

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 25, 2014**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:34 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Treasurer Diane Walsh, Trustees Denise Blais & Wil Postle

were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the January 28, 2014 meeting were reviewed. A motion to accept the minutes was made by Trustee Postle and seconded by Trustee Blais. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended Town Directors meetings. During January zero computer classes were held, eight

story times, six children's program, two teen programs and five adult programs took place. Ms. Boragine indicated that items added to the collection in January were 847 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,448 items. A total of 48 new patrons were given library cards. Loaned 4,416 items out to other libraries and borrowed 1,631 items. The in-house computer usage was 1,267. The Library web pages were accessed 165,024 times. The online database usage was 906. Overdrive usage was 1,222 and includes 232 Audio, 0 Video, 0 Music, 652 E-Books and all other E-Books usage was 66.

Ms. Boragine indicated that the overdrive usage is up due to e-books and the amount of snow and bad weather that we had this winter. She also informed the Board that union negotiations are to begin soon and the Board received a letter from the union initiating it. A new program is being launched to promote libraries entitled "What do you geek". She discussed the program and had literature on this program for the board to review.

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

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- **Fines: \$0.00**
- **Champlin Account: \$153,484.58**
- **Trustees Account: \$8,370.12**
- **Checking Account: \$331.29**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,325.66**

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 Trustee Blais. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library addition. The request for proposals for rugs and the moving of the furniture would be in the Providence Journal during the week of February 25th, 2014. It has also been posted on-line and on the Towns website. Ms. Boragine indicated that she is reviewing the companies on the state bid list and sources for the end caps/panels for the shelving units to see if there is already a company on the states bid list for these panels. Chairwoman Quinn indicated that she believed that there is a company that is a sole source supplier for these panels/end caps on the states bid list. They are also determining the new location of the reference desk and will be moving a few new computers. She would like the location of the reference desk to be more centrally located.

She discussed that things have been moving slower than anticipated, but the library has been very busy during February and many programs have been held. Ultimately, Ms. Boragine would like to expand the meeting room into a lab, as other libraries are doing, but currently the demand for our meeting room will not allow us to do this. The Board discussed the landscaping that would be completed in the spring. Ms. Boragine did not have an update on landscaping because she has been focused on the interior renovations at this time. She has discussed the need for landscaping and paving of the lot with the Town Administrator and does plan on having more information as the spring approaches.

Ms. Boragine indicated that the Friends of the Library are interested in helping with the Chamber of Commerce event that we will be holding. They are also looking into trying to sell a T-shirt that depicts local historical areas or places of importance in the town.

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

NEW BUSINESS:

Ms. Boragine met with the Town Administrator to discuss the 2014-2015 budget. Ms. Boragine discussed the library's ongoing need for additional funding for the renovation project with the Administrator. The budget was presented to the Budget Board and is

now in the subcommittee hands before being presented at the Financial Town Meeting.

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 Treasurer Walsh to adjourn the meeting at 6:05 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary