

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 28, 2012**

CALL TO ORDER:

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

PRESENT:

Trustee Denise Blais, Merle Krueger, Wil Postle, Treasurer Diane Walsh (5:38 pm) and Chairwoman Karen Quinn were present. Also in attendance was Becky Boragine, Library Director and Sharon Fisher, President of the Friends of the Lincoln Public Library.

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the January 31, 2012 meeting were reviewed. A motion to accept the Minutes was made by Trustee Postle and seconded by Trustee Blais. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town, a meeting with the Library Building Committee,

an Ocean State Libraries Steering Committee meeting, Quarterly Membership meeting and a special OSL Summit. During January three computer classes were held, four children's programs were held, ten story times, four teen programs and three adult programs took place. Ms. Boragine indicated that items added to the collection in January were 576 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,466 items. A total of 78 new patrons were given library cards. Loaned 3,452 items out to other libraries and borrowed 1,773 items. The in-house computer usage was 1,809. The Library web pages were accessed 185,305 times. The online database usage was 847. Overdrive usage was 847 and includes 122 Audio, 5 Disney, 341 E-Books and E-Books usage was 170.

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

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$**
- Champlin Account: \$213,719.97**
- Trustees Account: \$110,183.11**
- Checking Account: \$235.34**
- Certificate of Deposit:**

- **Catie Kurowski Fund: \$4,175.32**

Trustee Blais inquired if the Trustees should move money to another institution due to banking regulations and what is insured. She also questioned if the money should be transferred to the town before bidding goes out. Chairwoman Quinn questioned the number of accounts that we have and Treasurer Walsh indicated that Navigant Credit Union should probably be called given the amount of money that we do have with them and possibly move money to another institution. Ms. Boragine indicated that she would contact the town Finance Director and ask if monies should be transferred to the town to pay for the additions' expenses. Ms. Boragine also submitted receipts for the staff appreciation luncheon, Diane Dexter's retirement party, and the newspaper carriers. Total amount requested to be paid was \$740.46. She requested that money be transferred to cover these expenses.

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 that there will be a meeting On Wednesday February 29th, 2012 to discuss the allocation of the renovation money that trustees have and how that money is to be allocated for the

addition. Chairwoman Quinn questioned if the cost of the project has been finalized yet. Ms. Boragine indicated that site work was performed in January. Aerial photos have been provided the Environmental Engineer. Trustee Blais questioned the logistics of the current area where the trash is deposited and additional parking spaces. She also wanted to know what provisions have been made for these items. Ms. Boragine indicated that the trash area is to be shifted to the other side of the building and won't be an issue. She also indicated that the Committee is looking at addressing several of these issues. Trustee Postle also questioned if interior work such as installation of the fire suppression system will be performed around the library hours or will the library need to be shut down. Ms. Boragine indicated that she will be checking with the contractors that are selected and will advise once she has communicated with them. Trustee Blais raised the point that if the library is to be shut down, that time would be the perfect opportunity to provide staff training/seminars on customer service. All Trustees and Ms. Boragine agreed that that would be a good use of their time if the Library is closed.

NEW BUSINESS:

The President of the Friends of the Library was present to report on their efforts at raising funds for the addition. Ms. Fisher reported that their annual memberships are 23 families and 15 sponsors. The Friends raised approximately \$150 on selling hearts at the library;

they plan on using these funds to purchase an E-reader to raffle off. She plans on filing with the state police for the raffle and will advise Ms. Boragine about the raffle soon. Other fundraising ideas that the Friends are considering are a summer antique appraisal day, a brick campaign, a book sale, and an online campaign on the Friends website. Ms. Fisher has spoken with the Cumberland Library with regards to their book store and was told that they make approximately \$2,000 a month. She questioned if an empty class room at the school might be an option. She would also like to work with the Trustees on a brick campaign once construction begins. She also discussed bequests, donations for benches and possibly tile paintings. She is working with a graphic artist in designing a Lincoln T-Shirt and also wants to have cards/postcards made up. It was discussed if these items would be ready when they “kick-off” the brick campaign. The Trustees were pleased with the items presented and look forward to working more closely with the Friends.

Ms. Boragine indicated that there are three vacancies, two part-time positions and one full time position. Two of the three jobs have been posted. Ms. Boragine informed the Trustees that she has received a small number of applicants for the Assistant Directors job. Treasurer Walsh asked if Ms. Boragine was ready to interview any candidates. Ms. Boragine indicated that she would prefer to wait and that she would like to receive in additional applicants to have a larger pool to draw from before selecting candidates to interview. Treasurer Walsh suggested that the job be posted again to increase the number of

applicants. The Trustees all agreed that this was a good idea.

The calendars have distributed to patrons.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Treasurer Walsh and seconded by Trustee Blais to adjourn the meeting at 6:55 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary