

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
May 24, 2011**

CALL TO ORDER:

Karen Quinn, Chairwoman called the meeting to order at 5:34 PM at the Lincoln Public Library.

PRESENT:

Diane Walsh, Treasurer, Wil Postle, Denise Blais and Merle Krueger (late 5:40) Trustees were present. Also in attendance were Becky Boragine, Library Director and Mark Dube from the Friends of the Library.

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the April 26, 2011 meeting were reviewed. A motion to accept the Minutes was made by Wil Postle and seconded by Denise Blais. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town, the Financial Town Meeting, OSL membership

meeting, OSL circulation heads meeting, an organizational meeting for OSL, Capital Development Committee meeting and the Friends annual meeting. During April, seven computer classes were held; eight story times, three children's programs, ten teen programs and 8 adult programs took place. Ms. Boragine indicated that items added to the collection in April were 791 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,832 items. A total of 55 new patrons were given library cards. Loaned 4,255 items out to other libraries and borrowed 1,939 items. The in-house computer usage was 2,254. The Library web pages were accessed 204,000 times. The online database usage was 1,643. Overdrive usage was 217 and includes 79 Audio and E-Books usage was 106.

A motion to accept the Director's report was made by Trustee Blais and seconded by Treasurer Walsh. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines:
- Champlin Account: \$33,608.75
- Trustees Account: \$106,547.07
- Checking Account: \$531.87
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,162.14

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 Trustee Blais. Motion seconded by Trustee Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

The Capital Improvement project was again discussed in detail. It was discussed that the Town would like to set up a sub-committee where two members of the Board of Trustees along with Budget Board member Michael Babbitt, Town Councilman John Flynn, Building Inspector Roger Pierce, Town Planner Al Rinaldi and Becky Boragine be created as a work group to work on the Library improvements.

Chairwoman Quinn questioned if the Board of Trustees will be losing the control over the design and how the money is spent on this project. Ms. Boragine indicated that the Town believes this is the best route to follow due to not having to post every change or addition to the design plans. Trustees Walsh & Postle liked the idea of the town assisting with the project because of their recent experience with the building of the senior center. Trustee Blais echoed Chairwoman Quinn's sentiment that the Board should have final say as to how the money is to be spent. Ms. Boragine indicated that the funds will be ready in the new fiscal year that begins in July.

The RFP proposals have not been sent out yet. Chairwoman Quinn questioned the delay and wants the project to start sooner rather than later. Ms. Boragine explained that the Town Planner is reviewing the RFP & RFQ and making some modifications. The exact amount for the addition has not been determined. Many members voiced concern over what happens with the Champlin Funds that are in the account that are to be utilized for the project. Ms. Boragine indicated that she would investigate that with the Town. The concern was brought up by Trustee Walsh that if this is the option that town is presenting to the Board, if the Trustees do not agree with this option can the Trustees say no and what would happen with the funds allocated.

Trustee Krueger believes that the amount the Trustees provide from the Trustees account should provide the Library with a say on how those funds are to be used/allocated. He hopes that consensus could be reached with this subcommittee and suggested that we submit the Library Boards "grand" plans to the committee before decisions are made. Chairwoman Quinn indicated that any major decisions should not be made without Trustee involvement. A motion was made by Chairwoman Quinn that the Subcommittee that is being set up by the Town submit any major proposals for review and comments by the Board of Trustees. Motion to accept was made by Trustee Postle and seconded by Trustee Walsh. Trustees Postle and Krueger agreed to sit as members of this Subcommittee and Chairwoman Quinn would serve as an alternate.

NEW BUSINESS:

Ms. Boragine introduced Mark Dube from the Friends of the Library to the members present. She indicated that she has met with the Friends to discuss ideas of fundraising activities. Mr. Dube discussed a few ideas he had experience with and that the Friends would like direction from the Board if they can start fundraising. Many ideas were also discussed among the board members including wine tastings, chocolate tastings, cooking contests, Buy Local events to name a few. Ms Boragine 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. Mr. Dube indicated that they would also be sending out letters.

Ms. Boragine reminded the Trustees about the Bear Auction and that it would open the 1st week in November and close on November 17th.

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 Postle to adjourn the meeting at 6:47 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary