueger, the Town Administrator and the Public Works Director about the library building and she also attended a meeting with an Ocean State Libraries' consultant. She also met with a representative of the Budget Board to discuss the library budget that was submitted. The Budget is nearly the same as last year; there should be an increase in state aid by \$7,000. Ms. Boragine indicated that the library is growing, especially in the e-usage and overdrives usage is up. During February, five computer classes were held; seven story times, five children's programs, four teen programs, and three adult programs took place. Ms. Boragine indicated that items added to the collection in February were 528 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,682 items. A total of 83 new patrons were given library cards. Loaned 3,566 items out to other libraries and borrowed 1,932 items. The in-house computer usage was 1,360. The Library web pages were accessed 202,588 times. The online database usage was 1,212. Overdrive usage was 210 and E-Books usage was 415.

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

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- **Fines:**
- **Champlin Account: \$33,594.72**
- **Trustees Account: \$107,455.65**
- **Checking Account: \$331.14**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,159.05**

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 Merle Krueger. Motion seconded by Wil Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

The Capital Improvement project was again discussed in detail. Architects are working on a rendition of the addition to present to the public at the Financial Town Meeting in May. Trustee Krueger assisted them with the ideas the Board has for the floor plan and in explaining how the flow of the library should be. The architects took pictures of both the inside and outside of the building and will provide drawings of how the Library will look once the addition has been completed.

A letter was placed in the Library newsletter asking for the community's support in the expansion. Expressed in the letter was that these funds would come from restricted capital funds not from the town's operating budget. Chairwoman Quinn questioned if we

have enough money to do the addition and if the space is enough. Ms. Boragine indicated that the Town Administrator T. Joseph Almond had asked the board that question previously. He believes that given that the town population is not growing, what we are proposing enough. Ms. Quinn also questioned the use of the funds for the addition – is the Trustee's account and Champlin monies being used. Ms. Boragine explained that the exact amount for the addition has not been determined and we should try to determine this before we ask Champlin for money. The deadline to ask for funds from Champlin is in May and Ms. Quinn indicated that we need to get the grant application ready for our request for additional money from them. Trustee Krueger discussed that the cost for the addition needs to be determined before we request money from Champlin. Ms. Boragine indicated that she would begin the process of determining the cost. She will contact the other Libraries in the state that have recently completed additions and ask who they used and their costs per square foot. Ms. Quinn also questioned if the approximately \$480,000 that we have allocated for the addition if that will include interior renovations necessary to complete the addition. It is believed that the \$480,000 should cover both interior and exterior work.

Ms. Boragine indicated that she has been approached by the Friends of the Library asking how they can assist the library. They asked for several details on the addition so that they can begin fundraising. The Lions also want to know how they can assist. It was determined that the fundraising efforts should be focused on the support of the

project first and then determine a fundraising goal and work towards that. It was suggested that many local businesses may want to contribute to this project.

NEW BUSINESS:

The dates of the May & June meetings were requested to be changed. The May meeting was changed to May 24th and the June meeting was moved to June 21st.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Postle and seconded by Trustee Walsh to adjourn the meeting at 6:31 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary