

MINUTES
Board of Trustees
Barrington Public Library
Thursday, September 19, 2014

Library Trustees Room
281 County Road, Barrington RI 02806

Members Present:

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

Presiding: Vince Wicker

Also Present:

Debbie Barchi, Director

Meeting was brought to order at 8:25 p.m.

Minutes from the June 19, 2014, meeting were approved (motion by Robinson, second by Wicker).

Financial Reports:

Accepted.

Statistical Reports:

Accepted.

Director's Report:

Director briefed the group about an incident in library that occurred on Sunday, September 14 at closing time (around 5pm). A 14-year-old male (autistic) patron touched a little girl (pulled on her clothing). The little girl and her mother left the library immediately, and the incident was not reported to police until Monday at 9am. A Barrington police officer came to library and spoke to the Director, the mother, and a witness (library page). The boy subsequently was charged with simple assault. The library has filed a "no contact" order with the police until the case is resolved. DCYF will adjudicate the case.

Director has talked with the library staff to clarify the library's policy that any incident involving a child should be reported to the Director immediately (regardless of the day or time). Staff were instructed to refer all inquiries regarding this case to the Director, and the Director will refer all inquiries to the police.

Director will consider drafting a library policy governing the retention of incident reports and investigate records retention policies and practices related to such records.

Director reported that it was a busy summer overall with numerous programs, activities, etc. at the library. The library is now offering new service called Zinio which provides patrons with online access to popular magazines (currently 23 titles).

Old business:

- a) Five-year plan – draft of administrative plan was distributed; the department heads plans will be distributed prior to next month’s meeting.

New business:

- b) Proposed revision of Public Internet Computer policy – draft revised policy was discussed; new policy would include time limits (see attached). Temporary passes would be issued only to non-RI residents. Revised policy was approved by Board unanimously (motion by Laurence; second by Kaplan)

Agenda for October 16, 2014, meeting:

Old business

- a. Five-year plan

New business

- a. Calendar for 2015 meetings

Meeting adjourned at 9:08 p.m.

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

MINUTES
Corporation
Barrington Public Library
Thursday, September 18, 2014

Library Trustees Room
281 County Road, Barrington RI 02806

Members Present:

Kate Johnson
Cindy Kaplan (arrived at 7:15pm)
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 7:00 p.m.

Minutes from the June 19, 2014, meeting were approved (motion by Robinson, second by Young).

Financial Reports:

Treasurer submitted report, including balances in bank accounts, Coastline Trust account, and restricted funds.

Old Business:

Subcommittee reported on activities over the summer. Two candidates were interviewed in relation to the fundraising position: Hannah Street Consulting and Dynamic Solutions Associates. Subcommittee recommended Hannah Street Consulting. Motion to contract with Hannah Street Consulting for BPL fundraising project, conditional upon getting a satisfactory agreement with the firm (motion by Kaplan; second by Wicker; unanimous approval). Director will contact Hannah Street Consulting to begin negotiation of formal contract.

OLIS funds require hiring a library consultant for any library construction project; potential candidate might be former director of Westerly Public Library.

New Business:

Discussion with Daniel Moos of Convergent Capital Consultants regarding possible project management services for the library's renovation project. CCC has experience with publicly-financed capital projects, tracking compliance with grant and other public finance requirements. Project manager follows project through completion, managing schedule, RFP process, contractor coordination, external communication, and project budget. Fee roughly based on 3% of overall project costs (paid as monthly fee).

Previous library project had a part-time Clerk of the Works (Ted Wetherow) in addition to the architect; CoW can be provided by CCC or hired independently; role is to be on site to oversee day-to-day details of project operations.

Last project went very smoothly; attributed to extensive planning done before the project began. Director recalled that the architect's expenses and copying expenses can be substantial; something to look at for the upcoming project (e.g., stipulate not to exceed certain amount/percent).

Goal is to be ready for May 2015 Financial Town Meeting; must submit budget proposal by January 2015. Public phase of fundraising would take place after FTM approval. Final OLIS payment on previous project is July 2016; construction and payment for new project cannot begin until then.

Differences between old library project and this one include:

1. Raising outside private funds this time;
2. Second floor less complex than previous first floor project (i.e., involves Children's room, new programming for auditorium, and cosmetic improvements)

Fundraising committee would be involved primarily in raising money (along with people who have comfortable access to potential major donors).

Project may require additional hours of support by bookkeeper to keep track of donations.

Agenda for October 16, 2014, meeting:

Old business:

- a. Report from fundraising subcommittee

New business:

Meeting adjourned at 8:25 p.m.

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