

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
October 25, 2011**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:36 PM at the Lincoln Public Library.

PRESENT:

Trustees Wil Postle, Denise Blais, Treasurer Diane Walsh, and Chairwoman Karen Quinn were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the September 27, 2011 meeting were reviewed. A motion to accept the Minutes with one spelling correction was made by Trustee Blais and seconded by Trustee Postle. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended Director's meetings at the town. Ms. Boragine also discussed prior year's

executive minutes weren't sealed properly and that a request for these minutes had to be produced because of this error. Executive Minutes are properly sealed currently. During September four computer classes were held, three children's programs were held, twelve story times, eight teen programs and seven adult programs took place. Ms. Boragine indicated that items added to the collection in September were 678 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,235 items. A total of 70 new patrons were given library cards. Loaned 3,840 items out to other libraries and borrowed 1,764 items. The in-house computer usage was 1,982. The Library web pages were accessed 214,767 times. The online database usage was 1,622. Overdrive usage was 240 and includes Audio 117, Disney 4, E-Books 119 and E-Books usage was 27.

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

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- **Fines: \$3,950.71**
- **Champlin Account: \$33,643.85**
- **Trustees Account: \$104,091.65**
- **Checking Account: \$233.64**

- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,169.89**

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

UNFINISHED BUSINESS:

Trustee Postle discussed the interviews of the architects selected by the Capital Development Committee. The committee interviewed the group and it was not an easy task. Chairwoman Quinn asked what the deciding factor in deciding which architect to select and Trustee Postle stated that it was the answers to the questions asked. Ms. Boragine indicated that the interaction with the board and committee was very good when they made the selection. The committee selected Mark Saccocio & Associates. Ms. Boragine also indicated that in about a month Champlin will have made a decision and we would be notified if we will receive the \$180,000. In discussions with Champlin, they have indicated that they would like to see any money awarded to be used for the actual building of the addition. Ms. Boragine plans on meeting with the architects as soon as the contract is signed and will begin working on the project. The contract was approved by the Town Council and waiting for the appropriate signatures.

NEW BUSINESS:

Ms. Boragine informed the Board that she has hired a part-time Children's Librarian. She indicated that it was difficult finding qualified applicants and that the Library was lucky to be getting such a qualified Librarian given that the pay differential was significant from her previous employer, the Pawtucket Library.

Ms. Boragine informed the board that it is Diane Dexter's last week of employment. Chairwoman Quinn told Ms. Boragine to inform Ms. Dexter that the Board wishes her well and indicated that she is welcome to return as a part-time staff member.

Ms. Boragine asked the Board if there was a possibility of establishing sub-committees to review job descriptions and assist in establishing a new technical position within the Library. Treasurer Walsh questioned the need for subcommittees given the size of the Board and felt that emailing information ahead of time so that Board members could come to meetings prepared could eliminate the need for a subcommittee. Chairwoman Quinn questioned how subcommittees would affect the Open Meetings requirement. Ms. Boragine informed the Board that two trustees and one additional person present would satisfy the requirement. Several Board members questioned how Lincoln compares with the other local library's staffing structure. Treasurer Walsh expressed the need to have job descriptions reviewed and more clearly delineated.

Chairwoman Quinn questioned where the greatest need was – Technology, Children’s or Assistant Director. Ms. Boragine said that most of the current job descriptions are over twenty years old and were written in the 1990’s. Chairwoman Quinn asked Ms. Boragine to put together a list of suggestions about how she would like to update the job descriptions and based upon that list the Board would provide her with feedback. Ms. Boragine indicated that when she is ready to move forward with hiring the Town’s Personnel Director would assist her in interviewing candidates. Trustee Blais asked if Ms. Boragine would have this information prepared for the next Board meeting in November, offering her concern with the Board not meeting in December. Ms. Boragine said that she would do her best to get the Board this information ahead of time.

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

ADJOURNMENT:

There being no further business, a motion was made by Trustee Postle and seconded by Trustee Blais to adjourn the meeting at 6:17 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary