

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

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:50 PM at the Lincoln Public Library.

PRESENT:

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

ABSENT:

Wil Postle

APPROVAL OF MINUTES:

The Minutes of the October 29, 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 an OSL quarterly meeting and met with several construction representatives. During

October five computer classes were held, nine story times, eight children's program were held, eight teen programs and ten adult programs took place. Ms. Boragine indicated that items added to the collection in October were 1,035 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,628 items. A total of 63 new patrons were given library cards. Loaned 4,590 items out to other libraries and borrowed 1,771 items. The in-house computer usage was 1,789. The Library web pages were accessed 161,535 times. The online database usage was 1,269. Overdrive usage was 1,187 and includes 302 Audio, 2 Video, 1 Music, 882 E-Books and all other E-Books usage was 37.

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: \$0.00
- Champlin Account: \$13,522.25
- Trustees Account: \$17,645.48
- Checking Account: \$369.42
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,321.85

Treasurer Walsh informed the Board that the Catie Kurowski CD is up for renewal with Navigant Credit Union. She also informed the Board that a check for \$9,991.00 is due to the Bailey Group. 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 and seconded by Trustee Blais. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library addition. There are a few items that are still outstanding that are being addressed. The front desk & book drop are being reconfigured. Bins are being made for the media and book drops. Reflective tape is being placed at entrance so patrons can see the sidewalk and handicap accessible area. Plaster work is in the process of being coordinated with other vendors (carpet) and is being funded by the Friends of the Library.

The silent auction and raffle were held November 15, 2013. The Board felt that the auction & raffle were not geared towards children and that the Teddy Bear Auction would have brought more people in. Next year the event will be held the first week of December. The Board also felt that a list of raffle/auction items to be drawn up so people know what is to be raffled off or auctioned off.

The Board inquired about the Chamber of Commerce event and if there are any specific ideas on what we are looking to raise the money for. Ms. Boragine indicated that additional furnishings will need to be purchased and that she can make a list of additional items once she sees what Champlin funds pay for.

The funds collected through the donation box at the circulation desk is \$378.00

NEW BUSINESS:

The library received a grant in the amount of \$139,940 from The Champlin Foundation. The library received exactly what was asked for; funds to complete carpeting, lighting, upgrades to the security system and shelving end panels.

The library still has a need for furnishings. The Friends of the Library have indicated that they have some funds left over after purchasing furnishings for the Children's Room. There are electrical wires that are under the old reference desk that need to be redirected or capped before new carpet is laid. The idea of placing a sitting area or bench outside was discussed. The Board believes that if there is a bench to sit outside on, people will use it. Ms. Boragine discussed the parking lot area. The island in the center is being removed, the flag pole is being relocated and the handicap accessible spots are also being moved to be closer to the new entrance. The parking lot is being

upgraded and resurfaced in the Spring.

Ms. Boragine discussed the budget for 2014. Budget is due sometime in January/February. She discussed the need to increase utilities because of all the construction work. Most line items will remain the same or see minor increases. Building maintenance will increase due to having an additional bathroom. Additionally there is landscaping work needs to be done and Ms. Boragine will discuss with the Town Administrator about whether she needs to include in her budget or not.

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 Treasurer Walsh and seconded by Trustee Krueger to adjourn the meeting at 6:32 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary