

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
May 26, 2015**

**CALL TO ORDER:**

**Chairwoman Karen Quinn called the meeting to order at 5:31 PM at the Lincoln Public Library.**

**PRESENT:**

**Treasurer Rita Caraccia, Trustees Gertrude Toher and Merle Krueger were present. Also in attendance was Becky Boragine, Library Director**

**ABSENT:**

**None**

**APPROVAL OF MINUTES:**

**The Minutes of the April 28, 2015 meeting were reviewed. A motion to accept the 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, Friends of the Lincoln Public Library meeting, Lincoln's**

**Financial Town Meeting and OSL Annual Meeting. During April six computer classes were held, twenty story times, seven children's programs, five teen programs and twelve adult programs took place. Ms. Boragine indicated that items added to the collection in April were 833 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,827 items. A total of 66 new patrons were given library cards. Loaned 4,684 items out to other libraries and borrowed 1,678 items. The in-house computer usage was 1,567. The Library web pages were accessed 141,790 times. The online database usage was 2,469. Overdrive usage was 1,249 and includes 247 Audio, 4 Video, 2 Music, 996 E-Books and all other E-Books usage was 127.**

**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:**

**Treasurer Caraccia reported the balances as follows:**

- Fines: \$0.00**
- Champlin Account: \$177,053.31**
- Trustees Account: \$18,220.04**
- Checking Account: \$15,174.03**
- Certificate of Deposit:\$0.00**

- **Catie Kurowski Fund: \$4,339.07**

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

**UNFINISHED BUSINESS:**

**Ms. Boragine provided an update on the library renovation. The end panels have been installed. The orange carpeting has been removed. The reference desk is expected to be in by mid-June. The Invitation to Bid for roofing went out by the Town, and we are waiting on a bid for asphalt because a crane is required for the roofing. Quotes on painting lockers, book carts have been requested. The Electronic Resources librarian's office, currently in the receiving area, is being moved to where the Assistant Director has her office. The copiers and other office products will move to the vacated area to be more centrally located. Ms. Boragine is also looking into moving the book cases out of the office area and used in the Young Adult section. Ms. Boragine will speak once again with the Town about the landscaping needs of the library.**

**The statewide delivery service has been restored. A new company negotiated and bid on this project statewide. The back log had been**

**picked up and deliveries will be restored within a day. Ms Boragine informed the Board that she received very minimal negative feedback from patrons on delay of receiving books in from other libraries. Trustee Toher indicated that she was very pleased to see a notice about this service issue on the library webpage and that it was nice to see the update about service being restored.**

## **NEW BUSINESS:**

**The Navigant Credit Union CD renewal was discussed. The Board decided that it would be best to roll the money into the trustee account or the checking account. This money is specifically earmarked for Young Adult items. The Board asked Ms. Boragine what items were planned for purchase with these funds. Ms. Boragine informed the Board that furniture is needed and other furnishings for the Young Adult section. Once the reference desk is removed then the Young Adult section can be worked on. Treasurer Caraccia asked if the family of Catie Kurowski is notified when money is spent and on what was purchased. Ms. Boragine informed the Board that she has maintained contact with the family and calls or writes to them informing them of new donations and what the money is being used for. The Board requested that a separate accounting be kept on the money transferred into either account for this purpose.**

**The summer meeting will be held August 18, 2015 at 5:30 pm.**

**The calendars can be found online at the library website.**

**Next Meeting is June 30, 2015 at 5:30 pm.**

**PUBLIC COMMENT:**

**None**

**ADJOURNMENT:**

**There being no further business, a motion was made by Trustee Toher and seconded by Trustee Krueger to adjourn the meeting at 6:04 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Joan Dion**

**Board Secretary**