

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES**

June 26, 2012

CALL TO ORDER:

Trustee Denise Blais called the meeting to order at 5:43 PM at the Lincoln Public Library.

PRESENT:

Trustee Wil Postle, Treasurer Diane Walsh, Trustee Denise Blais and Trustee Merle Krueger were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Chairwoman Karen Quinn

APPROVAL OF MINUTES:

The Minutes of the May 29, 2012 meetings were accepted. A motion to accept the Minutes was made by Trustee Postle and seconded by Trustee Krueger. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town. During May zero computer classes were held, one family program and one children's program were held, sixteen

story times, three teen programs and twelve adult programs took place. Ms. Boragine indicated that items added to the collection in May were 1,058 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,237 items. A total of 61 new patrons were given library cards. Loaned 3,585 items out to other libraries and borrowed 1,939 items. The in-house computer usage was 1,765. The Library web pages were accessed 172,809 times. The online database usage was 742. Overdrive usage was 588 and includes 128 Audio, 6 Disney, 452 E-Books and all other E-Books usage was 91.

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

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$0.00
- Champlin Account: \$213,895.27
- Trustees Account: \$102,865.78
- Checking Account: \$345.77
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,180.50

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 Krueger. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine indicated that the library addition has been put out for bid. There were fourteen general contractors that had attended a pre-bid meeting. Bids are due July 12, 2012. The bids will be reviewed by the Building Subcommittee. Some bids presented may be only for portions of the work because not all those sending in bids can do all the work or provide all the requested services. The bids are to be broken out into sections for work to be performed (i.e. masonry vs. furniture). Once all the bids have been reviewed, the bids that will be selected will go before the Town Council for approval.

The board discussed a ground breaking planning. Ms. Boragine was informed that within fourteen days of the contract being awarded construction could begin. The trustees discussed that this is a great opportunity for publicity for the library. Town Planner, Al Ranaldi would be a great source of information based upon his experience with the senior center ground breaking ceremony. It was suggested that the Friends of the Library and the Jr. Friends of the Library be incorporated into the ceremony.

NEW BUSINESS:

The staff workshop on customer service training was discussed by Ms. Boragine. She contacted a librarian who had conducted a similar type of workshop at the Cumberland library. Ms. Boragine was provided a price quote of approximately \$500.00 to hold this workshop. Trustee Blais also provided a referral to Ms. Boragine, her contact from Bank of America who performed training on customer service skills to new hires at the corporate call center in Lincoln. Ms. Boragine indicated that she won't be able to make a decision on the workshop until the construction schedule is determined.

Pay raises for part-time staff members was also discussed. The staff that belongs to the union agreed upon a 1.5% pay increase. Ms. Boragine requested that the part-time staff be given the same pay increase as the full time employees. The board agreed that this was a reasonable request and has recommended this 1.5% pay increase for part time employees be submitted to Town Administrator Almond.

Ms. Boragine informed the board that the new Assistant Director starts July 1, 2012.

The monthly newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

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 6:07 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary