

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
August 21, 2012**

**CALL TO ORDER:**

**Chairwoman Quinn called the meeting to order at 6:03 PM at the Lincoln Public Library.**

**PRESENT:**

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

**ABSENT:**

**Trustees Merle Krueger & Wil Postle**

**APPROVAL OF MINUTES:**

**The Minutes of the June 26, 2012 meetings were accepted. A motion to accept the Minutes was made by Treasurer Walsh 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. She also attended construction subcommittee meetings and met with furniture suppliers. During June, zero**

computer classes were held, five children's program were held, one teen program and six adult programs took place. Ms. Boragine indicated that items added to the collection in June were 1,063 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 17,715 items. A total of 73 new patrons were given library cards. Loaned 3,446 items out to other libraries and borrowed 1,886 items. The in-house computer usage was 2,162. The Library web pages were accessed 168,223 times. The online database usage was 742. Overdrive usage was 636 and includes 153 Audio, 8 Disney, 468 E-Books and all other E-Books usage was 8.

During July, zero computer classes were held, thirteen children's program were held, nine teen program and four adult programs took place. Ms. Boragine indicated that items added to the collection in June were 897 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 17,883 items. A total of 82 new patrons were given library cards. Loaned 4,061 items out to other libraries and borrowed 2,008 items. The in-house computer usage was 1,928. The Library web pages were accessed 147,006 times. The online database usage was 612. Overdrive usage was 558 and includes 138 Audio, 4 Disney, 407 E-Books and all other E-Books usage was 6.

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

## **FINANCIAL REPORT:**

**Treasurer Diane Walsh reported the balances as follows:**

- **Fines: \$3,932.75**
- **Champlin Account: \$213,982.66**
- **Trustees Account: \$106,890.28**
- **Checking Account: \$395.96**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,182.58**

**Trustee Blais inquired about the balance in the accounts and when money was going to be paid out for the addition. Ms. Boragine indicated that once construction begins monies will be dispersed.**

**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:**

**Ms. Boragine updated the board on the library addition. Ms. Boragine attended a few meetings with the building sub-committee and set a meeting with the architects. The bids were received and all came in approximately \$300k over budget. The bids went back to the**

contractors and they were asked to review their numbers with the architect. The architect did not expect the bids to come in as high as they did. Ms. Boragine also indicated that several items, including the teen room and other “extras” were not included in the initial numbers, so some scaling back of the project may need to be done. She also indicated that she is working with the furniture suppliers to lower those costs and is getting assistance from the town planner who worked closely with them on the senior center project.

The board discussed a ground breaking ceremony. Ms. Boragine informed the board that until the bids are re-worked and accepted, the ground breaking cannot be scheduled. The trustees discussed that this is a great opportunity for publicity for the library. Treasurer Walsh brought in a Providence College magazine that showed the ground breaking ceremony they held for their addition so that the board could get some ideas for our ceremony. The Friends of the Library received approximately \$18,000 from the estate of Christine Nowak and plan on putting that money towards assisting the library with purchases needed for the addition.

#### **NEW BUSINESS:**

Ms. Boragine informed the board that the position of the Children’s Librarian has been posted.

**A discussion was held on the fundraising process for the addition. A letter is being written by Ms. Boragine with input and assistance from Trustee Postle. This letter would be mailed to businesses in town and a flyer would also be created to mail to all library patrons. The board wondered if a “donate” tab could be added to the website. Chairwoman Quinn also questioned if the Town would be willing to suspend the collection of “fines” so that that money could be retained by the library to use for the construction project. Ms. Boragine also showed the board a donor plaque (tree) that would display the names of those who donated to the project. Dave Sale is assisting Ms. Boragine with this project.**

**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 Blais and seconded by Chairwoman Quinn to adjourn the meeting at 6:54 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Joan Dion**

**Board Secretary**