

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
September 27, 2011**

CALL TO ORDER:

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

PRESENT:

Trustees Wil Postle, Denise Blais, Merle Krueger and Treasurer Diane Walsh, 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 August 9th, 2011 meeting and the August 9th , 2011 Executive Session Minutes were reviewed. A motion to accept both sets of the Minutes was made by Denise Blais and seconded by Wil Postle. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town, the Ocean State Library's quarterly meeting and

a refresher seminar on supervisory skills. Also, Ms. Boragine sent out the letter to the Champlin Foundations to update them about the grant monies. During August, seven children's programs, nine teen programs and eight adult programs took place. Ms. Boragine indicated that items added to the collection in August were 745 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 18,420 items. A total of 80 new patrons were given library cards. Loaned 4,006 items out to other libraries and borrowed 2,014 items. The in-house computer usage was 2,347. The Library web pages were accessed 216,274 times. The online database usage was 315. Overdrive usage was 272 and includes Audio 100, Disney 13, E-Books 159 and additional E-Books usage was 2.

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

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$0.00
- Champlin Account: \$33,637.08
- Trustees Account: \$105,431.35
- Checking Account: \$589.62
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,168.37

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 Chairwoman Quinn. The motion was approved unanimously.

UNFINISHED BUSINESS:

Trustee Postle discussed the subcommittee meeting of the Capital Development Committee. The committee reviewed the five bids submitted under the RFP. Trustee Postle stated that there are two bidders that are very competitive while some of the bids were very different than the others based upon their interpretation of the RFP. There was a major discrepancy in prices for architectural and engineering services, ranging from \$40-90k. The Subcommittee will be meeting the first week in October to review the five bids and interview the companies about their proposals. A summary was presented to the board as to the engineers/architects that are being interviewed. Chairwoman Quinn questioned how the Champlin Foundations grant request was going. Ms. Boragine indicated that Champlin was updated about the need for the library addition and the need to correct issues that will be identified by federal/state mandates - ADA, floor plan, fire suppression and new furniture.

Trustee Krueger asked the board if they were open to other ideas besides a Children's Room if the architects/engineers identify a better

solution. Board members were all in agreement that they were open to other ideas.

Mark Dube from the Friends of the Library attended to update the Board on their progress on fundraisers that the Friends are planning. Mr. Dube and the Friends sold over 400 ducks for the Cumberland Lincoln Boys & Girls Club Annual Duck Race Fundraising effort. The Friends will be a recipient of some of the money raised. They are going to be holding smaller fundraisers and are looking at several options including hiring an event planner. They will also be planning nights out events at local restaurants. They may also wait till ground is broken on the addition before embarking on a larger fundraiser.

Chairwoman Quinn was sent a draft of the corporate letters that are going to be sent out by the Library. Treasurer Walsh suggested that a raffle be done along with an event. The suggestion was made that a TV or I Pad be the items raffled off with tickets also being sold at the library circulation desk. Ms. Boragine is going to check out websites for Target and Best Buy to see what items that we may be able to get donated to raffle off.

NEW BUSINESS:

Ms. Boragine discussed the Annual Report. She reported that circulation is down a little, but E-Readers and computer usage went up. The Long Range Plan was presented to the board for discussion

and approval. Trustee Krueger questioned offering video games and if they were acceptable in a library setting. Ms. Boragine indicated that only offering "E" rated video games was acceptable. Treasurer Walsh indicated that we entrust the librarians to secure the most appropriate items for our collection and we should consider that appropriate video games will be acquired. Trustee Postle questioned circulating an E-Reader as mentioned in the plan. Ms. Boragine indicated that the by offering an E-Reader to people it will free up people from keeping a book on hold, and that many libraries are circulating them and have not had a problem. Trustee Krueger also asked about VHS usage and how often are they circulated. Ms. Boragine indicated that she is narrowing the collection down. Treasurer Walsh mentioned that the Senior Center may be interested in some of them. Chairwoman Quinn commented that many of the series of VHS tapes were very expensive. Treasurer Walsh asked that a typographical error in the plan be corrected, on page two, second paragraph and for the sentence to read "The project that will begin with the groundbreaking in the Spring 2012". A motion to accept the Annual Report & the Long Range Plan report was made by Trustee Krueger and seconded by Treasurer Walsh. The motion was approved unanimously with the typographical error to be fixed.

The Patron Survey was discussed. Ms. Boragine indicated that it is required to be done every three years for the state. However this survey needs to address the specific customer service skills of the library staff. She has requested information on staff seminars and

has found a seminar that would cost about \$1500 just to present a survey and an additional fee to interpret the results. Chairwoman Quinn suggested that OLIS be contacted to see what companies that they can refer. Joanne McManus, Town Human Resource Director is helping create a survey that we can give out and that the Ms. Boragine should be able to interpret the results. A rough copy was presented and all board members felt that it needed to be refined before utilizing it. Trustee Krueger suggested having the survey on line, and do a press release in the Valley Breeze asking patrons to provide feedback on the Library. Ms. Boragine indicated that in prior years the survey has been submitted via the tax bills and that that might be an option, or also using survey monkey. Treasurer Walsh suggested that a press release be in the Valley Breeze indicating where people can pick up a survey and have them printed out and given to local businesses. This can also tell patrons that the library is looking for input from its patrons about the addition. Chairwoman Quinn and Trustee Krueger thought that was a great idea to get patron buy-in of the project. Trustee Krueger suggested that the survey be placed as a link on our website.

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

ADJOURNMENT:

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

6:43 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary