

MINUTES
Board of Trustees
Barrington Public Library (BPL)
Thursday, February 17, 2011

Library Board Room
281 County Road, Barrington RI 02806

Members Present: Tom Flanagan, Cindy Kaplan, Dan O'Mahony, Joe Schall

Presiding: Vince Wicker, Chair

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:04 p.m.

Minutes of the previous meeting were approved.

Financial Reports:

Reviewed. Director noted that the snow closings helped keep expenditures for part-time help lower than usual for this year so far.

Statistical Reports:

Reviewed.

Director's Report:

Director distributed a glossary of library terms to all board members, and copies of the library's five-year plan (2009-2014) to new trustees.

Director reminded the trustees about the invitation to the upcoming meeting for all town board members on March 31 and encouraged all to attend.

Director mentioned that the library is about to change its web design; the new template will allow staff to more easily change and update information. Dealing with the vendor for this presented another example of the need for the library to have access to a credit card (often required by vendors to do business or provide services).

Director pointed out that while the use by Barrington library users of digital media through the OSL Overdrive E-Zone cooperative program has doubled over last year, the library has not contributed any funds to this program in the past two years.

New Business:

No new business.

Old Business:

- a) E-Book update: Director reported that the library released a press announcement regarding the new e-book readers and almost immediately was contacted by the *Providence Journal*. An article in the *ProJo* appeared on February 5 (“Barrington library to test-drive four different e-readers,” by Linda Borg, 2/5/2001). While actual use of the e-readers has been rather limited to date, a number of patrons have expressed a generally positive reaction about the concept (reacting to the news article). Positive interest was also received from other Rhode Island public library directors (reacting to the *ProJo* article).

- b) Budget FY 2012: Town appropriations committee hearings are just beginning to meet; more information should be available to report at the March meeting.

Agenda for March 17 Meeting:

Old Business:

- a) E-book update
- b) FY 2012 budget update

The meeting was adjourned at 7:38p.m.

Respectfully submitted,
Daniel O’Mahony, Secretary
Barrington Public Library Board of Trustees

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The meeting was brought to order at 7:38 p.m.

Minutes of the previous meeting were approved.

It was noted that minutes of the Annual Meeting of the Corporation and the election of officers should be reported.

Financial Reports:

New treasurer Tom Flanagan expressed his thanks to Val Peterson (former treasurer) who spent a generous amount of her time orienting Tom to the corporation's finances. Tom sought guidance from the board as to the level of reporting of account information and the degree of monitoring of accounts that the board expected. He recommended that an accountant review the accounts; someone familiar with the accounting of non-profit organizations who can advise us on how we might best ensure our continued compliance with non-profit status, and how we might best report appropriate information to donors.

Chair Vince Wicker mentioned that the corporation's tax return for 2010 had been filed; the corporation has an obligation to periodically track the percentage of funds solicited. In discussion it was mentioned that Val's previous research had determined that 75% of the corporation's funds were restricted and 25% were unrestricted.

Vince said that we should review a copy of the investment policy.

MOTION to form a committee to investigate and make recommendations regarding the corporation's approach to treasury operations, including (a) the appropriate approach to oversee accounts, weighing relative risks, and (b) the level of monitoring and reporting required and appropriate for a non-profit corporation. Approved. Members of the committee will be: Vince Wicker, Tom Flanagan, and Joe Schall.

New Business:

- a) Fundraising ideas: Various ideas for possible fundraising activities were mentioned. An initial list of common fundraising activities (compiled by Dan O'Mahony) was distributed. It was desired that the board seek advice from a professional fundraiser to give us a sense of the options and strategies available; Cindy will contact someone and ask them to consider talking with the board pro bono; Tom will contact the Rhode Island chapter of the Association of Fundraising Professionals. Vince said that a goal for the board should be to have one more fundraising activity in place before June. Vince will investigate estimates of potential revenues that might be generated by installing vending machines on the lower floor (near the Senior Center).

- a) MOTION to allocate \$500 from unrestricted funds to contribute to the OSL Overdrive E-Zone program. Approved. (Director will utilize the funds to purchase either specific content or contribute generally to OSL to purchase content collectively, whichever she deems most appropriate.)

- b) MOTION to establish a sub-account in the amount of \$500, and create a debit card with declining balance tied to the sub-account. Approved.

Agenda for March 17 Meeting:

- a) Old Business:
 - i. Account investment manager(s) from Coastline Trust Company will join the meeting around 7:30 p.m.; please send any questions to Vince beforehand so he can forward them to Coastline prior to the meeting (so that they might be better prepared to answer our questions)
 - ii. Fundraising ideas (reports back from contacts)

The meeting was adjourned at 8:35 p.m.

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