

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

April 3, 2012

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 6:02 PM at the Lincoln Public Library.

PRESENT:

Trustee Denise Blais, Merle Krueger, and Chairwoman Karen Quinn were present. Also in attendance was Becky Boragine, Library Director and Gretchen Hanley, Reference Librarian.

ABSENT:

Trustee Wil Postle, Treasurer Diane Walsh

APPROVAL OF MINUTES:

The Minutes of the February 28, 2012 meeting were reviewed. A motion to accept the Minutes was made by Trustee Blais 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, two meetings with the Library Building

Committee, met with the engineer, architect and Ocean State Libraries Network Administrator. She also viewed possibilities for furnishings and met with the Budget Board and attended two budget board hearings. During February zero computer classes were held, four children's programs were held, fourteen story times, six teen programs and six adult programs took place. Ms. Boragine indicated that items added to the collection in February were 678 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,642 items. A total of 74 new patrons were given library cards. Loaned 3,476 items out to other libraries and borrowed 1,801 items. The in-house computer usage was 2,033. The Library web pages were accessed 163,141 times. The online database usage was 742. Overdrive usage was 512 and includes 105 Audio, 9 Disney, 398 E-Books and E-Books usage was 35.

Ms. Boragine also informed the Board that the Budget Board has questioned the Champlin Fund grants received by the library and what that money is to be used for. She indicated that they has several questions including whether the Champlin grant money should replace some of the monies received from the town and the way the monies will be disbursed. Ms. Boragine indicated that the Town Administrator T. Joseph Almond has fully supported the grant money to be separate from what the Town has allocated to the library and should remain separate from what the Town has already committed to the Library for renovation/construction.

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

FINANCIAL REPORT:

Treasurer Diane Walsh submitted a written report of the balances as follows:

- Fines: \$**
- Champlin Account: \$213,63.24**
- Trustees Account: \$112,824.50**
- Checking Account: \$394.48**
- Certificate of Deposit:**
- Catie Kurowski Fund: \$4176.88**

Trustee Blais inquired if the Catie Kurowski money is being used for the Young Adult Section. Ms. Boragine confirmed that those funds are to be used for the Young Adults section.

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 Trustee Krueger. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine discussed that she met with the engineer to discuss data lines/electrical outlets. They are going to put in more than what is currently needed. The public WIFI for patrons is going to be expanded by adding additional ports. Discussion about adding data lines/outlets in seating areas is being considered. Trustee Blais questioned if additional lighting and electrical is going to be enough for the space being added to the library. Chairwoman Quinn also asked if lighting being added is just for the new area or for the renovation area as well. Ms. Boragine indicated that the lighting will be addressed for both the new area and the renovated portion. Ms. Boragine also indicated that WB Mason is on the state bid list and their pricing is very good for furniture and have an extensive list of items that the library could choose from. Trustee Krueger met with the Town Planner, Al Ranaldi and had offered that the Architect address the Board with the final plans and review the plans with the Trustees. Chairwoman Quinn agrees that the Trustees should meet with the Architect and asked that plans be made to set up a mutually convenient meeting with the Board and Architect. Trustee Krueger also suggested that the Friends of the Library be invited to this meeting as well, as they would like some input into the garden area because their fundraising efforts have been focused on that area (park benches). Trustee Krueger also informed the Board that he felt as if the budget that we have for the renovation/addition and from what the costs that are being discussed by the architects, put this project in good shape to be completed near the budgeted amount and was very optimistic as to the final outcome. Chairwoman Quinn

questioned if the renovation and the addition are being separated out as to their costs so that the costs can be kept separate. Ms. Boragine indicating that they are trying to keep everything separate.

Ms. Boragine discussed the vacant staff positions. The circulation desk has a temporary employee who may pick up additional shifts if an employee sick leave is extended. The part-time children's position is being filled by a library school student who is currently employed by the library. The Assistant Directors position was discussed. There are five solid candidates for this position and they will be interviewed and then narrowed down from this group.

NEW BUSINESS:

Ms. Boragine discussed an architect's invoice that has been presented for payment. The scope of the work had been expanded from an addition to a renovation and an addition. An additional fee of \$7,000 fee is being invoiced. Trustee Blais questioned this additional fee and the original scope of work that this architect had quoted originally. She also expressed concern to the Board that will this additional fee ultimately affect the project down the road and will the library be \$7,000 short. Ms. Boragine indicated that the scope of the work had changed and that this \$7,000 invoice is well within our budget and that the addition and the renovation invoices are being kept separate. Chairwoman Quinn agreed that this invoice should not affect the bottom line of the project. Trustee Krueger also indicated

that he felt the additional fee from the architect was needed because the scope of the work did change and that he has been reassured that the adding of additional square footage to the library and the renovation of the existing areas won't stretch the Library beyond what can be afforded. Ms. Boragine also indicated, for continuity, the architect used for the addition will be used to complete work on the renovation. Trustee Krueger also commented that there will be changes and surprises as the process continues, but feels as if the biggest surprise we have already been encountered with, and that is the fire suppression system.

Ms. Boragine passed around the thank you notes received in to the library, one from the Library Staff and one from Diane Dexter.

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

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Trustee Krueger to adjourn the meeting at 6:52 PM.

The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary