

MINUTES
Board of Trustees
Barrington Public Library
Thursday, February 16, 2012

Library Board Room
281 County Road, Barrington RI 02806

Members Present:

Dan O'Mahony
Stephen Palmer
Vince Wicker
Laura Young
Cindy Kaplan (arrived at 7:22 p.m.)

Absent:

Judy Ryan
Joseph Schall

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:02 p.m.

Chair welcomed Laura Young as a new member of Board. Chair explained the relationship of the Board of Trustees and the Board of the Corporation of the Library, and the role of the Board vis-à-vis the library administration. Both meetings (Library Trustees and Library Corporation) are subject to the Rhode Island Open Meetings Act. Orientation for new Board members will be scheduled.

Minutes from the January 19, 2012 meeting were approved (motion by Palmer; second by Young).

Financial Reports:

Accepted. Director gave an overview of the kinds of information represented in the financial report, described the general flow of the fiscal year, and provided context for overall spending patterns. The book acquisitions budget is the biggest category of discretionary funds. The majority of the contractual services budget line item pays for the Ocean State Network consortial fee. Overall, the library operates on a "bottom line" budget (i.e., main goal is for the overall end-of-year expenditures not to exceed the overall library budget). Expenditures are on track for this point in the fiscal year.

Question (Palmer): Do we track volunteer hours? Yes.

Revenues report: Grant-in-aid is provided as state grant money based on the town's appropriations to the library. Barrington benefits from having the highest support per capita in RI.

Library now accepts credit cards for payment of fines; there was an increase in revenue compared with January 2011. All fine revenue goes to the town (i.e., not kept by the library). The state-wide checkout system bars circulation (from any library) if an individual's fine exceeds \$5.

Question (Palmer): Does the library have any out-of-state reciprocal relationships for borrowing materials? Circulation is state-wide (within RI); material from other (out-of-state) libraries may be borrowed via interlibrary loan.

Statistical Reports:

Accepted. Barrington reports the highest per capita use in RI. Web site and PC use are increasing.

Director's Report:

Director injured her back and has been out some time during the past month. Library staff are to be commended for doing such a great job and the smooth way in which the library has operated in the director's absence.

A new display system is being installed on first floor.

Board needs to find a location for the new date of its April meeting (library is very busy in April and there are no spaces available that day in the library).

Old business:

None

New business:

None

Agenda for March 15, 2012 Meeting:

Old business

New business

1. Location of April meeting
2. Discussion of Open Meeting Act and possible adjustments to the Board's meeting procedures

Meeting adjourned at 7:39 p.m.

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

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Minutes from the January 19, 2012 meeting were approved (motion by Young; second by Kaplan).

Financial Reports:

Balances of Trustees accounts were reviewed.

Monthly Coastline Trust Company report was accepted for information. Chair explained that Coastline manages the Corporation's funds, and the Corporation Board reviews their monthly and quarterly reports. The new Treasurer (Stephen Palmer) reported that he met with the staff at Coastline; Coastline has managed the account for a little over two years; he observed that there appears to be a sound overall policy for fund distribution and the portfolio is diversified.

Treasurer asked if a benchmark for the funds was available. This is provided by Coastline.

Treasurer asked for the fund's cash position. This is provided by Coastline and will be discussed at the next meeting with Coastline managers.

The funds are currently managed according to a safe, conservative overall strategy.

Possible consideration: if we want to ultimately fund a major capital expenditure in the future, we should alert Coastline far in advance. Using endowment for capital expenditures has disadvantages, versus fundraising to meet the needs of the capital project.

Citizens Bank report: roughly \$15K cash in the account (money had been transferred from Coastline account).

Treasurer had a telephone conversation with a CPA regarding the possibility of providing accounting services pro bono for purposes of completing IRS Form 990 (tax exempt organization tax return). CPA will provide the Corporation with a proposal; CPA will investigate possible names and rates for a bookkeeper.

Old Business:

None

New Business:

None

Agenda for March 15, 2012 Meeting:

Old business:

1. Director communication with architect
2. Status of bookkeeper position
3. Fundraising (2016 will be the 100th anniversary of the Peck Building; may be a good target goal to complete a new renovation project]

New business:

None

Meeting adjourned at 7:54 p.m.

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