

MINUTES
Board of Trustees
Barrington Public Library
Thursday, January 17, 2013

Library Board Room
281 County Road, Barrington RI 02806

Members Present:

Cindy Kaplan
Eileen Meehan
Dan O'Mahony
Stephen Palmer
Vince Wicker
Laura Young

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:08 p.m.

The Board welcomed Eileen Meehan as its newest member.

Minutes from the December 20, 2012 meeting were approved (motion by Palmer; second by Young).

Financial Reports:

Accepted. Reviewed expenditures and structure of the monthly financial reports. Expenditures are on track for this point in the fiscal year (Town fiscal year runs from July 1 through June 30). In answer to a question about fundraising, the Director explained the relationship between the Board of Trustees (which focuses on policy oversight and advice) and the Library Corporation (whose responsibilities include fundraising).

Statistical Reports:

Accepted. The change in web site hits was noted (comparing last year to this year); the Director will investigate to be sure data are being collected correctly.

Director's Report:

FY 2014 budget request has been sent to Town Manager; it includes a 2.5% increase ATB for full-time and part-time salaries. Otherwise, the budget request is essentially flat with only a \$1,200 increase overall. The library's book budget has been flat for 4-5 years. Without support from the Friends of the Library, the library would have very little funds for programming.

Champlin grant funds in FY 2013 supported a new security gate and self-checkout machine; the request for security cameras was not funded by Champlin. The Town budget for FY 2014 likely will include a request for security camera funds in its capital budget.

The library's FY 2014 budget will be reviewed again with the Director before final approval by the Town Manager, then submitted to Appropriations Committee. The final Town budget will be approved by Barrington citizens at the annual Town Meeting.

The elevator project is stalled due to the complexity of the specs for the project. The project likely will take several weeks. The money allocated for the project does not have to be spent before June 30, 2013. The Director will advise the Town to put in the contract that the library elevator renovation be done during the last two weeks of August and first two weeks of September (this is a slower period for library). The elevator renovation will have a significant impact on library programs in limiting access to the second floor.

The CVS Caremark grant was received by the library. This will be used to purchase more e-books via Ocean State Libraries' Overdrive program.

Old business:

None.

New business:

None.

Agenda for February 14, 2012, Library Meeting Room:

NOTE CHANGE OF DATE AND LOCATION

(previously scheduled for February 21)

Old business

New business

Update on operating budget request for FY 2014.

Meeting adjourned at 7:46 p.m.

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

MINUTES
Annual Meeting
of the
Corporation
of the
Barrington Public Library
Thursday, January 17, 2013

Library Board Room
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Members Present:

Cindy Kaplan
Eileen Meehan
Dan O'Mahony
Stephen Palmer
Vince Wicker
Laura Young

Presiding: Vince Wicker

Meeting brought to order at 7:47 p.m.

Agenda:

- a) Election of Directors for 2013

Slate of officers for 2013 presented:

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

MOTION to adopt the slate of candidates moved by Young; second by Meehan; ***approved.***

Meeting adjourned at 7:50 p.m.

MINUTES
Corporation
Barrington Public Library
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Cindy Kaplan
Eileen Meehan
Dan O'Mahony
Stephen Palmer
Vince Wicker
Laura Young

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:52 p.m.

Minutes from the December 20, 2012 meeting were approved as amended: the last paragraph on the first page was changed to clarify that the \$5K released by the Board on December 20 was in addition to \$10K already approved, bringing the total amount released during FY 2012 to \$15K (motion by Palmer; second by Young).

Financial Reports:

Balances of Corporation accounts were reviewed. Operating account has approximately \$26K; the separate account set up to handle the Chaplin grant has \$29K. The library has funds available to pursue its planned projects.

A profit & loss sheet as of December 31, 2012 (prepared by the bookkeeper) was distributed for information.

Balance sheet as of December 31, 2012 (prepared by the bookkeeper) were distributed for information.

The Monthly Coastline Trust Company report was accepted for information. The market value of the Corporation's accounts at end of December stood at \$568K. The portfolio produced approximately \$14K income (2.5%) in 2012.

There was a suggestion to have Coastline provide the Board with an analysis of the financial market in general and give recommendations regarding asset allocations as well as be sure that they understand our income distribution policy (we will try to schedule this for the March 15 meeting).

Old Business:

- a) Fundraising

New Business:

- a) Initiate fundraising approach

The Board agreed generally with the proposal to pursue a request to obtain an architect's "good" estimate from Tappé on two options for renovating the second floor of the library: (1) renovations including the entire second floor and the basement space (contingent on the Senior Center moving to a new building); (2) more modest renovation including the second floor space only. (Tappé

was the firm that managed the library's last renovation and has a strong grasp of library and municipal design spaces.)

There was a question about whether it was necessary/realistic to have two options developed. The Director will seek information from the architect regarding the cost of the estimate process; the Board will review this information at the February meeting.

b) Review donor outreach letters

The Board was reminded that the new policy sets the threshold for establishing endowments at \$25K.

The text of letters to be sent to fund contact names will be reviewed at the February meeting. As previously discussed by the Board, the purpose of one letter is to contact people who have given to restricted funds that are currently below the threshold amount (\$25K), 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.

Agenda for February 14, 2012, Library Meeting Room:

NOTE CHANGE OF DATE AND LOCATION
(previously scheduled for February 21)

Old business:

- a) Discuss request for architect's estimate
- b) Review donor outreach letters

New business:

Meeting adjourned at 8:40 p.m.

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