

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
March 28, 2017**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:36 PM at the Lincoln Public Library.

PRESENT:

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

ABSENT/EXCUSED:

Trustee Gertrude Toher

APPROVAL OF MINUTES:

The Minutes of the February 28, 2017 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 meeting, and Public Library Directors

meeting since the last meeting. During February five computer classes were held, fourteen storytimes, seven children's programs, zero teen programs, and eight adult programs took place. Ms. Boragine indicated that items added to the collection in February were 744 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 13,514 items. A total of 54 new patrons were given library cards. A total of 3,927 items were loaned out to other libraries and 1,745 items were borrowed. The in-house computer usage was 1,257. The Library web pages were accessed 196,990 times. The online database usage was 3,099. Overdrive usage was 1,509 and includes 371 Audio, 15 Video, 0 Music, 1,123 E-Books and all other E-Books usage was 40, Freegal music was 64 and Freegal music streaming was 108 hrs.

Ms. Boragine noted that overdrive stats are down a little, and part of that is that February is a shorter month. Statistics for the Ancestry site that was discussed last meeting were presented to the Board. Over 2000 searches have been done on that website and accounts for a large number of the database usage stats. Chairwoman Quinn asked about the new audio "playaway". Ms. Boragine is trying to get more of them for circulation. The Hot Spots have been very popular; however there has been a issue with the correct power cords not being returned. The audio/DVD's are still very popular for circulation. A motion to accept the Director's reports for January was made by Trustee Rageotte and seconded by Trustee Krueger. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the financial report and the balances of the accounts as follows:

- Fines: \$0.00**
- Champlin Account: \$36,503.37**
- Trustees Account: \$24,179.49**
- Checking Account: \$1,981.35**
- Certificate of Deposit: \$0.00**
- Catie Kurowski Fund: \$0.00**
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Treasurer Caraccia indicated that there is one check totaling \$50.00 that is needed to be paid this month. Ms. Boragine mentioned that there is \$5, 678.09 in the Trustees account that is Catie Kurowski money. Another \$100.00 was received this week earmarked for that fund. 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 the removal of “the cloud”/lighting fixture is

still an ongoing issue. As of March 27th there were three quotes that have been submitted to be reviewed and to see if additional funding is needed or if the project needs to go out to bid.

The board discussed “green space”. Ms. Boragine and the Assistant Library Director researched landscape architects and emailed a few in the area about the library project to see what the interest level was. One company emailed back but would charge for them to come out, one company came down and met with Ms. Boragine and viewed the area. This company has done other library and sent her a proposal with the price quote. Ms. Boragine presented the proposal and quote to the Board for review. A line item in the price quote was a site assessment engineering fee, of which was performed during the original construction project. Ms. Boragine was going to discuss the project with the Friends of the Library to support this project. Ms. Boragine indicated that she wants to get a few more quotes on this project and wants to make sure that the companies that are quoting this have the appropriate credentials. A discussion from the Board included what would they would like to see in that area (sitting area, benches, tables, reading terrace, gazebo, stone wall). Ms. Boragine plans on speaking with the Town Planner about the site assessment for the designer and will be meeting with the Friends to discuss the project.

NEW BUSINESS:

Ms. Boragine reviewed the price quotes and website designs of a few companies that sent proposals. Melanie Ruggieri, came in to show the websites to the Board that the companies have given as references. The three companies were Stirling Technologies, EpbRI and Virtual Towns & Schools. All three companies used different software systems and all varied in pricing. The Board reviewed all three companies presented and asked Melanie which one she thought stood out. Melanie felt EpbRI did because the owner is a librarian himself and understands the needs of a library and she felt very comfortable with his site. Ms. Boragine agreed with Melanie and that the cost for development and maintenance fees was within budget. Ms. Boragine was going to speak with the Town and see what the next step would be for updating the website.

The Meeting Room usage was discussed. Ms. Boragine is considering for busy days to open the meeting room up for tutors who are looking for a space to meet with students. Ms. Boragine discussed signage needed about when the room would be open and also whether or not an employee is needed to be in the room during those hours.

The next board meeting will be held April 25, 2017 at 5:30 pm.

The calendars can be found online at the library website.

The newsletter is available online. Ms. Boragine again encourages all

Board members to sign up online to receive it electronically.

PUBLIC COMMENT:

Ms. Boragine informed the Board that federal funding is being cut from budgets for libraries and asked Board members to write to Congress to help restore funding. Ms. Boragine has a link for Board members to follow to be able to do this.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Krueger and seconded by Trustee Rageotte to adjourn the meeting at 6:43 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary

LINCOLN PUBLIC LIBRARY

145 Old River Road

Lincoln, Rhode Island 02865-1395

401-333-2422

Becky A. Boragine Karen Quinn

Director Library Board Chairman

DATE: March 28, 2017

TO: Trustee Treasure

FROM: Cindy

Checks the Library needs for payments:

1. Joan Dion \$50.00

March 28, 2017 Lincoln Library

Treasurer's Report

Checking Acct \$ 1,981.35

Money Mkt Acct \$24,179.49

Champlin Acct \$36,503.37

Total \$62,714.21