

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
May 27, 2014**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:48 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 April 29, 2014 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 meeting and several Town Directors meetings. During April six computer classes were held, sixteen story times, nine children's program,

seven teen programs and eighteen adult programs took place. Ms. Boragine indicated that items added to the collection in April were 900 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,108 items. A total of 49 new patrons were given library cards. Loaned 4,641 items out to other libraries and borrowed 1,578 items. The in-house computer usage was 1,661. The Library web pages were accessed 155,273 times. The online database usage was 831. Overdrive usage was 1,263 and includes 249 Audio, 6 Video, 0 Music, 1,008 E-Books and all other E-Books usage was 66.

Ms. Boragine indicated that the Overdrive usage is up due mostly to e-books. She also informed the Board that the electronic people counter is not working properly and is looking into purchasing a new counter by the end of the year. A special promotion during the month of June is planned, encouraging patrons to check out e-books from the library. The Overdrive vendor is offering free content for this promotion. A motion to accept the Director's report was made by Trustee Postle 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: \$153,520.14
- Trustees Account: \$9,099.93

- **Checking Account: \$281.97**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,328.24**

Treasurer Walsh informed the Board that the Catie Kurowski CD is set to mature. A motion was made by Trustee Krueger and seconded by Trustee Postle that the Catie Kurowski Certificate of Deposit be rolled over till the next maturity date in November. The motion was approved unanimously.

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 Krueger. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library renovations. The rugs are being installed throughout the library. The Champlin funds are starting to be used. A new CD display rack has been ordered. Ms. Boragine has met with vendor and is receiving in price quotes for the end caps. There are many options including end caps with monitor rests built in, replacing the standup computer catalogs which take up a significant amount of space. Wiring is in place so this is an option depending upon prices.

The funds collected through the donation box at the circulation desk total \$409.00

Tree trimming and cutting is being done along the Old River Road side; the town is performing this work. It will provide much more lighting in the parking lot Ms. Boragine has also tried contacting National Grid since the light that shine into the parking lot are tripped due to their age. Ms. Boragine will contact the town regarding grass cutting as well.

A motion was made to adjourn to Executive Session for discussion and/or action regarding those items of business exempt from open meetings under General Laws of Rhode Island 42-46-5 (a) (2) to discuss Collective Bargaining. Motion was made by Trustee Postle and seconded by Trustee Krueger. Motion approved unanimously. Motion approved by Chairwoman Quinn, Treasurer Walsh, Trustees Postle & Krueger.

NEW BUSINESS:

A motion was made to adjourn to Executive Session for discussion and/or action regarding those items of business exempt from open meetings under General Laws of Rhode Island 42-46-5 (a) (1) to discuss Personnel matters. Motion was made by Trustee Krueger and seconded by Trustee Postle. Motion approved unanimously. Board

members in attendance that approved the motion are Chairwoman Quinn, Treasurer Walsh, and Trustees Postle & Krueger. Any persons that are to be discussed during this meeting have been notified in advance in writing and have also been advised that they can require that the discussion be held in an open meeting.

The Tutor Policy was reviewed by Board members. The bolded print text of the policy was what was being changed from last year to this year's policy. The revised policy is necessary as there is an increase in tutors and adults using the children's room. Counseling sessions are being held and the tutoring material of some of teenage kids is not appropriate for the children's area. The board suggested that the conference room could be reserved for blocks of time for tutoring on certain days, and also suggested that designated areas be put in place for tutoring or quiet areas. Ms. Boragine indicated that it would be difficult to reserve the conference room, but was asked if before next year's calendar is published that maybe she could carve out time for tutoring use. She also indicated that once she has the new reference area set up, it may be easier to designate an area.

A motion was made to approve the Tutor Policy as revised by Trustee Krueger and seconded by Trustee Postle. The motion was approved unanimously.

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 6:53 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary