

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
December 10, 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 Merle Krueger were present. Also in attendance was Becky Boragine, Library Director

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the October 28, 2014 meeting were reviewed. A motion to accept the minutes was made by Trustee Krueger and seconded by Treasurer Caraccia. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Town Directors meeting and a Quarterly meeting of Ocean State Libraries. During

October three computer classes was held, fourteen story times, eight children's programs, eight teen programs and seven adult programs took place. Ms. Boragine indicated that items added to the collection in October were 1,079 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,377 items. A total of 54 new patrons were given library cards. Loaned 4,412 items out to other libraries and borrowed 1,875 items. The in-house computer usage was 1,604. The Library web pages were accessed 136,632 times. The online database usage was 692. Overdrive usage was 1,172 and includes 275 Audio, 23 Video, 2 Music, 872 E-Books and all other E-Books usage was 101.

During November four computer classes was held, fourteen story times, seven children's programs, six teen programs and four adult programs took place. Ms. Boragine indicated that items added to the collection in November were 857 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,207 items. A total of 48 new patrons were given library cards. Loaned 4,067 items out to other libraries and borrowed 1,585 items. The in-house computer usage was 1,044. The Library web pages were accessed 121,810 times. The online database usage was 692. Overdrive usage was 1,167 and includes 258 Audio, 13 Video, 2 Music, 894 E-Books and all other E-Books usage was 8.

Ms. Boragine indicated that the monthly stats are very similar in October and November. It could be partly due to school

projects/class assignments. The Board questioned the older reference books/section, etc. Ms. Boragine indicated that she has a part time employee who is going through the databases and will be inviting teachers in the town to a class to learn how to utilize the online databases. The Board also asked what type of topics are covered during the Town Director's Meetings and Ms. Boragine indicated that they discuss the projects that are underway including things at the library in addition to any budget concerns. Chairwoman Quinn clarified that the budget is based upon recommendations from the Town Administrator and the Budget Board. There may be discussions from those recommendations and the budget is ultimately approved at the Financial Town Meeting.

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

FINANCIAL REPORT:

Library Director Becky Boragine reported the balances as follows:

- Fines: \$0.00
- Champlin Account: \$98,433.02
- Trustees Account: \$20,114.14
- Checking Account: \$291.21
- Certificate of Deposit:
- Catie Kurowski Fund: \$4,333.58

Trustee Krueger went to Navigant Credit Union to have his name set up as a signatory. The bank requires more than the signed minutes. It was suggested that Treasurer Caraccia and Trustee Krueger, along with Ms. Boragine go to the bank to be set up on the account.

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 Krueger and seconded by Treasurer Caraccia. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library renovation. She has indicated that she is meeting with a vendor on reference area furniture. The reference area needs to be completed before buying the furniture for additional seating areas. The end panels are being ordered and will be paid for by the Champlin grant monies. Ms. Boragine explained to the Board when questioned about the delay in the end panels. The town had initially requested certain procedures be followed but since it is grant money we are allowed to proceed with a vendor from the bid list. Additionally, the vendor needs to match the existing color. Painting will begin in the next week; painting is being paid for by the Friends of the Library. Ms. Boragine indicated that she is looking for additional tables to be placed in

quieter areas. The old entrance to the library has become a social area and needs better furniture.

NEW BUSINESS:

The library received in \$99,400 from The Champlin Foundation for the parking lot paving, re-grading and making the entrance area handicap accessible. The town administration has been looking into handicap accessible, automatic doors as well.

The Board discussed the delivery person/services utilized by the Library to receive a small gift for the holidays. Trustee Krueger made a motion to give thank you appreciation gift/gift cards to the newspaper delivery people (UPS/FedEx, the USPS mail person and the Inter-loan Library delivery person); the value of the gift to be determined by Ms. Boragine who will give an accounting of the amounts at the January meeting. The motion was seconded by Chairperson Quinn. The motion was approved unanimously.

Ms. Boragine discussed the part-time reference position that became available. She received in a few applications. The part-time high school librarian applied for the job and was hired. She brings with her a wealth of knowledge and experience and will be an excellent source to help bridge the communications between the school librarians.

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 January 27, 2015 at 5:30 pm.

PUBLIC COMMENT:

Trustee Krueger wanted to discuss the possibility of the Library having the ability to use electronic card readers at the circulation desk. Ms. Boragine indicated that other towns are using that technology and she will investigate the possibility. Trustee Krueger also brought up the use of an online music service subscription. Ms. Boragine mentioned that the use of a music service is currently being considered as a service offered through the consortium. Some libraries do have their own subscriptions. She will look into this further.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Krueger and seconded by Treasurer Caraccia to adjourn the meeting at 6:41 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary