

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

April 26, 2016

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:34 PM at the Lincoln Public Library.

PRESENT:

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

ABSENT/EXCUSED:

none

APPROVAL OF MINUTES:

The Minutes of the April 4, 2016 meeting were reviewed. A motion to accept the minutes was made by Trustee Rageotte and seconded by Trustee Krueger. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended several Town

Directors meetings, and an Office of Library and Information Services Directors Meeting. During March three computer classes were held, five story times, seven children's programs, six teen programs, eleven adult programs took place. Ms. Boragine indicated that items added to the collection in March were 867 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,672 items.

A total of 38 new patrons were given library cards. A total of 4,513 items were loaned out to other libraries and 1,762 items were borrowed. The in-house computer usage was 1,517. The Library web pages were accessed 137,905 times. The online database usage was 1,284. Overdrive usage was 1,532 and includes 401 Audio, 30 Video, 0 Music, 1,101 E-Books and all other E-Books usage was 229, Freegal movies was 2, Freegal music was 72 and Freegal music streaming was 172 hrs.

Ms. Boragine discussed the uptick in Freegal usage and is hopeful that those numbers continuing rising. She also discussed the OLIS meeting she attended and the purpose of OLIS. A motion to accept the Director's report was made by Trustee Toher 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: \$36,468.61**
- Trustees Account: \$22,503.36**
- Checking Account: \$13,460.19**
- Certificate of Deposit: \$0.00**
- Catie Kurowski Fund: \$0.00**
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Treasurer Caraccia reported that there are three checks to be paid totaling \$3,991.93

The board discussed the remaining balance in the Champlin account and the use of the remaining money will be used towards the reference section area. If any money is left over Ms. Boragine will contact the Champlin Foundation and ask for permission to use for furnishings.

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 Toher. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine discussed furniture that was purchased from WB Mason. The chair fabric does not appear to have been pulled tight enough on the frame of the chair. A sales representative from WB Mason has visited the library and has assured Ms. Boragine that the problem will be corrected. The board discussed having a “green space” outside along the side of the library. The Town would like to assist in the project, potentially donating trees in memory of a former Tree Warden who passed away. The Friends of the Library also want to assist in this project. The Board questioned if Champlin money could be used for this purpose. The Board asked Ms. Boragine to investigate having a landscape architectural design commissioned for this area; the Board is willing to pay for a designer. Ms. Boragine was asked to approach local resources, including schools with Landscape Architect programs such as RISD, for assistance. The Board is willing to fundraise for such a project; possible fundraising suggestions were selling bricks or tiles. Ms. Boragine would like to see benches or even a gazebo where people could sit or even hold story times out at the gazebo during nice weather. Treasurer Caraccia believes that the garden club would like to help with a project like this and will investigate further. Trustee Krueger suggested a potential community garden but after further discussion it seemed a community garden might not be the best fit for the library space.

The Financial Town Meeting is scheduled for May 9, 2016 and the Library Budget will be presented at this meeting. Ms. Boragine is

looking for support at the meeting. State aid has decreased, but the town supplies the Library with approximately \$940,000 for our operating budget. The Assistant Director salary may come up or be an issue. The proposed \$54,000 is still not in the top amongst peers in other communities. Some communities have steps per year or salary ranges. The Budget Board agreed with the salary as presented to them by the Trustees.

NEW BUSINESS:

Ms. Boragine discussed the Summer Schedule. During the months of July & August the library will be closed on Saturdays The closing will extend through Labor Day (September 5).

The Interlibrary Loan Policy was distributed to the board. The RI public library standards are revised every few years and a recent change in the standards necessitated the need for this policy. A motion to accept the revised Interlibrary Loan Policy was made by Trustee Krueger and seconded by Trustee Toher. The motion was approved unanimously.

The Board also discussed the use of “local-use only” cards and how books are moved around the country and amongst all the libraries in state as it relates to the Interlibrary Loan program.

Ms. Boragine discussed programs that are being held for Money Smart Week (Estate Planning, Cyber Crime Identity Theft/Fraud, 1st Time Home Buyer Program). She also encouraged Board members to sign up for any other programs being held like the Windows 10 classes, or any of the Master Gardener programs being held.

The calendars can be found online at the library website.

The newsletter has been posted and is available online.

There will not be a June meeting.

The next meeting of the Board is May 31st, 2016.

PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, a motion was made by Trustee Rageotte and seconded by Trustee Krueger to adjourn the meeting at 6:32 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary