

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
August 19, 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, Trustee Wil Postle were present. Also in attendance was Becky Boragine, Library Director and Rita Caraccia, Diane Walsh's replacement.

ABSENT:

Trustees Denise Blais & Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the June 24, 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 several Town Directors meetings, and a Friends of the Library meeting. During June zero computer classes were held, zero story times, five children's

program, three teen programs and three adult programs took place. Ms. Boragine indicated that items added to the collection in June were 1,043 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,737 items. A total of 67 new patrons were given library cards. Loaned 4,422 items out to other libraries and borrowed 1,647 items. The in-house computer usage was 1,539. The Library web pages were accessed 139,340 times. The online database usage was 692. Overdrive usage was 1,345 and includes 250 Audio, 8 Video, 1 Music, 1086 E-Books and all other E-Books usage was zero.

In July three computer classes were held, three story times, twenty children's program, nine teen programs, three family programs and four adult programs took place. Ms. Boragine indicated that items added to the collection in July were 1,024 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,423 items. A total of 104 new patrons were given library cards. Loaned 5,036 items out to other libraries and borrowed 1,949 items. The in-house computer usage was 1,665. The Library web pages were accessed 165,596 times. The online database usage was 551. Overdrive usage was 1,346 and includes 256 Audio, 13 Video, 0 Music, 1077 E-Books and all other E-Books usage was seventeen.

Ms. Boragine indicated that the summer has been quite busy, and that the most new library card had been given out and the number didn't include those people renewing their cards. The overdrive usage

is up and is a result of the popularity of e-reader devices. What is listed as other E-books are Reference books the library has purchased to fill the need.

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: \$4,211.71
- Champlin Account: \$130,914.12
- Trustees Account: \$24,024.53
- Checking Account: \$442.44
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,330.91

Treasurer Walsh informed the board that Navigant Credit Union will need a copy of the minutes and a letter from the board naming the new treasurer so that they can make the changes. Also they will need a copy of the driver's license if the new Treasurer is not a current member of Navigant. She also informed the board that she has paperwork that will need to be turned over to the library and shredded accordingly.

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 electricians have been working on the telecommunications so the computers and reference areas can be moved. Also an exhaust fan needs to be installed in the new bathroom. The rugs have been installed and completed. The furniture is still going out to bid and will need final approval from the Town Council. Ms. Boragine indicated that she is still writing up the items needed for the bid and is still learning the new bid process with the Town. The Lincoln Garden Club has expressed interest in helping the library beautify the exterior grounds.

NEW BUSINESS:

The Board of Trustees has received a letter of resignation from Treasurer Diane Walsh. She is retiring after twelve years as a Trustee and Treasurer for the Library Board. Other Board positions that terms end this year are Trustee Wil Postle and Denise Blais. Their terms end in November. The board has tabled the election of officers/positions until the next meeting, September 30th, 2014.

The board offered their sincere thanks to Treasurer Walsh for her years of service, her attention to detail and hard work through the years. They offered her their best wishes in the future.

Ms. Boragine informed the board that she has received in requests to use the meeting room. Because more requests are coming in, a policy update will need to be done. The current policy was distributed to the board members present. Because some libraries do charge for the use of meeting rooms, and given the fact that all new carpeting has been installed, a security deposit may need to be taken from any group wishing to use the room. Questions from the board on groups bringing in food/beverages, or requiring use of equipment were discussed. A motion was made by Trustee Postle to table the approval of the Library Meeting Policy until additional details can be worked out. The motion was seconded by Treasurer Walsh. 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.

Next Meeting September 30, 2014

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Treasurer Walsh and seconded by Trustee Postle to adjourn the meeting at 6:34 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary