

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

**October 7, 2014**

**CALL TO ORDER:**

**Chairwoman Karen Quinn called the meeting to order at 5:55 PM at the Lincoln Public Library.**

**PRESENT:**

**Chairwoman Karen Quinn, Trustee Rita Caraccia, Merle Krueger & Denise Blais (6:05) were present. Also in attendance was Becky Boragine, Library Director**

**ABSENT:**

**Trustee Wil Postle**

**APPROVAL OF MINUTES:**

**The Minutes of the August 19, 2014 meeting were reviewed. A motion to accept the minutes was made by Trustee Krueger and seconded by Trustee Caraccia. The motion was approved unanimously.**

**DIRECTOR'S REPORT:**

**Ms. Boragine informed the Board that she attended several Town Directors meetings, a Friends of the Library meeting, Ocean State Libraries quarterly meeting and OLIS Directors meeting. During**

August one computer classes was held, zero story times, five children's program, six teen programs and five adult programs took place. Ms. Boragine indicated that items added to the collection in August were 789 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,898 items. A total of 102 new patrons were given library cards. Loaned 4,748 items out to other libraries and borrowed 1,905 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 1,451 and includes 277 Audio, 27 Video, 1 Music, 1,146 E-Books and all other E-Books usage was nine.

Ms. Boragine indicated that the summer has been quite busy. The overdrive usage is up and is a result of the popularity of e-reader devices. The Reference section is being cut down because of the electronic versions of these books. She indicated that reference books are still being purchased, but not many as students prefer the online versions. Ms. Boragine informed the board the Master Gardeners are coming and hosting a program. She also informed the board of the Duck Race fundraiser being held by the Friends of the Library.

A motion to accept the Director's report was made by Trustee Krueger and seconded by Trustee Caraccia. The motion was approved unanimously.

## **FINANCIAL REPORT:**

**Library Director Becky Boragine reported the balances as follows:**

- **Fines: \$**
- **Champlin Account: \$98,417.40**
- **Trustees Account: \$20,155.02**
- **Checking Account: \$270.91**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,331.81**

**Chairwoman Quinn asked about the balance of the Trustee account and Ms. Boragine informed her that there were invoices paid for the electrical work, the fines to the town and for petty cash. Trustee Caraccia asked about the income received from fines, Ms. Boragine informed the board that the library receives in approximately \$1,500/month in fines and lost book fees.**

**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 Blais and seconded by Trustee Krueger. The motion was approved unanimously.**

## **UNFINISHED BUSINESS:**

**Ms. Boragine provided an update on the library renovation. A quote for the end panels is outstanding, the furniture and the reference**

desk and electrical work will be paid for using the Champlin grant funds. The library received a legislative grant and those funds will be used for the furniture needed in the new sitting area. The Friends of the Library are working with Ms. Boragine on internal painting needed in the Library. She also is looking for something that will act as a visual barrier for those seated in the new sitting area and the entrance to the bathrooms.

The Meeting Room Policy was discussed. Several libraries do have policies that involve cleaning and food/drink issues. The board discussed issues of cleaning deposit fee, and who inspects the room before and after group uses the meeting room. Ms. Boragine presented the new policy, highlighted with changes and an additional section to be added requiring a \$50.00 security deposit for use of the room. A motion was made by Trustee Blais to accept the Meeting Room Policy as amended and with the new verbiage for a \$50.00 security deposit. The motion was seconded by Trustee Krueger. The motion was approved unanimously.

#### **NEW BUSINESS:**

The Board of Trustees has welcomed new Trustee Rita Caraccia. Ms. Boragine will reach out to the Town Council members who have positions that will need to be filled when terms end this year for Trustee Wil Postle and Denise Blais. Chairwoman Quinn accepted nominations for the position as Treasurer. Both Trustees Krueger

and Caraccia expressed interest. Trustee Blais nominated Trustee Caraccia to be the new treasurer. Chairwoman Quinn asked Trustee Caraccia if she felt comfortable with handling the role as the new treasurer and she indicated that she has prior experience that would serve her well as the new treasurer. The motion to nominate Trustee Caraccia as the new treasurer was made by Trustee Blais and seconded by Trustee Krueger. The nomination and motion was approved unanimously.

Ms. Boragine discussed the Annual Report which had been sent to all board members. She indicated that it is not much different than last year's report. There are some differences in the number of books in our collections, audio-books and the increase in programs we hold.

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

The Board would like to change the meeting times to 5:30 pm beginning in January 2015.

**Next Meeting October 28, 2014**

**PUBLIC COMMENT:**

**NONE**

**ADJOURNMENT:**

**There being no further business, a motion was made by Trustee Krueger and seconded by Trustee Blais to adjourn the meeting at 6:59 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Joan Dion**

**Board Secretary**