

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, May 15, 2014

Library Trustees Room  
281 County Road, Barrington RI 02806

**Members Present:**

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

**Absent:**

Kate Johnson  
Laura Laurence

**Presiding:** Vince Wicker

**Also Present:**

Debbie Barchi, Director

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

Minutes from the April 17, 2014, meeting were approved (motion by Young, second by Robinson).

**Financial Reports:**

Accepted. The library staff typically watch the budget closely during the last six weeks of the fiscal year. The remaining 5% of the book budget being held back will be released in June. Overall, fines are down again (as email reminders help people return books on time).

**Statistical Reports:**

Accepted. Library staff are not satisfied with the way computer use is currently being tracked (only estimates at present) and will look into other ways of more accurately measuring use.

**Director's Report:**

The 2014 Champlin grant application has been submitted; still in the process of spending the 2013 Champlin grant money (installing a new hearing aid system in the auditorium). New carpeting in the Children's Room will be installed during the last two weeks of August (traditionally a very slow period). The Town Financial Meeting is May 28 at 7pm at Barrington High School. Director will be on vacation May 29 thru June 9. Mary Hardy, Assistant Director, will be in charge in her absence. Reminder that June 11 is the Town Volunteer dinner, and June 12 is the Library Volunteer breakfast.

**Old business:**

- a) Focus Group/Five year plan – Library will host a focus group on Tuesday, June 24 beginning at 7pm in the Library Gallery. Invitations were sent to 25 survey respondents asking them to

participate in the focus group: 7 responded with “yes” and 4 responded with “no.” (The desire is to have between 17-25 people attend.) Director will draft a set of questions to use during the focus group.

Director will draft a new five-year plan based on input from the survey, the focus group, department heads and library staff, and other information. The draft plan will be shared with the Trustees for discussion and comments.

- b) Budget FY 2015 – Library’s budget will be addressed as part of the overall municipal budget at the Financial Town Meeting on May 28.
- c) Volunteer Breakfast – June 12; the caterer used in the past is now out of business. Casual Catering, Blue Kangaroo, Dave’s Market were suggested as possible options. Gift certificates from Barrington Books will be purchased for volunteers. Director will place the catering order and buy the gift certificates. This year’s breakfast will also acknowledge the Board of the Friends of the Library. Trustees will help set up (7:30am) and clean up; Laura Young will help coordinate coffee, tea and extras; Vince will bring juice; Dan will bring flower centerpieces (8) for tables; Cindy will help greet people as they arrive.

**New business:**

- a) None

**Agenda for June 19, 2014, meeting:**

Old business

- a) Planning for focus group; update on five-year plan

New business

- a) None

Meeting adjourned at 7:42 p.m.

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

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**Corporation**  
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**Absent:**

Kate Johnson  
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**Presiding:** Vince Wicker

**Also Present:**

Debbie Barchi, Director

Meeting was brought to order at 7:43 p.m.

Minutes from the April 17, 2014, meeting were approved (motion by Robinson, second by Young).

**Financial Reports:**

Treasurer Robinson distributed the financial report, which included a quarterly report on the restricted funds accounts.

A balance of approximately \$29K is currently in the Trustees checking accounts (combined).

Citizens Bank will waive the monthly service fee. A system has been set up to keep the debit card balance around \$2K.

Following up on last month's discussion with Coastline, the Board should review the investment policy document.

**Old Business:**

- a) Fundraising subcommittee report – The subcommittee is working to get us to the point where we can issue an RFP. Director suggested that we give the draft RFP (once it is developed) to the Town Planner to review for feedback. There was a question about the ballpark amount the Board might be willing to spend on the Fundraiser position; we will wait until we see the proposals that people submit; we should be realistic about what we ask/expect.

**New Business:**

- a) None

**Agenda for June 19, 2014, meeting:**

Old business:

- a) Fundraising

New business:

- a) General (high level) review of the investment policy

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

Meeting adjourned at 8:00 p.m.

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