

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
June 21, 2011**

**CALL TO ORDER:**

**Trustee Denise Blais, called the meeting to order at 6:30 PM at the Lincoln Public Library.**

**PRESENT:**

**Trustees Wil Postle, Denise Blais and Merle Krueger, were present. Also in attendance were Becky Boragine, Library Director and Kristin Scribner from the Jr. Friends of the Library.**

**ABSENT:**

**Chairwoman Karen Quinn & Treasurer Diane Walsh**

**APPROVAL OF MINUTES:**

**The Minutes of the May 24, 2011 meeting were reviewed. A motion to accept the Minutes with one correction was made by Merle Krueger and seconded by Wil Postle. The motion was approved unanimously with the correction.**

**DIRECTOR'S REPORT:**

**Ms. Boragine informed the Board that she attended a Director's meeting at the town, and the Capital Development Committee**

subcommittee meeting. Also, Ms. Boragine followed up on questions on the Library's Champlin Foundation grant. During May, eight computer classes were held; eighteen story times, two children's programs, four teen programs and nine adult programs took place. Ms. Boragine indicated that items added to the collection in May were 1,256 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,568 items. A total of 49 new patrons were given library cards. Loaned 4,324 items out to other libraries and borrowed 1,703 items. The in-house computer usage was 2,234. The Library web pages were accessed 269,063 times. The online database usage was 1,643. Overdrive usage was 222 and includes 106 Audio 116 E-Books and E-Books usage was 46.

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

#### **FINANCIAL REPORT:**

Treasurer Diane Walsh reported the balances to Ms. Boragine and she reported them as follows:

- **Fines:**
- **Champlin Account: \$33,615.89**
- **Trustees Account: \$106,713.17**
- **Checking Account: \$534.31**
- **Certificate of Deposit:**

- **Catie Kurowski Fund: \$4,163.71**

**Also reported were Book Sales in the amount of \$295.53. Trustee Postle questioned if the Board should consider moving the Trustee Account monies to a higher interest bearing account for the next six months while plans are completed on the project. Ms. Boragine indicated that she would check out interest rates and present those to the Board at the August meeting. 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 Krueger. Motion seconded by Trustee Postle. The motion was approved unanimously.**

**UNFINISHED BUSINESS:**

**Ms. Boragine discussed the subcommittee meeting of the Capital Development Committee. She indicated that it was a very positive meeting. Trustees Krueger & Postle who also attended agreed that the meeting was very informative. Trustee Krueger mentioned that Building Official Roger Pierce brought up the possibility that the library may need to add sprinklers to be up to fire code. He mentioned that the addition may make the library large enough that it will need to comply with the new fire code. Ms. Boragine suggested that the Board consider it a necessity when allocating funds. It is approximately a \$50,000 expense.**

**The RFQ is being sent out and any submissions will be sent to the**

Library directly. Trustee Blais questioned who would be selecting those that are qualified bidders for the project. Trustee Krueger provided the timeline for the RFQ being three weeks out and then the RFP's is sent out and a two week turnaround will be when the bids start coming in. The bids will go directly to the Town Finance Director, Mr. Ward.

Trustee Krueger asked the Board what its priorities were in the project. He raised the point that the Library should be able to do more than adding on a 48' x 48' addition. A bidder should be able to put a number on each "phase" of the project and that the Library should be able to provide the bidders with a list of the priorities and obtain prices for each priority. It was discussed amongst the Trustees that the priorities are as follows: 1) 48 x 48 square foot addition, 2) re-configuration of existing space, 3) designing a new entrance way, 4) parking lot additional spaces/traffic flow redesigned.

Ms. Boragine cautioned the Board that we should not indicate to any bidder how much money that is available to be used for the project. She also expressed interest that the front entrance should be part of the reconfiguration and maybe turned into a sitting area for adults.

Another representative from the Friends of the Library was introduced by Ms. Boragine. Kristin Scribner, of the Jr. Friends of the Library was there on behalf of their president. She spoke about the fundraisers that the Friends are planning; \$100 raffle ticket fundraiser, a wine and cheese event, and corporate appeals to name a

few. She also spoke about the Jr. Friends of the Library plans on holding fundraisers but on a smaller scale and that they are more family type of fundraisers. Trustee Krueger asked that before corporate requests are sent out that the Board and the Friends collaborate so that both groups are not requesting donations. Ms. Scribner indicated that the Friends plan on having additional meetings about the fundraising events and that more information will be forthcoming at the August meeting. Trustee Postle asked if Cinema World had been contacted to hold some family nights and Ms. Scribner indicated that she would look into for the Jr. Friends.

#### **NEW BUSINESS:**

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

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

The Board of Trustees next meeting will be August 9th at 5:30 pm.

#### **ADJOURNMENT:**

There being no further business, a motion was made by Trustee Krueger and seconded by Trustee Postle to adjourn the meeting at

**7:17 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Joan Dion**

**Board Secretary**