

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 27, 2018**

CALL TO ORDER:

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

PRESENT:

Trustees Merle Krueger and Ann Rageotte were present. Also in attendance was Becky Boragine, Library Director.

ABSENT/EXCUSED:

Treasurer Rita Caraccia and Trustee Bonnie Taylor

APPROVAL OF MINUTES:

The Minutes of the February 6, 2018 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 Town Director's meetings, Ocean State Libraries quarterly meeting. During January five computer classes were held, seventeen storytimes, eight

children's programs, zero teen program, twelve adult and three family programs took place. Ms. Boragine indicated that items added to the collection in January were 636 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 13,606 items. A total of 54 new patrons were given library cards. A total of 4,148 items were loaned out to other libraries and 1,652 items were borrowed. The in-house computer usage was 1,140. The Library web pages were accessed 4,200 times. The online database usage was 1,639. Overdrive usage was 2,076 and includes 570 Audio, 12 Video, 0 Music, 1,494 E-Books and all other E-Books usage was 86.

Ms. Boragine mentioned that the overdrive usage hit an all time high and pointed out that the library circulated over 13,000 items in 28 days. She also mentioned that the library loans out to other library's patrons a higher number of items, even more than the Providence & Warwick libraries because patrons want the books that we have in our collection of books. Ms. Boragine also mentioned that she has a new full-time employee who started as an intern before becoming a part-timer with the library and now Ms. Boragine is looking for a part-time reference librarian. A motion to accept the Director's report for January was made by Trustee Krueger and seconded by Trustee Rageotte. The motion was approved unanimously.

FINANCIAL REPORT:

Ms. Boragine presented the report on behalf of Treasurer Caraccia. She presented the financial report for January and the balances of the accounts as follows:

- Fines: \$0.00**
- Champlin Account: \$36,537.30**
- Trustees Account: \$19,854.79**
- Checking Account: \$1,984.78**
- Certificate of Deposit: \$0.00**
- Catie Kurowski Fund: \$0.00**

Treasurer Caraccia's report indicated that there is one check totaling \$50.00 that needs to be paid this month. 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 Rageotte and seconded by Trustee Krueger. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the electrical issue. Five electricians were asked to present a quote for the work that needs to be done. Three electricians came out to view the work and only one

has provided a quote. Alpha Electrical provided a quote of approximately \$10,000 to make the necessary electrical changes and add additional lighting in the library. The funds to complete this electrical work will come from a grant received by the Champlin Foundation. Ms. Boragine is going to ask the Champlin Foundation if the excess funds from this grant can be used for the “Green Space Project” outside. Ms. Boragine mentioned that the Town will also assist the library with the “Green Space Project”.

NEW BUSINESS:

Ms. Boragine presented the Board with a copy of the Materials Selection Policy. She pointed out that there are a few changes that need to be made. Section II has been updated and section VIII. A motion to accept the Materials Selection Policy as amended in Section II and Section VIII was made by Trustee Rageotte and seconded by Trustee Krueger. The motion was approved unanimously.

The next board meeting will be held March 27, 2018 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, if you

haven't done it already. She also mentioned that classes are filling up quickly so sign-up if interested in any that are scheduled.

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 6:02 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary