

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
March 26, 2013**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:45 PM at the Lincoln Public Library.

PRESENT:

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

ABSENT:

Wil Postle

APPROVAL OF MINUTES:

The Minutes of the February 26, 2013 meeting were accepted. 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 Directors meeting at the town. She also attended Construction & Furnishings

Meetings for the library addition. During February four computer classes were held, zero storytimes, two children's program were held, three teen programs and four adult programs took place. Ms. Boragine indicated that items added to the collection in February 1,060 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 13,636 items. A total of 60 new patrons were given library cards. Loaned 2,925 items out to other libraries and borrowed 1,693 items. The in-house computer usage was 1,440. The Library web pages were accessed 154,989 times. The online database usage was 1,335. Overdrive usage was 651 and includes 156 Audio, 0 Video, 0 Music, 493 E-Books and all other E-Books usage was 71.

Ms. Boragine indicated that the stats have decreased in February. Possible reasons include the number of snow storms in the month of February and rooms being closed due to the construction project. She also indicated that children's programs being held have to be held in small groups due to the space requirements within the conference room

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

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$0.00**
- Champlin Account: \$118,165.82**
- Trustees Account: \$33,705.60**
- Checking Account: \$344.84**
- Certificate of Deposit:**
- Catie Kurowski Fund: \$4,315.10**

Ms. Boragine informed the Board that \$84,000 in the Champlin account needs to be applied towards payments made to the Bailey Group. Invoices have been paid from the Trustees account to date. Invoices need to be submitted to Champlin showing that the grant monies have been expended. Treasurer Walsh will choose four payments that have been made to the Bailey Group to account for approximately \$84,000 and transfer the money from the Champlin account to the Trustees Account accordingly. The balance remaining in the Champlin account will be approximately \$34,000 which will cover the cost of the rugs and the circulation desk being installed.

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 Krueger. Motion seconded by Trustee Blais. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the construction project. A report from the Bailey Group was provided to the Board outlining a two week window of work that will be completed in April. The construction project is progressing, and you can start to see it coming together. The rugs, shelving, windows, painting and the fire alarm system are all being addressed and completed by April 15th, 2013. Chairwoman Quinn questioned whether the temporary wall that has been put up temporarily if it would come down once the April, 15th work has been completed. Ms. Boragine indicated that she would like to see the work completed before the Financial Town meeting.

Ms. Boragine informed the Board that ChemArt in Lincoln will be donating a donation tree to be displayed in the lobby with the names of donors. It was decided that a detailed discussion needs to be held on donations and the amounts for the leaves that are displayed on the donation tree. This will be placed on the agenda for April.

Ms. Boragine and the Town have indicated that they would like to plant a tree/garden in the new garden area honoring the Tree Warden, a town employee who recently passed away. She also indicated that the Friends of the Library do plan on holding a fundraiser for outdoor bricks for the garden area. Ms. Boragine also indicated that the Friends would like a requisition or a purchase order from the Board for furniture that is to be purchased for the Children's room. It was

indicated that the target date for completion is the second week in May.

NEW BUSINESS:

Ms. Boragine informed the Board of a construction change order. Chairwoman Quinn reviewed the change order and signed accordingly. The change order is for the circulation desk, detailing the changes made from the original plans that were submitted by the architect.

A request was made to change the date of the next Board meeting to April 29th, 2013 due to the deadline for the Champlin Foundation grant. A motion was made to make the change of the next board meeting to Monday, April 29, 2013 by Trustee Krueger and seconded by Trustee Blais. The motion was approved unanimously.

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 Treasurer Walsh to adjourn the meeting at 6:32 PM.

The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary