

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, March 21, 2013

Library Board Room  
281 County Road, Barrington RI 02806

**Members Present:**

Kate Johnson  
Cindy Kaplan (at 7:16pm)  
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 February 14, 2013 meeting were approved (motion by Palmer, second by Young).

**Financial Reports:**

Accepted. Director explained the format and content of the financial reports (the Town's fiscal year runs July 1 thru June 30). Barrington receives a higher per capita grant-in-aid from the state because the Town funds the library at a generous level relative to other towns. A question was asked whether there were any indications that the funding from the state might be at risk. Director described how the state legislature had reviewed the library funding program some years ago, but statewide public outcry in support of the program was vocal. Since then, the level of funding has been frozen but stable.

**Statistical Reports:**

Accepted. Library tracks many statistics to report to the RI Office of Library and Information Services (OLIS). The main purpose for the board's review is to stay informed of the library's activities and to look for patterns and trends.

**Director's Report:**

Director officially welcomed the new Board members, Kate Johnson and Eileen Meehan. (The Board thanked Kate for the delicious cookies brought to the meeting!)

Corrections to Board of Directors roster include:

Kate's address: 53 Primrose Hill Road

Cindy's term: expires December 2013

New items purchased as a result of the library's 2012 Champlin grants have arrived: new 3M security gates and new self-checkout machine. The gates will be installed by 3M staff during the week of March 25.

Staff ideas for a possible 2013 Champlin grant application include a new audio induction loop for better sound quality to assist the hearing impaired. The library also will participate in a Champlin request via Ocean State Libraries (OSL) for a scanner for smartphones.

Director reminded the Board that her term as president of OSL ends in May 2013.

New Board members will schedule an orientation session for a general introduction to library staff, functions, and services.

**Old business:**

1. Budget – Director distributed the draft library budget for FY 2014 prepared by the Town Manager. The budget includes 2.25% raise for staff salaries, but otherwise is flat. No cuts or changes to services are anticipated as reflected in the draft budget. The Town Appropriations Committee will now review the draft budget before submitting a final budget for action at the Town Financial Meeting. It is helpful for Board members to be present at the Town Financial Meeting in case questions come up about the library in order to inform discussion at the meeting. There was a question about whether the library acquires both print and electronic journals. Director explained that this varies title to title; however, most of the library's periodicals are magazines (print copies). In answer to a question, the Director pointed out that there was nothing new in the library's budget, but that the Appropriations Committee likely will recommend a capital request that benefits the library (i.e., outdoor security cameras, and a generator for the building paid over three years). Repair on the library's elevator was part of last year's capital request (FY 2013), but has still not yet been scheduled. The best time for installation (to have a minimal impact on library programs and services) is the last week of August and/or the first week of September.

**New business:**

None

O'Mahony passed out for information purposes an article on a recent Pew study on libraries and the Internet (Brian Kenney, "Libraries: Good Value, Lousy Marketing, *Publishers Weekly*, January 23, 2013).

**Agenda for April 19, 2013, meeting:**

Old business

None

New business

None

Meeting adjourned at 7:41 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; George Burwell, CFA, from Coastal Trust Company.

Meeting was brought to order at 7:42 p.m.

Minutes from the February 14, 2013 Corporation meeting were approved. (motion by Palmer; second by Kaplan)

**Financial Reports:**

Treasurer reported that there was a balance of \$51K in the Corporation's bank accounts (total amount spread across three accounts).

**Old Business:**

- a) Fundraising

**New Business:**

- a) Report from Coastal Trust Company. George Burwell, CFA, reviewed the status and performance of the Corporation's investment portfolio. This included discussion of asset allocations, targets, investments, etc. Working with Coastal since 2009, the Board has developed a rather conservative investment strategy (50% stocks, 50% fixed income). This strategy provides better protection during times of market fluctuations (as was the case in 2008). Overall performance of the portfolio (as of 12/31/2012) was up 11.4% YTD (8.04% annualized over three years). Goal is to beat inflation by 3% each year (target = 5%). Total investment return in 2012 was \$59.5K.  
Economic outlook: Burwell shared economic outlook information from Kiplinger's and other sources. Predicted GDP growth of 2%; unemployment is trending downward; predicted inflation 2.3% overall; housing market coming back; stock market up over past four years; consumers paying down debt; Fed will keep interest rates low. Slow to moderate growth path anticipated. Unpredictable international events (e.g., Greece, Cyprus, Eurozone). Uncertain what the effects of the sequester may be (\$80B). Overall, a relatively positive economic outlook.  
Investment policy and objectives: The original investment policy was reviewed with the Board; the account has grown since 2009 from \$450K to almost \$600K. Board has withdrawn little in recent years; guidelines allow for 4% spending of rolling 3-year average.

Asset allocation: Latest allocation approved in 2011. Advice was offered to stay conservative if sizeable withdrawals are anticipated in the near future; otherwise, one can afford to take on more risk if you have longer time to recoup any losses.

- b) Identify prospective fundraisers – Board wants to move forward with fundraising. Palmer identified someone who has worked with YMCA on fundraising and another person who has done statewide fundraising. Kaplan knows someone in Newport who does fundraising nationally. Board members will forward names to Wendy. We will do a preliminary informal screening with each person to determine their level of interest and fit with our goals. Board will develop an information sheet that outlines our goals.

Meehan suggested that we examine different options; e.g., professional fundraiser (with fees) versus volunteer efforts (e.g., BEF phone bank). Much will depend on what level of fundraising we need. We should investigate how best to marshal the support of the local community.

It was pointed out that a fundraiser is currently working with the group that is organizing the possible community center project.

There was a question about how we handle donations currently. It depends on the type of donation and if it is specified for particular purpose. There was a question about whether the library track donors, e.g., past donation history. At present, there is no formal system for this. The Corporation has not taken an active role in the past in organized and ongoing fundraising (e.g., no annual fund). Except for last renovation (first floor), there was never a big project or fundraising target. Previous large contributions came to the library unsolicited and/or spontaneously.

It was noted that there appears to be a large reservoir of people who want to be Friends of the Library (i.e., to give some level of support to the library).

The Corporation needs to be cognizant of the workload associated with fundraising and where that work falls (e.g., volunteers, Board, staff, etc.).

It was decided that a small group (subcommittee) of the Board should steward/lead the fundraising effort. The group could include non-Board members of the community as well. It will be important to tap the large well of support in the community for the library.

The desire is to engage some professional to do a feasibility study to assess the likelihood of a fundraising campaign. The Chair will develop a one-page outline of background information on our fundraising goals, purpose, etc.

We also will develop information to share with prospective donors and others regarding various ways to give to the library.

As this is a new source of funding for the library (i.e., fundraising), we will need to make a clear case for the needs, benefits, uses of funds, impact on the community.

We will invite someone from the Barrington Education Foundation (BEF) to discuss fundraising strategies.

### **Agenda for April 19, 2013, meeting:**

#### Old business:

- a) Fundraising

#### New business:

- a) Discuss formation of a fundraising subcommittee

Meeting adjourned at 8:56 p.m.

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