

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
January 28, 2014**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:47 PM at the Lincoln Public Library.

PRESENT:

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

ABSENT:

Denise Blais

APPROVAL OF MINUTES:

The Minutes of the November 26, 2013 meeting were reviewed. A motion to accept the minutes was made by Trustee Postle 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 November fourteen children's program were held, one teen program and six adult programs took place. Ms. Boragine indicated that items added to the collection in November were 878 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,301 items.

A total of 46 new patrons were given library cards. Loaned 4,108 items out to other libraries and borrowed 1,689 items. The in-house computer usage was 1,434. The Library web pages were accessed 145,120 times. The online database usage was 1,300. Overdrive usage was 844 and includes 189 Audio, 3 Video, 0 Music, 652 E-Books and all other E-Books usage was 40.

During December two computer classes were held, four storytimes, six children's program were held, three teen programs, two family programs and ten adult programs took place. Ms. Boragine indicated that items added to the collection in December were 560 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 12,587 items. A total of 25 new patrons were given library cards.

Loaned 3,974 items out to other libraries and borrowed 1,493 items. The in-house computer usage was 1,170. The Library web pages were accessed 124,033 times. The online database usage was 1,139. Overdrive usage was 1,059 and includes 180 Audio, 2 Video, 1 Music, 889 E-Books and all other E-Books usage was 41.

A motion to accept the Director's report was made by Treasurer

Walsh 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: \$153,470.63**
- Trustees Account: \$11,957.10**
- Checking Account: \$353.01**
- Certificate of Deposit:**
- Catie Kurowski Fund: \$4,324.52**

Fines to be paid to the Town were \$3,607.18. 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 and seconded by Chairwoman Quinn. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library addition. The plasterer has been in and rugs have been removed from the half walls and are being plastered and painted. New book shelves have come in and are in the new book section. The shelving units have come in from the vendor, WB Mason. Ms. Boragine has some concerns that the quality of the shelving from WB Mason is not as good as a library

vendor. She will continue to monitor. The Town has asked the library to go out to bid for the carpeting, those bids requests should go out within a week. The end caps/panels for the shelving units will also go out to bid now that we have received the Champlin grant funds. All shelving that could be repurposed is being utilized and Ms Boragine is reorganizing for easier accessibility. The remaining areas that have not been completed and were “add extras” from the original project list are the teen area, the reference area and an outside courtyard/sitting area at the library.

The Board inquired about the Chamber of Commerce event, Ms. Boragine indicated that once the rugs have been laid and the remaining electrical work is complete, a date can be set. Ms. Boragine is attending a Friends of the Library meeting and will see if they are also planning an event.

The funds collected through the donation box at the circulation desk have been tabled to the February meeting.

NEW BUSINESS:

Ms. Boragine inquired about Christmas gifts for the newspaper vendors. The Board agreed for \$20.00 to be given to those vendors with their thanks and appreciation for their work throughout the year. The Board also agreed to pay for the Christmas luncheon that Ms. Boragine arranged for the library employees.

There has been some heating system issues that are requiring some work to be done. Regulating the heat in the old and new parts of the building has been a challenge. The Town has been helpful in working with the library to try to resolve these issues.

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 6:12 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary