

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
January 26, 2016**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:30 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Trustees Gertrude Toher, Ann Rageotte and Treasurer Rita Caraccia were present. Also in attendance was Becky Boragine, Library Director

ABSENT:

Trustee Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the December 8, 2015 meeting were reviewed. A motion to accept the minutes was made by Trustee Toher and seconded by Trustee Rageotte. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended several Town

Directors meetings. During December two computer classes were held, two story times, seven children's programs, four teen programs, six adult programs and four special family events took place. Ms. Boragine indicated that items added to the collection in December were 748 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 12,063 items. A total of 32 new patrons were given library cards. A total of 4,051 items were loaned out to other libraries and 1,564 items were borrowed. The in-house computer usage was 1,269. The Library web pages were accessed 152,021 times. The online database usage was 827. Overdrive usage was 1,446 and includes 318 Audio, 13 Video, 0 Music, 1,115 E-Books and all other E-Books usage was 24, Freegal movies was 12, Freegal music was 62 and Freegal music streaming was 142 hrs.

Ms. Boragine spoke about the stats. There was a slight decrease in stats. The overdrive usage increased and could be attributed to the snow storm. She also discussed a counter so that the stats are counted more accurately. The Freegal movies and music are not being used as much as she had hoped and she is again trialing Hoopla to see if that generates more usage for less expense. Ms Boragine is going to speak with other libraries to see which services they use to compare with what we currently are using. She also discussed "universal class" and the ability to offer online classes to patrons, another site would be www.Lynda.com. The electric media is where Ms. Boragine is spending a greater portion of her budget than in previous years due to the increase in technology usage by

patrons. A question from the Board about what the high school students are using for research was presented and Ms. Boragine indicated the different databases that are free to anyone with a library card.

A motion to accept the Director's report was made by Trustee Rageotte and seconded by Chairwoman Quinn. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia was unable to present neither the financial report nor the balances of the accounts in December. Ms. Boragine provided the fines to be paid to the Town:

- **Fines: \$3,239.56**
- **Champlin Account: \$0.00**
- **Trustees Account: \$0.00**
- **Checking Account: \$0.00**
- **Certificate of Deposit: \$0.00**
- **Catie Kurowski Fund: \$0.00**

There are three checks totaling \$3,489.59 that will need to be processed for the meeting. Chairwoman Quinn asked once again that the checking account be reconciled for the February meeting.

Treasurer Caraccia indicated that she would have it reconciled then. 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 Toher and seconded by Trustee Rageotte. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine indicated that the new seating area furniture has been ordered through WB Mason. The old reference desk needs to be removed. A new copier has been ordered and it looks like there will be a savings with this new machine. The old copier is being shifted to the Literacy Center. The town will hold an auction for any of the old chairs, desks that the library will be getting rid of. Other town departments may be able to use some of these items. The new office area is working out nicely, however the lockers did not fit where they were going to be moved to. The new technology public scanner is working out nicely and is being utilized more than anticipated. Technology Director is looking into a scanner that has greater capabilities given the capacity in which it is currently being utilized.

NEW BUSINESS:

Ms. Boragine discussed the survey that is posted on the Library's website. There have been 38 survey participants. It is also available in print form if a patron would like to take it manually. The survey

was strictly about the website and what areas are being utilized on the libraries website. The comments were very good and helpful to be able to better serve the patrons and provide what is wanted from the website. The Technology Director is working on creating a logo and changing the website through an inexpensive software program.

The calendars can be found online at the library website.

The newsletter has been posted and is available online.

Next Meeting is February 23, 2016 at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

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

Respectfully submitted,

Joan Dion

Board Secretary