

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
September 24, 2013**

**CALL TO ORDER:**

**Chairwoman Karen Quinn called the meeting to order at 5:51 PM at the Lincoln Public Library.**

**PRESENT:**

**Chairwoman Karen Quinn, Treasurer Diane Walsh, Trustees Denise Blais (6:05), Wil Postle & Merle Krueger were present. Also in attendance were Becky Boragine, Library Director and Sharon Fisher from the Friends of the Library.**

**ABSENT:**

**None**

**APPROVAL OF MINUTES:**

**The Minutes of the August 20, 2013 meeting were reviewed. A motion to accept the minutes with a correction to the spelling of Wil Postle's name was made by Trustee Krueger and seconded by Treasurer Diane Walsh. The motion was approved unanimously.**

**DIRECTOR'S REPORT:**

**Ms. Boragine informed the Board that she attended an OSL quarterly**

meeting, a Directors meeting at the town. She also met with several electrical and construction representatives. During August one computer classes were held, one story time, five children's program were held, one family program, zero teen programs and five adult programs took place. Ms. Boragine indicated that items added to the collection in August 800 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,191 items. A total of 83 new patrons were given library cards. Loaned 3,611 items out to other libraries and borrowed 1,892 items. The in-house computer usage was 1,764. The Library web pages were accessed 154,895 times. The online database usage was 343. Overdrive usage was 1069 and includes 226 Audio, 0 Video, 0 Music, 843 E-Books and all other E-Books usage was 26.

A motion to accept the Director's report was made by Trustee Postle 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: \$25,681.64**
- **Trustees Account: \$6,546.41**
- **Checking Account: \$351.12**
- **Certificate of Deposit:**

- **Catie Kurowski Fund: \$4,320.98**

**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 Postle. Motion seconded by Trustee Krueger. The motion was approved unanimously.**

### **UNFINISHED BUSINESS:**

**Ms. Boragine provided an update on the library addition. The architect provided a second punch list of items that need to be finished or fixed by the contractors. She also informed the board that she has received two quotes for additional carpeting to be installed and has asked the Champlin Foundation for additional funding for this purpose. The reference desk is being moved, the old circulation desk should be dismantled by the end of September and a request has been made by the town for additional lighting in the darker areas of the library.**

**The Grand Opening event was tabled until the October meeting.**

**The donation box at the circulation desk has collected \$362.00. This money will be deposited into the trustee account as a donation from patrons.**

## **NEW BUSINESS:**

**The transfer of Champlin funds was discussed. \$12,162 has been paid from the trustees account for the installation of carpeting. This money should be transferred from the Champlin account to the trustees account. The Champlin Foundation has been informed that we have spent the prior year's grant money on the carpeting as requested.**

**The approval of the dvd policy will be placed on Octobers meeting agenda, as there is an amendment being made to the policy based upon discussion at the board meeting. Modification of the paragraph where dvd's can be returned at either the circulation desk or the outside media drop box will be made.**

**Sharon Fisher from the Friends of the Library provided an update on her groups fundraising activities. She discussed the possibility of a silent auction to be held in conjunction with the event that the library is planning. A discussion was held on the planning of an auction and the target audience of the event. Ms. Fisher offered the services of her group for the evening of the fundraising event and that they are happy to partner with the library on any event that is held. She also indicated that the duck race is also being held, and plans on having a table set up to sell used books the day of the race. She also**

**discussed the possibility of having a book shelf set up in the lobby area for a used book sale area. At the grand opening the Friends of the Library would like to sell book plates for patrons to buy in support of the library. The book plates would be displayed with potential “sponsor books” or books that the library might want to add to the collection of books already available to patrons.**

**The Board of Trustees wants to congratulate Ms. Boragine on her upcoming October wedding and extends their best wishes to her and her fiancé.**

**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 Postle and seconded by Trustee Krueger to adjourn the meeting at 6:39 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Joan Dion**

**Board Secretary**