

MINUTES
Board of Trustees
Barrington Public Library
Thursday, November 17, 2011

Library Board Room
281 County Road, Barrington RI 02806

Members Present:

Joseph Schall
Judith Ryan
Cindy Kaplan
Tom Flanagan
Daniel O'Mahony

Presiding: Cindy Kaplan

Also Present: Debbie Barchi, Director

Meeting was brought to order at 7:13 p.m.

Minutes of the October 17, 2011, meeting were approved.

Financial Reports: Accepted

Statistical Reports: Accepted

Director's Report:

The library did not receive a Champlin grant this year. The library will submit a request to the town to refurbish the elevator (approximately \$60K) as well as a request for an industrial generator. The need for a generator was evident during the last hurricane; the building's water supply was unavailable during the electrical outage so the library had to remain closed. The Director will research options for a generator and provide more information in December.

Joe Schall suggested that a generator may fall under the town's mitigation plan. Tom Flanagan suggested that town residents would want to have Internet access during an emergency and that having the library open makes that available.

A meeting of all library staff will be held on Thursday, December 1. (The library will be closed for one hour, opening at 10 a.m. rather than 9 a.m. on that day.)

Ocean State Libraries will be involved in a self-study on December 12. The purpose will be to determine the future direction of the consortium.

Old Business:

Discussion of the process for the Director's evaluation was moved to the December meeting.

New Business:

Dan O'Mahony asked about the Ethics Commission annual reports filed by board members (he recently received his form in the mail). Forms should be completed and returned to the Commission as soon as possible upon receipt.

Agenda for December 15, 2011, Meeting:

Discussion of Director's evaluation (process)

The meeting was adjourned at 7:36 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Board of Trustees

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Members Present:

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Presiding: Cindy Kaplan

Also Present: Debbie Barchi, Director

The meeting was brought to order at 7:27 p.m.

Minutes of the October 17, 2011, meeting were approved.

Financial Reports:

The debit account has a balance of \$634.01; there is a balance of \$7111.17 in the working account. Coastline monthly report was distributed for information. It was reported that the tax returns for 2010 have been filed.

Old Business:

1. Fundraising:
 - a. There was discussion about whether or not to place a newspaper ad for holiday giving to the library. Last year's ad resulted in only one donation. There was a sense that this approach is more effective around Mother's Day (when we have gotten a better response rate).
 - b. The Board will need to do more serious planning as we get closer to renovation planning.
 - c. There was a suggestion that the library might benefit by having ready information regarding bequests (e.g., printed and online brochure to give patrons to answer inquiries). The Director will look for examples from other libraries.

New Business:

1. Role of the Treasurer; specifically, clarifying the role of the Treasurer in relation to the outside accountant, Coastline Trust, etc.
2. Tom Flanagan expressed a desire for discussion at the December meeting of guidelines or policy for closing depleted named accounts (e.g., threshold amount for maintaining named accounts;

how/when/if to close out named accounts; possible notification when fund balances fall below designated threshold).

3. \$1600 of the Champlin grant request was for blackout drapes in the Children's room. Given that no Champlin grants were awarded to the library, the Director expressed the desire to purchase this out of a named account dedicated to children's materials. The Director will pursue this purchase.
4. Tom Flanagan's term as Treasurer will expire after the December 2011 meeting.

Agenda for December 15, 2011, Meeting:

Discussion on developing policy for closing depleted named accounts

The meeting was adjourned at 8:07 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Corporation