

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

October 28, 2014

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:47 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Treasurer Rita Caraccia, Trustee Wil Postle, Merle Krueger & Denise Blais were present. Also in attendance was Becky Boragine, Library Director

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the October 7, 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 several Town Directors meetings. During September four computer classes was held, fourteen story times, six children's programs, three teen

programs and seven adult programs took place. Ms. Boragine indicated that items added to the collection in September were 648 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,233 items. A total of 74 new patrons were given library cards. Loaned 4,632 items out to other libraries and borrowed 1,939 items. The in-house computer usage was 1,851. The Library web pages were accessed 136,632 times. The online database usage was 692. Overdrive usage was 1,260 and includes 287 Audio, 16 Video, 2 Music, 955 E-Books and all other E-Books usage was 21.

Ms. Boragine indicated that the overdrive usage is down and is a result of the summer being over and kids being back in school.

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

FINANCIAL REPORT:

Library Director Becky Boragine reported the balances as follows:

- Fines: \$3,617.63
- Champlin Account: \$98,425.08
- Trustees Account: \$18,870.55
- Checking Account: \$4,013.05
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,322.68

Ms. Boragine indicated that she had to transfer funds into the checking account to pay for invoices to The Town of Lincoln (fines), and three other libraries (fines/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 Postle and seconded by Trustee Blais. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library renovation. She has indicated that she is purchasing smaller items that do not require her to go out to the bid process. She has also met with John Ward, the Town Finance Director regarding the end panels needed. The Board discussed the end panels and use of technology. Ms. Boragine indicated that the Library is one of the first libraries in Rhode Island to use I-pads in the children's room. She discussed that more and more technology is being implemented in programs.

The Board discussed that the Pawtucket Library is now accepting passport applications. As more post offices close, more services that were once only offered at post offices are now being handled by libraries. It may be something to look into for the future as an additional source of revenue. Ms. Boragine expressed concern that

several people would need to be trained and may present a challenge, but it is something to consider.

NEW BUSINESS:

Ms. Boragine discussed the Food for Fines programs. That program helps the community with the holiday food baskets for Thanksgiving and Christmas. Over 300 families were helped last year. The Board agreed to continue this program. This years' Food for Fines will take place Saturday, December 6th through Saturday, December 13th.

The times for future Library Board meetings was discussed. A motion was made that the meeting time for this board meeting to change back to 5:30 pm from 5:45 pm beginning in January 2015 by Trustee Krueger and seconded by Trustee Postle. The motion was approved unanimously.

The Board discussed the financial information and procedures with regards to bank statements and banking. Statements will be sent to the Library. Ms. Boragine signed up for online banking and has requested that Treasurer Caraccia also sign up. The online banking is unique to the individuals, there is no sharing of usernames or passwords. With new board members coming on soon, Trustee Krueger who was not on the accounts before should be set up now. Treasurer Caraccia indicated that she will be providing a monthly written report at the board meetings. Ms. Boragine reconciled the

accounts while Treasurer Caraccia is getting set up on the accounts. Navigant Credit Union monthly statements will stay at the Library with a copy going to the new treasurer. The check book will stay at the Library and Treasurer Caraccia will come into the Library prior to the meetings to handle any financial transactions needing attention.

The Union contracts have been signed and approved through the town council.

The Board wishes to thank board members Trustee Wil Postle and Denise Blais for their years of service and dedication to the Board of Trustees and the Lincoln Library. The Board wishes them well and extends their sincere appreciation for all they have done through the years.

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

Next Meeting is December 10, 2014 at 5:30 pm.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

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

Respectfully submitted,

Joan Dion

Board Secretary