

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
August 20, 2013**

CALL TO ORDER:

Trustee Wil Postle called the meeting to order at 5:53 PM at the Lincoln Public Library.

PRESENT:

Treasurer Diane Walsh, Wil Postle & Merle Krueger were present. Also in attendance was Becky Boragine, Library Director and Nancy Ross, Assistant Library Director.

ABSENT:

Chairwoman Karen Quinn, Trustees Denise Blais

APPROVAL OF MINUTES:

The Minutes of the June 25, 2013 meeting were reviewed. A motion to accept the minutes was made by Treasurer Walsh 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 met with furnishing suppliers and various construction representatives for the library addition. During

June zero computer classes were held, zero storytimes, five children's program were held, one teen program and four adult programs took place. Ms. Boragine indicated that items added to the collection in June 923 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 13,176 items. A total of 50 new patrons were given library cards. Loaned 2,779 items out to other libraries and borrowed 1,863 items. The in-house computer usage was 1,601. The Library web pages were accessed 155,241 times. The online database usage was 650. Overdrive usage was 1,006 and includes 229 Audio, 0 Video, 0 Music, 760 E-Books and all other E-Books usage was 49.

During July zero computer classes were held, six storytimes, twelve children's program were held, eight teen programs and nine adult programs took place. Ms. Boragine indicated that items added to the collection in July 1,078 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,125 items. A total of 83 new patrons were given library cards. Loaned 3,346 items out to other libraries and borrowed 2,145 items. The in-house computer usage was 1,445. The Library web pages were accessed 192,348 times. The online database usage was 541. Overdrive usage was 1,104 and includes 253 Audio, 0 Video, 0 Music, 851 E-Books and all other E-Books usage was 9.

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: \$4,012.16**
- Champlin Account: \$25,679.57**
- Trustees Account: \$8,483.39**
- Checking Account: \$350.89**
- Certificate of Deposit:**
- Catie Kurowski Fund: \$4,320.08**

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 Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the construction project. The new entrance is now open and the old entrance has been closed off with new glass in place of the old door. Additional recessed lighting has been installed as part of a new high efficiency program that the Town and National Grid are participating in. The old circulation desk will be removed soon to make way for a new seating area. No

furniture has been purchased for that area yet, she is working with WB Mason for that area. There was a problem with the front door that was identified; it appears to be working fine since it was addressed with the contractor. Treasurer Walsh mentioned that the book drop area is an issue if people are waiting at the circulation desk; they potentially are blocking the book drop. She asked that the staff members working at the circulation desk be conscious of this. Trustee Krueger inquired about how the new storage room was working out, Ms. Boragine indicated that the staff is happy with the new work area and that they are visible to patrons, as well.

Ms. Ross discussed the fundraising project. She spoke with Town Administrator T. Joseph Almond and discussed a time frame for an event. He indicated that the Chamber of Commerce hosts an event once a month and the timeframe of January/February was feasible. It was suggested by the Town Administrator that Ms. Ross contact the high school to ensure that an event at the library does not coincide with an event at the high school. Treasure Walsh suggested that it might be nice to take advantage of the holidays in February, Lincolns Birthday/Presidents week and use those events as a springboard for the library event. The board also expressed concern about hosting an event in the winter months and the potential of bad weather. Additionally a concern was raised about hosting an event during school vacation week. Ms. Ross will work with the Chamber of Commerce and see what dates are available taking all the suggestions and concerns under advisement.

NEW BUSINESS:

Ms. Boragine informed the Board that the collection box at the circulation desk has raised \$362.00. The Board suggested that the sign at the collection box be changed to indicate that the project is not complete so that patrons know more work needs to be done.

A Tutor Policy was created as a result of an email that was received from a library patron regarding the level of noise while a tutor was tutoring a student. Staff members do intervene when noise levels are disruptive and request the tutor to move to another area where they won't disrupt other patrons, but that is not always possible. Given the email and the new space at the library, Ms. Boragine felt it was time to create a policy. The Tutor Policy was reviewed by the Board. A motion was made by Treasurer Walsh that the Board accept the new Tutor Policy as written and then seconded by Trustee Krueger. The motion was approved unanimously.

The Grand Opening event is being held off until the library has been completely set up so that more space is available for this social

gathering. It was suggested that this event be like the 25th Anniversary Celebration. Many other ideas shared by the Board included the creation of a fundraising brochure, having the high school jazz band play, and inviting all newspapers, town council member, and town representatives for maximum PR exposure. Ms. Boragine suggested the “adopt a book” program that was used in the past. She suggested that the Friends of the Library may want to help with this program. The Board agreed that a date should be set for the Grand Opening with the staff at the Library and advise the board when it is going to be held. The Board did not need to set the date. The grassy area near the new entrance was discussed. The Board suggested to Ms. Boragine that this might be a good project for the Friends of the Library to undertake or contact the URI gardeners programs and see if they have any grant money or students who may be interested in undertaking that area as a community project.

The next meeting is to be held September 24, 2013.

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 Krueger and seconded by Treasurer Walsh to adjourn the meeting at 6:27 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary