

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

April 4, 2016

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:33 PM at the Lincoln Public Library.

PRESENT:

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

ABSENT/EXCUSED:

Trustees Gertrude Toher (excused)

APPROVAL OF MINUTES:

The Minutes of the February 23, 2016 meeting were reviewed. A motion to accept the minutes was made by Trustee Krueger 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, a Friends of the Lincoln Public Library meeting and met with the library's Budget Board representative. During February five computer classes were held, twenty story times, thirteen children's programs, three teen programs, seven adult programs took place. Ms. Boragine indicated that items added to the collection in February were 1,163 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 13,672 items. A total of 58 new patrons were given library cards. A total of 4,355 items were loaned out to other libraries and 1,678 items were borrowed. The in-house computer usage was 1,467. The Library web pages were accessed 187,027 times. The online database usage was 596. Overdrive usage was 1,479 and includes 333 Audio, 6 Video, 0 Music, 1,140 E-Books and all other E-Books usage was 50, Freegal movies was 2, Freegal music was 49 and Freegal music streaming was 350 hrs.

Ms. Boragine discussed the programming schedule for the coming month. A Money Smart week is at the end of the month of April and involves an estate planner, A Cyber Unit on cyber crime and your financials is also planned that week, there are three more master gardener programs in April and the Library Amnesty day is April 16th.

Passport Day that was held in February was the most well attended program across all the libraries that have hosted it. A motion to accept the Director's report was made by Trustee Krueger and seconded by Trustee Rageotte. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the financial report and the balances of the accounts for March.

- Fines: \$0.00**
- Champlin Account: \$55,914.64**
- Trustees Account: \$24,360.50**
- Checking Account: \$1,234.11**
- Certificate of Deposit: \$0.00**
- Catie Kurowski Fund: \$0.00**
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Treasurer Caraccia reported that there are four checks to be paid totaling \$19,700.53

The Board discussed the account balances and the need to have the account balances reflect an accurate picture by making sure funds were transferred to cover checks approved to be made prior to the meeting. A Motion was made by Trustee Krueger to clarify the policy on check writing procedures that the Treasurer is to deposit or transfer money into the trustee's checking account all funds necessary to cover checks to be written and approved at the next board meeting. This motion was seconded by Trustee Rageotte. The motion was approved unanimously.

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 Trustee Rageotte. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine indicated that the new seating area furniture has been delivered. She is also rearranging the back room where the cataloger sits; the old furniture was placed on the municipal bid website, however no one has expressed interest yet. Ms. Boragine indicated that she would also reach out to the library community through her message board to see if there is another library in the state interested. The next project that is being worked on is the large lighting fixture that was over the old reference area. That fixture is to be removed.

NEW BUSINESS:

Ms. Boragine discussed the Assistant Director position that was vacant once again. She provided a spreadsheet to the board on what the salary range is across the state for a similar position. The Budget Board representative asked Ms. Boragine to discuss the salary with the Board of Trustees. The Board reviewed the salaries of the

libraries that would be considered similar in size and believe the salary needs to be adjusted. The Board agrees with Ms. Boragine the retention of an Assistant Director is important and that the salary is an issue that needs to be addressed. The Board has requested that Ms. Boragine inform the Budget Board that the salary range for the Assistant Director position be raised to the median salary of these position as outlined in the spreadsheet of salaries provided to the Board. The Board agrees that the position should hold a Masters Degree. The Board also expressed concern about the Directors position salary and with raising the Assistant Directors position salary, the Directors salary also needs to be reviewed. Ms. Boragine mentioned that it was more important to be able to retain a qualified individual as Assistant Director at this time.

The Board discussed the cell phone signage. Ms. Boragine indicated that she is looking into professionally made cell phone signs.

The calendars can be found online at the library website.

The newsletter has been posted and is available online.

The June meeting needs to be moved and is scheduled for July 26th, 2016.

The next meeting of the Board is April 26, 2016.

PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, a motion was made by Trustee Krueger and seconded by Trustee Rageotte to adjourn the meeting at 6:31 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary