

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, January 19, 2012

Library Board Room  
281 County Road, Barrington RI 02806

**Members Present:**

Cindy Kaplan  
Dan O'Mahony  
Stephen Palmer  
Judy Ryan  
Joseph Schall  
Vince Wicker  
Absent: Laura Young

**Presiding:** Vince Wicker

**Also Present:** Debbie Barchi, Director

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

Chair welcomed new Board members and thanked them for agreeing to serve on the Board and for their future contributions. Chair briefly explained the relationship of the Board of Trustees of the Library to the Corporation. (It was pointed out that the two entities operate under different fiscal years: the Board of Trustees follows the Town's fiscal year of July 1 thru June 30; the Corporation runs October 1 thru September 30.)

Minutes from the December 15, 2011 meeting were approved (motion by Kaplan; second by Schall).

**Financial Reports:**

Accepted. Director explained the financial report. Overall, the library's budget is a "bottom line" budget (must meet overall balance at the end of the fiscal year). Any unexpended funds are turned back to the Town. The library pays \$50K to the Ocean State Library (OSL) consortium for contractual services; this fee is based on circulation per capita (Barrington Public Library has the fourth highest per capita circulation in the state). The library does not retain fines revenues collected for overdue returns (money is turned over to the Town's general coffers). Overdue fines have decreased recently (about \$10K compared to last year) due to the automatic email reminders sent to patrons. Local grant-in-aid is revenue received from the state; amount is not a per capita allotment but instead based on how much the local town supports the library (i.e., 25% of the average of the two preceding years of the town's allocation to the library). Director pointed out that, overall, expenditures are on track for this point in the fiscal year.

**Statistical Reports:**

Accepted. Director explained that the library must report statistics annually to the Rhode Island Office of Libraries and Information Services (OLIS). Compared to some other RI public libraries, Barrington Public Library has a strong collection and tends to be a net lender (i.e., we lend more items to other RI libraries than we receive via interlibrary loan). The existing finite footprint of library building requires

that staff rigorously weed and cull the collection on an ongoing basis in order to keep the stacks in good working order.

There was a question about whether programs elsewhere in town (e.g., Bay Spring Community Center) may be having an impact on attendance at library programs? No noticeable impact on library's attendance or programming has been observed.

As the overall future trend likely will show some decline in the number of printed books checked out, it will be important to continue to track the use of digital media.

**Director's Report:**

Director announced that the library received a \$2K CVS CareMark grant; the funds will be used for items in the E-Zone. The library also received \$2K from the local Representatives of the RI General Assembly. The Friends of the Library informed that Director that they will purchase an exhibit display system for the gallery. Director read a letter from a Riverside resident who recently used the Barrington Public Library; the patron wrote admirably about the library's excellent service, extensive hours, ample parking, and all around pleasant experience of coming to the library.

**New business:**

1. Welcome New Trustees
2. Approve Meeting Schedule for 2012:  
The year-long meeting schedule was reviewed last month. The Board meets the third Thursday of every month, with no meetings in July or August.  
The April meeting was changed to April 12.  
Motion to accept the published schedule (motion by Kaplan; second by Schall).

**Old business:**

1. Executive session for Director's Evaluation:  
A comprehensive review of the Director's performance was done two years ago, so this year will be an abbreviated process. The Board went into executive session from 7:47 p.m. until 8:09 p.m.

**Agenda for February 16, 2012 Meeting:**

Old business

None

New business

None

Meeting adjourned at 8:13 p.m.

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

**Annual Meeting of Members  
of the Barrington Public Library Corporation**

Thursday, January 19, 2012

Library Board Room  
281 County Road, Barrington RI 02806

**Members Present:**

Cindy Kaplan  
Dan O'Mahony  
Stephen Palmer  
Judy Ryan  
Joseph Schall  
Vince Wicker

Meeting came to order at 8:59 p.m.

**Election of Directors for 2012**

*Slate of nominees:*

Chair: Vince Wicker  
Vice-chair: Cindy Kaplan  
Treasurer: Stephen Palmer  
Secretary: Dan O'Mahony

Motion to adopt the slate of nominees (motion by Ryan; second by Schall).  
The slate of nominees was approved unanimously.

Meeting adjourned at 9:10 p.m.

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

**MINUTES**  
**Corporation**  
**Barrington Public Library**  
Thursday, January 19, 2011

Library Board Room  
281 County Road, Barrington RI 02806

**Members Present:**

Cindy Kaplan  
Dan O'Mahony  
Stephen Palmer  
Judy Ryan  
Joseph Schall  
Vince Wicker  
Absent: Laura Young

**Presiding:** Vince Wicker

**Also Present:** Debbie Barchi, Director

Meeting was brought to order at 8:15 p.m.

Minutes from the December 15, 2011 meeting were approved (motion by Schall; second by Ryan).

**Financial Reports:**

Balances of the Trustees accounts were review. There is a balance of \$8,559 in the working account. It was noted that the Corporation will need to issue IRS-1099 forms for anyone who did work and was paid by the Corporation.

**Old Business:**

1. Discuss hiring bookkeeper:

It was mentioned that the current general rate for hiring a part-time bookkeeper is approximately \$30-\$35 per hour. It was noted that the Corporation requires very little work each month (essentially, basic reconciliation of accounts). The Corporation will advertise in the library's monthly newsletter for a part-time bookkeeper. Director will double check to be sure that an ad was placed thanking our accounting firm for pro bono work they donate to the Corporation. Director will screen applicants for the part-time bookkeeper position and talk with the Chair regarding a final decision.

2. Fund Raising Discussion:

Director distributed a copy of a draft letter regarding treatment of named endowment accounts falling below the established threshold balance (\$25K per the Corporation's new policy). We will use the latest estimation of individual fund balances. The purpose of the letter is to contact people who have given to restricted funds that are currently below the threshold amount, and to notify them that any remaining funds will be rolled into a

general unrestricted account. While we would welcome the possibility of any future giving, this is not a solicitation letter.

A different letter will be sent to the two donor-accounts that currently are above the \$25K minimum threshold.

We will consult with the Town's legal counsel for advice on the appropriate steps/process for reconciling/merging the funds.

Members were reminded that the library has ways to acknowledge smaller donations (e.g., brass plate for \$1K donation).

An overall fundraising strategy still needs to be developed. This most recent round of discussion was motivated initially by the perception that we must raise a certain amount of outside funds in order to retain our 501c tax-exempt status. If we want to do a real fundraising campaign, the goal could be the renovation of the second floor of the library, building on the success/excitement from the first floor renovation. Director will begin with an informal conversation with the architect who did the first floor renovation to get direction/guidance in order to begin to develop target numbers. Once a target level is determined, we can develop a range of giving and fundraising opportunities.

The Coastline monthly report was distributed for information.

**New Business:**

None

**Agenda for February 16, 2012 Meeting:**

Old business:

1. Status of bookkeeper (posting, etc.)

New business:

1. Communication with architect

Meeting adjourned at 8:58 p.m.

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