

MINUTES
Board of Trustees
Barrington Public Library
Thursday, May 16, 2013

Library Board Room
281 County Road, Barrington RI 02806

Members Present:

Kate Johnson (at 7:32pm)
Cindy Kaplan (at 7:10pm)
Eileen Meehan
Dan O'Mahony
Stephen Palmer
Vince Wicker
Laura Young

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting was brought to order at 7:06 p.m.

Minutes from the April 18, 2013, meeting were approved (motion by Palmer, second by Young).

Financial Reports:

Accepted. The library anticipates being able to spend all of book budget this year; usually as much as 10% must be set aside for contingency (e.g., over-spending on part-time workers), but all of the funds budgeted for books will be able to be used for books.

Statistical Reports:

Accepted. Very active, busy month. BPL is not experiencing the kind of drop in circulation that many other libraries are seeing. Looking ahead, the summer reading program is always popular.

Director's Report:

Director reminded the Trustees that the Town Financial Meeting will be held on Wednesday, May 22. The library's budget is part of the general municipal budget.

Also, the annual Library Volunteers Breakfast will be held Thursday, May 23 at 8 a.m. (this year hosted by the Friends of the Library).

A suggestion was offered for the library to consider coordinating a July 4 program of a public reading of the Declaration of Independence. This has been done successfully by other communities; for example, Shakespeare and Company in Lennox, MA, does this as part of a big community celebration. The Board thought this was a good idea to pursue for next year (2014), possibly in collaboration with the Recreation Department as well as potentially with other community organizations (e.g., Boy Scouts, Girl Scouts, theater companies, local/state "celebrities", etc.).

Director state that there was no progress to report regarding the elevator project. The ideal time for the elevator replacement would be directly after the summer reading program ends (August).

Director pointed out that a lovely quilt is now on display in the entry way of the library. The quilt was hand made by Sally Boynton and is on long-term loan.

Director will be away on vacation during the last week in May.

Old business:

None

New business:

- a) Preparation for annual performance review for Director – Trustees formed a subcommittee (consisting of Wicker, Young, and Meehan) to draft a review that will be shared with the group (motion by Young, second by Johnson). There was a question about the process the Board should use for the review (as there is no mandated procedure). A suggestion was made that we start with a report by the Director of the past year's accomplishments and challenges, as well as a statement of goals and possible challenges for next year, along with ideas on how the Board can support the library. The Board agreed this would be a good way to proceed. Director will submit her report by Friday, June 14. As there is no specific deadline for the performance review, this process may continue over the summer.

Agenda for May 16, 2013, meeting:

Old business

- a) Director's evaluation

New business

- a) Library budget (as passed by Town Financial Meeting)

Meeting adjourned at 8:34 p.m.

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

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Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting was brought to order at 7:40 p.m.

Minutes from the April 18, 2013, Corporation meeting were approved (motion by Palmer; second by Young).

Financial Reports:

Treasurer reported that we have \$21K combined in two accounts.

Monthly Coastline Trust Company report was distributed for information. The account currently has a market value over \$600K.

In the fall, the Board may want to look at asset distribution; i.e., how much will we release to the library. (Director typically compiles a list of needs for possible expenditures.)

Board was grateful to be getting regular monthly reports from the bookkeeper.

IRS Form 990 was submitted on time (first time in at least seven years where there was not a request for an extension).

Old Business:

- a) Fundraising; including formation of a fundraising subcommittee – Young reviewed again some of the information learned at the April conference of the Association of Financial Professionals (AFP) in Warwick, including: segmenting donor population; need for strong advocacy by board members; online fundraising techniques. Johnson commented on some literature she had reviewed from the conference, including: desire of many donors to be actively involved in the campaign/organization; strong campaigns have a cohesive theme unifying the campaign activities and events; use of team “competitions” throughout the campaign; always good to personalize communications (e.g., thank you’s). Johnson also reviewed again the fundraising feasibility study done for the Westerly-Pawcatuck YMCA (April 2000). Palmer identified prospective local people who might be tapped for fundraising consultation. Kaplan stated that, according to her contact, our overall goal (\$2M) was relatively small and suggested we hire someone who would do fundraising, creative work, and clerical accounting of

donations. Meehan agreed and had a similar suggestion that one person might handle the full scope of the capital campaign, including fundraising, idea generation, volunteer coordination, etc. There was a suggestion to possibly draft a job description to outline the scope of responsibilities we would want someone to do. First steps would be to develop a case study and to lay out the mechanics of the overall plan.

Many of the letters of solicitation/notifications regarding the endowments were returned (address unknown). There was a question about the Board's obligation regarding the extent to which the Board needs to pursue further attempts to notify original donors; i.e., at what point can we use the remaining funds (from donations originally earmarked for specific purposes) for general purposes (i.e., roll them into the general fund).

New Business:

None

Agenda for June 20, 2013, meeting:

Old business:

- a) Fundraising discussion: Job description for fundraising campaign support staff person; form subcommittee to work over the summer (define expectations).

New business:

Meeting adjourned at 8:10 p.m.

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