

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

April 28, 2015

CALL TO ORDER:

Trustee Merle Krueger called the meeting to order at 5:31 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Treasurer Rita Caraccia and Trustee Merle Krueger & Gertrude Toher were present. Also in attendance was Becky Boragine, Library Director

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the February 24, 2015 and March 31, 2015 meeting were reviewed. A motion to accept both sets of minutes was made by Trustee Krueger and seconded by Trustee Toher. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended Town Directors meetings. During March four computer classes were held, five story

times, nine children's programs, seven teen programs and nine adult programs took place. Ms. Boragine indicated that items added to the collection in March were 966 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,145 items. A total of 79 new patrons were given library cards. Loaned 4,789 items out to other libraries and borrowed 1,839 items. The in-house computer usage was 1,552. The Library web pages were accessed 112,226 times. The online database usage was 1,840. Overdrive usage was 1,298 and includes 236 Audio, 9 Video, 0 Music, 1024 E-Books and all other E-Books usage was 137.

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

FINANCIAL REPORT:

A financial report was made by Treasurer Caraccia, with the following balances:.

- **Fines: \$3,570.96**
- **Champlin Account: \$191,646.87**
- **Trustees Account: \$21,931.01**
- **Checking Account: \$287.41**
- **Certificate of Deposit:\$0.00**
- **Catie Kurowski Fund: \$4,338.20**

The Catie Kurowski CD comes due 5/31/2015, and Ms. Boragine looked into the different rates for the CD's and the rates are the same for a 6 month and 12 month term. This money is to be used for the Young Adults section which is going to be redone within the next 2-3 months. It was suggested that the board table the discussion about rolling the money over till the next board meeting once Ms. Boragine has talked to Navigant Credit Union about cashing it out versus rolling it over.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are 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. The end panels have shipped and should arrive soon. The reference desk is in production. The back room of the office section is going to be redone and turned into a copy/print room.

The summer schedule of meetings has been tabled for the May board meeting.

NEW BUSINESS:

Ms. Boragine informed the board that she is applying for additional

grant monies from the Champlin Foundation which is due April 30th, 2015. Items on the list of request would be for the reference desk area to be made into a teen area. The example of diner booth styles, soft seating furniture and standing stations was discussed. The approximate cost for that would be \$10,500. Also, the need for a quiet study area was discussed with purchasing a “noise control” system for ceilings with an approximate cost of \$15,096. She also mentioned the request for an electronic message center sign, but believes that is too expensive for our request at this time.

The Board questioned the building codes and fire ratings of the installation of the noise control system Ms. Boragine presented. She informed the Board that she has asked the town for some information on the codes.

The suspension of the statewide delivery system was discussed in detail. The library was only recently notified of the suspension of this delivery system and a new vendor has not been secured by the state for this. This affects the inter-library loans and OSLis offering its facility if individual public libraries do their own pick-ups/delivery. The Town does not have a driver for us and is concerned about the number of bins needing to be picked up and the liability of the driver. This is impacting libraries across the state and services will be interrupted because of this. Ms. Boragine has looked into individual couriers, but the person would need to pick up, sort items, load and deliver items which should probably be done by an employee. She is

telling patrons that this may take a month to resolve and is asking for their patience as the state sorts out this situation.

The summer schedule for library from July through Labor Day was discussed and a motion was made by Trustee Krueger and seconded by Treasurer Caraccia that the library will be closed on Saturdays from July through Labor Day. 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 is May 26, 2015 at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, a motion was made by Trustee Krueger and seconded by Trustee Toher to adjourn the meeting at 6:15 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary