

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

April 29, 2014

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:32 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 March 25, 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. She discussed the various projects that the town is working on has asked the town administrator to provide assistance

with beautifying the library exterior. During March 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 March were 1,027 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,044 items. A total of 43 new patrons were given library cards. Loaned 4,905 items out to other libraries and borrowed 1,896 items. The in-house computer usage was 1,771. The Library web pages were accessed 135,590 times. The online database usage was 906. Overdrive usage was 1,241 and includes 244 Audio, 0 Video, 0 Music, 997 E-Books and all other E-Books usage was 49.

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: \$3,623.95
- Champlin Account: \$153,508.15
- Trustees Account: \$11,260.37
- Checking Account: \$241.96
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,327.37

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 renovation. The carpeting is being installed and is being done in sections as furniture is moved. The seating area where the old entrance to the library is will be the next section to be furnished. Ms. Boragine has picked out some furnishings for this area. She indicated that she is hesitant to order from WB Mason as their customer service and follow through with her requests have not been what she has expected and differs from what she has experienced with them in the past. She does need additional CD holders, displays and new security cases. Ms Boragine also indicated that she would like to set up a buffer between the seating area and the section of the library where the public bathrooms are. She would like the seating area to have some privacy.

She also has met with the “tech” people who need to drop lines and wires for moving the computers closer to the windows and making the reference desk more centrally located.

The funds collected through the donation box at the circulation desk has raised \$405.00

NEW BUSINESS:

The Board defers the motion to adjourn to Executive Session on collective bargaining as it is not needed at this time.

The Board would like to extend its deepest sympathies to Dawn Coons on the passing of her husband.

Ms. Boragine informed the Board that the Financial Town Meeting is scheduled for May 12, 2014 and invites all to attend.

The utility expenses for the Library were discussed. The increase that Ms. Boragine is seeing warrants a look into the phone system and feels the best time to address the utilities expense would be when E-Rate comes up.

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 May 27, 2014 at 5:45 pm.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Postle and seconded by Trustee Blais to adjourn the meeting at 6:06 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary