

MINUTES
Board of Trustees
Barrington Public Library
Thursday, March 20, 2014

Library Trustees Room
281 County Road, Barrington RI 02806

Members Present:

Kate Johnson
Cindy Kaplan
Laura Laurence
Dan O'Mahony
Dean Robinson
Laura Young
Vince Wicker

Presiding: Vince Wicker

Also Present:

Debbie Barchi, Director

Meeting was brought to order at 7:11 p.m.

Minutes from the February 27, 2014, meeting were approved (motion by Johnson, second by Young).

Financial Reports:

Accepted. Expenditures are on target for this point in the fiscal year.

Statistical Reports:

Accepted. Program attendance and children's services were down again this month due to the elevator repair (very little programming was held in March).

Director's Report:

It is expected that Wendy will be back to work on March 28. Director expressed her sincere gratitude for the efforts of the library staff in stepping up to do much of the work to fill in while Wendy has been out, and for the assistance of the Town Hall staff.

The library's elevator came back online at 4pm on Wednesday, March 19; everyone was very glad to have full access again to all floors. The library will announce widely news about the elevator being repaired.

The Champlin grant application is due April 30. Staff provided suggestions for possible grant projects including outdoor security cameras, security monitors in the children's area, signage or some kind of interesting display in the long hallway, and software to more easily change the slides on the web page.

Director will inquire regarding funding for a new server.

Plans for the second floor renovation are not far enough along to request construction money from Champlin for this round; the goal is to work to be ready to submit an application in April 2015.

An article in *Barrington Times* indicated that the library's request for computer funding (\$4K) is still in the Town budget proposal (this represents one-third of the library's need).

A new teak bench (gift from the Friends of the Library) will arrive soon and will be placed near the circulation desk.

The Corporation typically pays the annual fees for RILA membership for individual members as Trustees. A news item in the *Barrington Times* this week reported about a disruptive patron who was evicted from the library for one year.

Old business:

- a) Five-year plan – The survey closed at the end of February; 287 surveys were completed; 40+ people filled out paper surveys. O'Mahony will compile a list of names and contact info for potential focus group participants (from survey respondents who expressed an interest).
- b) Update on building projects (elevator and carpeting) – Elevator installation is complete; elevator came back online at 4pm on Wednesday, March 19.
- c) Review proposed FY 2015 budget – Overall increase is less than 2% (includes full-time Programming Librarian position and line item for computer equipment).

New business:

None.

Agenda for April 17, 2014, meeting:

Old business

- a) Update on five-year plan
- b) Budget update

New business

- a) Volunteers' breakfast

Meeting adjourned at 7:40 p.m.

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

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Also Present:

Debbie Barchi, Director

Meeting was brought to order at 7:41 p.m.

Minutes from the February 27, 2014, meeting were approved (motion by Kaplan, second by Young).

Financial Reports:

Treasurer Robinson distributed the financial report. Approximately \$40,900 is in the Trustee checking accounts (combined). The completed IRS Form 990 has been filed with the IRS.

Director pointed out that the Champlin grant requires a separate account to track funds.

The representative from Coastline will come to the April 17 meeting.

The monthly report from Coastline for January 2014 was distributed for information.

Old Business:

- a) Fundraising subcommittee report – Applicants for fundraising position will come to the library on March 27 for a tour and review of information. “Fundraising Briefing” sheet was distributed for information; prepared by Chair to summarize the library’s fundraising history, especially with respect to efforts to support the first floor renovation, and the general preliminary plan for the second floor renovation. The “Briefing” will be shared with applicants as part of the presentation along with a general outline of the scope of the desired renovation. Chair and Director will meet next week with Town Council liaison to update her on the Board’s ideas. Six applicants will attend the briefing meeting.

Fundraising timetable:

The library will be eligible for new state funds on July 1, 2016 (old reimbursement payments will be paid off at that time). Local commitments are needed prior to applying for new state funds.

Prior to submitting a state application, we will need to have an architect and library consultant.

The goal is to apply for a Champlin grant in April 2015.

The bond requests can be timed for the Town’s Financial Meeting (May 2015) or for inclusion on the general election ballot (via the Secretary of State).

A key decision for the Board will be hiring an architect; we will need to prepare questions, etc. beforehand to help the planning process. An important factor in the success of the first floor renovation project was the preparation and planning ahead of time in order to keep construction changes to minimum. Once again, the project will rely heavily on staff input for ideas and investment/support.

The Board's goals/priorities for the fundraising campaign include:

- Raise the funds necessary for the second floor renovation;
- Engage the community in investment/support of the library as a key community resource;
- Build continuing support for library use to meet the needs of the community in the 21st century (e.g., community outreach and programs, auditorium activities)

New Business:

None

Agenda for April 17, 2014, meeting:

Old business:

- a) Fundraising

New business:

- a) Coastline representative visit

Fundraising Subcommittee (Kaplan chair) will meet immediately after the Trustee's meeting.

Meeting adjourned at 8:20 p.m.

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