

MINUTES
Board of Trustees
Barrington Public Library
Thursday, February 14, 2013

Library Meeting Room
281 County Road, Barrington RI 02806

Members Present:

Cindy Kaplan
Dan O'Mahony
Stephen Palmer
Vince Wicker

Absent:

Eileen Meehan
Laura Young

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:13 p.m.

Minutes from the January 17, 2013 meeting were approved.

Financial Reports:

Accepted.

Statistical Reports:

Accepted. A question was raised regarding the difference between the number of items checked in versus items checked out. Part of difference is due to renewals (counted as a check-out but not checked-in). It was pointed out that there is staff effort expended for both check-ins as well as check-outs (books have to be handled in both cases). The number of withdrawals reflects a healthy weeding of the collection. Members of the Board expressed pleasure in the quality of the library's programs and the high number of program attendance. In response to questions raised at previous meetings, the Director reported that the number of web site hits reflects incomplete data available from Google Analytics. The library currently is looking at a new web design and will evaluate whether the service provides accurate data as part of that process (to enable the library to begin to report accurate statistics for web site use).

Director's Report:

A new applicant (Kate Johnson) has submitted a Trustee application with the Town; she will be interviewed at the March Town Council meeting. [Update: On March 4, the Barrington Town Council appointed Kate Johnson as the newest library Trustee.]

On Sunday, March 4 (1-5pm), the library will co-sponsor the Human Library project (to be held at the Rochambeau Library in Providence). In this program, people serve as "books" and the "stories" are their lives and experiences, representing a wide diversity of perspectives, ethnicities, etc.

Jessica D'Avanza is the new part-time Program Librarian (19 hours); the library is thrilled to have her on staff as she brings much energy, has many new ideas, and is fluent in social media. The Board also acknowledged the great work that Amy Greer, the previous Program Librarian, did in rejuvenating the

library's public programs (as evidence by the high attendance statistics and positive feedback from the community).

Old business:

None.

New business:

1. Mission statement – the statement needs to be reviewed every five years for submission to LORI. The library has a combination mission and service statement. Motion to accept mission statement as amended (motion by Palmer; second by O'Mahony); approved.
2. FY 2014 budget – Director has not met with Town Manager since the last Board meeting to discuss the library's FY 2014 budget; no significant changes are anticipated. The Town Financial Meeting, at which the Town budget will be decided, will take place in May.

Agenda for March 21, 2013, meeting:

Old business

Budget update

New business

None

Meeting adjourned at 7:42 p.m.

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

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Meeting brought to order at 7:44 p.m.

Minutes from the January 17, 2013 Annual Meeting and monthly Corporation meeting were approved.

Financial Reports:

Accepted. Balances of Corporation accounts were reviewed. Approximately \$53K total balance across three accounts.

Representatives from Coastline will attend the March 21 meeting to review the performance and allocations of the Coastline accounts.

Balance sheet and Profit & Loss statements are provided now on monthly basis.

Old Business:

- a) Fundraising

New Business:

- a) Discuss request for architect's estimate – The Director sent a general outline of the library's renovation objectives to Tappe Associates (the firm that did the first floor renovation) and received a pre-design estimate on February 14 of \$2.6 million. The purpose of this estimate was to give the Corporation a rational target for fundraising. The Board expressed its gratitude to Tappe for their generous work in providing us with its estimate.

Next step: The Board will consider interviewing professional fundraiser(s). Part of any feasibility study done by a fundraiser should include assessing the likelihood of meeting the fundraising goal, taking into account any prospective competition for funds.

The Board will work to identify prospective fundraisers at the March meeting, and hope to talk with them at the April meeting.

It was pointed out that state funds for library construction exist (reimbursable up to 50%). State regulations permit the RI Office of Library and Information Services (OLIS) to fund only one project per library at a time; the Director will confirm the dates of the library's current project.

- b) Review donor outreach letters – The Board provided suggested comments on the draft letters. The chair will sign letters for distribution.

Agenda for March 21, 2013, meeting:

Old business:

- a) Fundraising

New business:

- a) Identify prospective fundraisers
- b) Coastline presentation

Meeting adjourned at 8:34 p.m.

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