

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES**

March 25, 2014

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:49 PM at the Lincoln Public Library.

PRESENT:

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

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the February 25, 2014 meeting were reviewed. A motion to accept the minutes was made by Trustee Postle and seconded by Treasurer Walsh. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended Town Directors meetings and a meeting where the bids for the carpet contract were

opened. Massud & Sons won the bid and contracts were being signed. During February six computer classes were held, eighteen story times, seven children's program, eight teen programs and three adult programs took place. Ms. Boragine indicated that items added to the collection in February were 1,032 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,737 items.

A total of 66 new patrons were given library cards. Loaned 4,261 items out to other libraries and borrowed 1,717 items. The in-house computer usage was 1,374. The Library web pages were accessed 147,051 times. The online database usage was 906. Overdrive usage was 1,042 and includes 208 Audio, 0 Video, 0 Music, 834 E-Books and all other E-Books usage was 40.

A motion to accept the Director's report was made by Treasurer 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: \$153,495.77**
- **Trustees Account: \$8,370.12**
- **Checking Account: \$291.00**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,326.47**

A transfer of funds will need to be made from the Champlin account to the Trustees account to pay for the carpeting. Ms. Boragine will get the figures to Treasurer Walsh.

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 Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library renovation. The carpeting to be installed is going to be done in sections because of having to move furniture. It will be the same carpet throughout the library. Ms. Boragine has spoken with companies on the state bid list about the requirement for end panels for the shelving units; she will be meeting with those companies in the coming days. The railing installed outside library is a temporary fix until the parking lot is repaved and the handicap accessible ramp is relocated. This is not going to be done during 2014. The bids came in at \$110,000. The town is going to seal and re-paint lines in parking lot. Ms. Boragine talked about requesting funds from Champlin in the new grant cycle to help expedite this project. The island in the parking lot is going to be removed. The library has been very busy and the parking lot is becoming an issue. The grass and outside seating area is being considered by the Friends of the Library as a project. The Board

questioned whether or not if Champlin funds could be used to have a plan or design drawn up for that area. The URI Master Gardeners are presenting at the library in March, and Ms. Boragine will ask what their thoughts are for the area. Trees have been removed by the town to make the library more visible from Old River Road.

The Budget Board is doing their walk thru the library on any items that had a resolution, i.e. new lighting, renovation/construction.

The funds collected through the donation box at the circulation desk has raised \$400.00

NEW BUSINESS:

The Champlin grant request is not due until the end of April. Ms. Boragine is going to request funds for the parking lot. Chairwoman Quinn requested that the request be for landscaping, grading and making the parking lot ADA compliant when the grant request is written. The flag pole is going to be moved to the entrance area. Ms. Boragine is working on lights near the book drop area and any dark areas in the library for potential additional lighting.

A sample resolution was presented to the Board in support of full state funding for the library in 2015. The hope is that funding will be increased. A motion was made by Treasurer Walsh to present the resolution to the Town Council and seconded by Trustee Postle. The motion was approved unanimously.

The library received donations in the amount of \$1200 from friends and family of a former library patron and volunteer, Doris Slavin. The board agreed that a plate/leaf needs to be engraved for the giving tree at the entrance of the library. Ms. Boragine passed out newsletters and fliers on the antique appraisal that is being held at the library. She also discussed a seed saving program that is being started.

The monthly newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

The next meeting is being held on April 29, 2014 at 5:30 pm – please note the time change.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Treasurer Walsh to adjourn the meeting at 6:23 PM.

The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary