

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, June 20, 2013

Library Board Room  
281 County Road, Barrington RI 02806

**Members Present:**

Kate Johnson  
Eileen Meehan  
Dan O'Mahony  
Stephen Palmer  
Vince Wicker  
Laura Young

**Absent:**

Cindy Kaplan

**Presiding:** Vince Wicker

**Also Present:** Debbie Barchi, Director

Meeting was brought to order at 7:05 p.m.

Minutes from the May 16, 2013, meeting were approved (motion by Young, second by Palmer).

**Financial Reports:**

Accepted. As the fiscal year is wrapping up, staff have been ordering books and equipment to expend any remaining funds.

**Statistical Reports:**

Accepted. Numbers show solid activities overall. Digital media clearly have taken hold. The Ocean State Libraries (OSL) consortium is looking at different models to support statewide digital media resources in a more equitable fashion.

**Director's Report:**

Director reminded the Board that Bri Johnson, BPL's Teen Librarian, will be leaving the library in July. Bri wrote a lovely letter to the *Barrington Times* (published June 19) describing her tenure at BPL. The Library will hire new teen librarian in fall; in meantime, current staff will fill in while the Director reviews the job description (which has not been reviewed in over ten years) and conducts a thorough search. This should be an attractive position as BPL is considered an excellent library in which to work. The Board expressed its thank to Bri Johnson, Barrington's first Teen Librarian, for all her great work in making the teen room such a success, and wishes her all the best in the future.

The specs for the new elevator were published in the paper last week. There will be meetings next week with prospective contractors. The project will involve elevators at both the library and Town Hall buildings; however, there are very different circumstances, clientele, needs and use patterns in each case.

Summer reading program for children was launched on June 20; this year's theme is "Dig into Reading." Studies show that children who participate in summer reading programs do not lose ground in reading level.

Howard Bocksembaum is retiring as head of OLIS; a reception in his honor was held recently at the Providence Athenaeum.

**Old business:**

- a) Director's performance review – documents distributed before meeting were (1) BPL 5-year plan, (2) Director's goals and objectives, (3) Director's summary of 2012 activities.

BOARD WENT INTO EXECUTIVE SESSION AT 7:23PM TO DISCUSS THE DIRECTOR'S PERFORMANCE REVIEW.

BOARD ADJORNED FROM EXECUTIVE SESSION AT 7:50PM

Chair will draft an outline for the Director's review letter and share it with the Board.

**New business:**

- a) FY 2014 Budget – recommended budget was approved at Town Financial Meeting.

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

Old business

Director's evaluation

New business

Discussion of process for beginning new 5-year plan

Meeting adjourned at 7:53 p.m.

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

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**Corporation**  
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Kate Johnson  
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Laura Young

**Absent:**

Cindy Kaplan

**Presiding:** Vince Wicker

**Also Present:** Debbie Barchi, Director

Meeting was brought to order at 7:54 p.m.

Minutes from the May 16, 2013, Corporation meeting were approved (motion by Palmer; second by Johnson).

**Financial Reports:**

Treasurer reported that we have approximately \$19K combined in two accounts.

In September, Board should begin active discussion re: disbursement of annual funds (e.g., Director typically prepares a list of needs).

The separate account set up to spend the Champlin grant has been expended and closed.

Monthly Coastline Trust Company report was distributed for information.

**Old Business:**

a) Fundraising discussion:

Job description for fundraising campaign support staff person – the Board agreed to form a subcommittee to work over the summer to define expectations for this position. Volunteers include: Cindy Kaplan, Kate Johnson, Vince Wicker, Laura Young; Eileen Meehan (alternate). The Board expressed its desire to partner with the Friends of the Library as appropriate and not to work at cross-purposes in any way with FOL initiatives. We will invite someone from FOL to be on subcommittee or to serve as a liaison. Vince will draft (with the Director) an invitation letter to FOL.

Some initial ideas regarding future discussions on planning for the fundraising campaign included:

- The Board agreed it was important to work to get lots of stakeholders involved in the campaign to help nurture a sense of ownership and stake in the library's success.
- Library usually co-sponsors one or two programs a year with BAY Team.

- Children's programs are such a strength of the library's. Consider ideas that involve children or highlight children's services, e.g., memorialize handprints with kid's names as a possible fundraising approach.

**New Business:**

Legal opinion re: transfer of funds. The Board desired to seek legal advice re: the transfer of small balances of donated funds into a general unrestricted account. The Board's purpose in doing so (i.e., seeking legal advice) is to ensure that we have exhausted sufficient means before proceeding with the plan, and to provide the Board with sufficient legal assurance that we have proceeded appropriately. Suggestions were to seek an opinion from the RI Attorney General's office, or from the Town's legal counsel. The Director will consult with the Town Manager about the proper procedure; the Board will pay for any fees for the legal opinion. There was a suggestion that the Director clarify up front when talking with legal counsel what our expectations are re: cost, etc. The Director may consult with the Chair should any questions arise.

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

Old business:

Report on outcome/status of legal advice re: transfer of funds.  
Fundraising subcommittee report.

New business:

None

Meeting adjourned at 8:24 p.m.

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