

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
May 29, 2012**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:41 PM at the Lincoln Public Library.

PRESENT:

Trustee Wil Postle, Treasurer Diane Walsh, Trustee Denise Blais (5:51 pm) and Chairwoman Karen Quinn were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Trustee Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the April 3, 2012 and April 24, 2012 meetings were accepted. A motion to accept the Minutes was made by Trustee Postle and seconded by Treasurer Walsh. The motion was approved unanimously.

DIRECTOR'S REPORT:

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

Financial Town meeting, and the Friends annual meeting. During April zero computer classes were held, six children's programs were held, ten story times, two teen programs and seven adult programs took place. Ms. Boragine indicated that items added to the collection in April were 811 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,927 items. A total of 60 new patrons were given library cards. Loaned 3,480 items out to other libraries and borrowed 1,829 items. The in-house computer usage was 2002. The Library web pages were accessed 148,226 times. The online database usage was 1,422. Overdrive usage was 565 and includes 134 Audio, 0 Disney, 431 E-Books and E-Books usage was 88.

A motion to accept the Director's report was made by Trustee Postle 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: \$213,850.77**
- Trustees Account: \$101,987.65**
- Checking Account: \$203.32**
- Certificate of Deposit:**
- Catie Kurowski Fund: \$4179.28**

Trustee Blais inquired about the invoice for \$7,000 to the Architects and if it had been paid. Ms. Boragine indicated that the check had been sent to the Architects.

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:

The library plans were on display for viewing. Ms. Boragine highlighted exterior elevations, demolition plans, lighting, electrical and cable plans. She also reviewed the new layout of the circulation area, seating plans and the children's area. Ms. Boragine indicated that the RFP should be advertised the week of June 7th, 2012. It was also discussed that there are no plans to close the library during construction as the project is to be completed in phases.

The Financial Town meeting was also discussed. Ms. Boragine indicated that the Budget Board gave kudos to the Library Trustees and the Library Director for seeking additional funding for the library expansion project. She also informed the board that the Champlin Foundation has acknowledged the Library's request for additional grants, but has deferred the proposal for \$48,000 until the two outstanding grants that the library has been awarded have been used

and the grant process has been completed.

Ms. Boragine held interviews on April 24th, 2012 for the Assistant Director's position. Assisting in the interview process were Chairwoman Quinn and Town Human Resource Director Joanne McManus. They interviewed four candidates and one was offered the job. The start date of the new person is July 2, 2012 due to prior work commitments.

A discussion was also held about the customer service seminar that Ms. Boragine would like to hold for the library employees. She has received three quotes ranging in price from \$1500.00 to \$3500.00. Trustee Blais offered to make contact with Bank of America and ask about their training program. Ms. Boragine suggested having a librarian from out of state come to perform this type of program. This item will be placed on next month's agenda for further discussion.

NEW BUSINESS:

Ms. Boragine discussed the summer schedule. The library will be closed on Saturdays from July through Labor Day. The DVD contract was submitted to all board members. Ms. Boragine informed the board that VHS has become obsolete. She will be withdrawing many from the collection and transferring a select few onto DVD. It was suggested by Trustee Blais that the library might want to consider purchasing equipment that has the ability to transfer VHS tapes to

DVD's. After review of the DVD contract, a motion was made to accept the contract by Chairwoman Quinn, and seconded by Treasurer Walsh; the contract was approved unanimously by the board.

The monthly newsletters and calendars have been sent out and distributed to patrons. Ms. Boragine informed the board about the activities recently held at the library including the plant swap and the book sale.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Postle and seconded by Treasurer Walsh to adjourn the meeting at 6:41 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary