

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

April 26, 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 5:39 pm) and Denise Blais (late 5:44) Trustees were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the March 29, 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.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town and have met with representatives of the Friends. During March, seven computer classes were held; eight story times,

three children's programs, ten teen programs. Ms. Boragine indicated that items added to the collection in March were 782 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 19,393 items. A total of 60 new patrons were given library cards. Loaned 4,587 items out to other libraries and borrowed 2,222 items. The in-house computer usage was 2,254. The Library web pages were accessed 204,000 times. The online database usage was 1,720. Overdrive usage was 216 and includes 94 Audio and E-Books usage was 172.

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: \$4,345.50
- Champlin Account: \$33,601.85
- Trustees Account: \$110,397.19
- Checking Account: \$531.60
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,160.62

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 Denise Blais. Motion

seconded by Merle Krueger. 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 was sent a PDF file version of the rendition and provided feedback to the architect. Ms. Boragine has not seen a rendition and expressed concern that it needs to be ready and available for the FTM. The Friends of the Library have made up book marks that are being passed out seeking support for the addition at the FTM. Additionally, buttons were also made up and are available as well. Letters were sent to the various newspapers seeking the public's support of this much needed addition.

Ms. Boragine indicated that the Town Planner, Al Rinaldi is reviewing and making some minor adjustments to the RFQ. She further explained that this RFQ includes what is in the RFP so those submitting qualifications know what is expected if they are chosen submit a proposal. Ms. Boragine explained that the exact amount for the addition has not been determined and the request for grant monies from the Champlin Foundation is due May 2nd. The Champlin Foundations website states that you should inform them ahead of time if the request will be delayed that is the approach that Ms. Boragine is going to take.

Ms. Boragine further went onto to explain that the RFQ should be published May 10th/11th and that this RFQ will be forwarded to the list of contractors/architects on the OLIS list. A briefing would be held within one week of the release of the RFQ and then a two week time frame for the return of the RFQ. Then the RFP should be ready approximately June 15th and we would know how much money is needed to complete this project. A meeting will be set up once the proposals come in and the Trustees are charged with picking the appropriate party from the RFP's received. Town Planner, Al Rinaldi has offered to assist the Trustees in this process.

Ms. Boragine has also been working on solicitation letters to businesses in town seeking financial support of the Library, the letters will be on behalf of the Trustees.

NEW BUSINESS:

Ms. Boragine has met with the Friends of the Library and they will be meeting after the FTM and are very excited about this addition. They are planning fundraising for it and have several viable ideas.

The question was raised about having a book sale, however a significant amount of space is needed and that it does not generate that much money to pursue this idea.

The Library will be closing on Saturdays from July through Labor Day.

The monthly newsletters have been sent out and distributed to patrons.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Trustee Walsh to adjourn the meeting at 6:24 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary