

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, June 19, 2014

Library Trustees Room  
281 County Road, Barrington RI 02806

**Members Present:**

Katherine Johnson  
Laura Laurence  
Dean Robinson  
Vince Wicker  
Laura Young

**Absent:**

Cindy Kaplan  
Dan O'Mahoney

**Also Present:**

Debbie Barchi, Director

Meeting was brought to order at 7:25 p.m.

Minutes from the May 15, 2014, meeting were approved (motion by Robinson, second by Laurence).

**Financial Reports:**

Accepted. Financial reports: Debbie and Wendy monitoring closely the financial reports as end of fiscal year approaches. Book budget amount in reserve will keep things in balance. Statistical reports reviewed. No concerns expressed.

**Statistical Reports:**

Accepted.

**Director's Report:**

Sunday hours: Town manager requiring library to pay staff time and one half on Sunday. Opening one week later and closing one week earlier to save funds. Cut down to 2 people. Sundays are usually staffed by part-time staff as most full time staff do not want to work on Sunday. Considering the second week in September to open and end in May. Sundays are still busy enough to be considered a value.

Summer Reading for children, teens, and adults. Friends are sponsoring the prizes, raffles.

Children's room rug repair: Concern about this occurring so close to planned renovation. Debbie recommending request to Champlin Foundation to utilize funds allocated \$10,000, due to plan for 2014 grant. Laura Young moved to approve the request, seconded by Dean. Board approved.

**Old business:**

Focus Group. 30 people have said they will attend. Focus group questions discussed. Vince will lead this group. Request for full board attendance and support. Plan for this to be held in the gallery room. Use of

stickers for comments suggested. Survey results and focus group feedback will be utilized for update of five year plan set up for September.

**Agenda for September 18, 2014, meeting:**

Old business

- a) Five-year plan

New business

- a) None

Meeting adjourned at 7:45 p.m.

Respectfully submitted,  
Laura Young,  
Barrington Public Library Board of Trustees

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**Absent:**

Cindy Kaplan  
Dan O'Mahoney

**Also Present:**

Debbie Barchi, Director

Meeting was brought to order at 7:46 p.m.

Minutes from the May 15, 2014, meeting were approved (motion by Laurence, second by Johnson).

**Financial Reports:**

Dean Robinson provided treasurer's report. Discussion with Citizen's to maintain a certain amount in account. Dean offered to monitor this. See written report.

Investment policy: Vince Wicker provided background of development of investment policy and hiring Coastline. Review of objectives on page 3 of investment policy. Discussion of the importance of understanding the fiduciary responsibility. Dean reported that based on conversation this was an appropriate document and does not need to be changed. Laura Laurence is clarifying that part of our responsibility is to spend this money for the benefit do the library.

**Old Business:**

- a) Fundraising subcommittee report – Vince expressed gratitude to committee for the RFP. Vince reviewed RFP. Timeline discussed to provide a framework for the progress toward goals. Discussion of project manager concept. Budget needs to be considered.

**New Business:**

- a) meet Daniel Moos for an informational meeting. Goal is to get this out to those who expressed interest. Fundraising subcommittee will select and recommend to the board in September. RFP to be passed along to Dynamic Solutions and Hannah Street and send to an additional fundraiser recommended by Daniel Moos.
- b) Cost comparisons with the two companies we have input from. Engagement letter will be needed. Sample engagement letter to be requested. Board recommended adding it to the RFP. Dean is asking about how to manage the funds raised. Segregated from our regular funds. coastline account, a sub account, but discussion leaned toward a separate bank account, checking account.

This occurred with first floor renovation. recall of process from first floor renovation. This was set up for liability reasons as part of town. Debbie will review prior process for recommended set-up for contracting. Setting up the mechanics.

Consideration of whether or not to post again on AFP website. Forward by request to any new names. Will be sent Monday at the latest.

**Agenda for September 18, 2014, meeting:**

Old business:

- a) Subcommittee Report

New business:

- a) Presentation by Daniel Moos

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

Meeting adjourned at 8:25 p.m.

Respectfully submitted,  
Laura Young, Board Member  
Barrington Public Library Corporation