

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

January 29, 2013

CALL TO ORDER:

Trustee Wil Postle called the meeting to order at 5:46 PM at the Lincoln Public Library.

PRESENT:

Treasurer Diane Walsh, Trustees Denise Blais (5:52), Merle Krueger & Wil Postle were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Chairwoman Karen Quinn

APPROVAL OF MINUTES:

The Minutes of the December 4, 2012 meeting were accepted. A motion to accept the minutes was made by Trustee Krueger and seconded by Trustee Postle. 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 & Furnishings

Meetings for the library addition. During November, one computer class was held, one children's program was held, zero teen programs and one adult program took place. The Teddy Bear Auction was also held. Ms. Boragine indicated that items added to the collection in November were 910 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Items circulated were 14,883 items. A total of 41 new patrons were given library cards. The library loaned 3,366 items out to other libraries and borrowed 1,614 items. The in-house computer usage was 745. The Library web pages were accessed 151,887 times. The online database usage was 1410. Overdrive usage was 579 and includes 142 Audio, 1 Video, 0 Music, 472 E-Books and all other E-Books usage was 17.

During December zero computer classes were held, one children's program was held, one teen program and six adult programs took place. Ms. Boragine indicated that items added to the collection in December were 524 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Items circulated were 13,154 items. A total of 31 new patrons were given library cards. The library loaned 2,848 items out to other libraries and borrowed 1,391 items. The in-house computer usage was 745. The Library web pages were accessed 122,587 times. The online database usage was 575. Overdrive usage was 654.

Ms. Boragine indicated that they're trying to keep the programs and classes to a minimum because use of the community room is limited due to the construction. A tax return assistance program will begin in

February. She also indicated that the budget for the next fiscal year was submitted to the town. Ms. Boragine was informed by Town Planner Al Ranaldi that he requested a capital improvement request in the Town's budget for additional funding to be earmarked for the construction project at the library.

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

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$3182.02**
- Champlin Account: \$118,129.01**
- Trustees Account: \$93,057.05**
- Checking Account: \$342.27**
- Certificate of Deposit:**
- Catie Kurowski Fund: \$4,311.73**

Treasurer Walsh informed the Board that a few checks that were presented for payment to the Library had been returned for insufficient funds. Ms. Boragine informed the Board that the library has contacted the patrons for reimbursement. The Friends Book Sale generated \$697.30 and a payment for \$5850 was made to The Bailey Group, the general contractor. Also the Architect, Saccoccio &

Associates sent in an invoice in the amount of \$4565 for the redesign work required for the front entrance. This invoice was approved for payment.

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 the construction project. A dummy wall has been installed and the children's room has been closed. The construction project is progressing. Bathroom plumbing is being worked on. The fire suppression system was expected to be completed by this time, but has not yet been completed. Ms Boragine will look into a date as requested by Trustee Krueger. She also informed the general contractor of the dates when the library is closed so that they can work early and not disturb or inconvenience patrons too much. The capital request that Town Planner Ranaldi is submitting for the library includes: a special National Grid program for municipalities to install new lighting. In addition to the Nation Grid Program, he is requesting funding for new ceiling tiles to be installed, upgrades to the HVAC system, a book security system, a new glass wall at the entry way, rugs, furniture and parking lot

repaving. The total amount being requested is approximately \$224,000. Ms. Boragine met with the contractor and changed the book drop to accommodate a book and media return. The cost for the upgrade was only approximately \$500.00. She also informed the board that the brick work has begun.

The special fundraising event has been postponed. Ms. Boragine and Assistant Director Ross met with Town Administrator T. Joseph Almond about holding an event. He made the suggestion that the Library reach out to the Chamber of Commerce and host one of the monthly social events. He also suggested that the Library should only hold an open house once the contractor releases the building to the town and construction is not a liability. Based upon this discussion it was agreed to postpone the event.

NEW BUSINESS:

Ms. Boragine informed the Board that a family of the decedents of the Olney Family would like to donate some historical items such as books and magazines to the library. Treasurer Walsh suggested that the family contact the Blackstone Valley Historical Society, the RI Historical Society or the Hearthside, who may have an interest in those items. Trustee Blais questioned what in particular would be donated and the quality of the items. The Board was in agreement that it might be best for the family to be referred to a historical society

rather than the library.

Trustee Krueger wanted to know what the timeline was for completion of the first phase of the project. Ms. Boragine has been informed by the contractor that work should be completed by mid-April.

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 Trustee Krueger to adjourn the meeting at 6:11 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary