

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, December 18, 2014

Library Trustees Room  
281 County Road, Barrington RI 02806

**Members Present:**

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

**Absent:**

Cindy Kaplan

**Presiding:** Vince Wicker

**Also Present:**

Debbie Barchi, Director

Meeting was brought to order at 7:04 p.m.

Minutes from the November 20, 2014, meeting were approved (motion by Robinson, second by Young).

**Financial Reports:**

Accepted.

**Statistical Reports:**

Accepted.

**Director's Report:**

The upcoming Polar Express program (December 22) is getting much attention and support.

There was a library staff meeting in December; staff discussed the need for better communication among the departments; the library now has a closed Facebook group for staff only as an easy way to share information back and forth.

The library will be closed December 24 at 12:30pm, and all day on December 25, December 28 (Sunday), and January 1.

**Old business:**

- a) Five-year Plan – suggested changes were incorporated; final copy was distributed.

**Agenda for January 15, 2015, meeting:**

Old business

- a. Five-year plan

New business

None

Meeting adjourned at 7:12 p.m.

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

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**Corporation**  
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Meeting was brought to order at 7:12 p.m.

Minutes from the November 20, 2014, meeting were approved (motion by Young, second by Robinson).

**Financial Reports:**

Treasurer submitted report, including balances in bank accounts, Coastline Trust account, and restricted funds. A new account was established to track Champlin funds. Funds from three small restricted fund accounts will be transferred into the general operating budget (total = \$1,339).

Chair and Treasurer will draft a preliminary construction budget to cover initial planning/construction related expenses; this will span a time period prior to when we have donations to cover such expenses. Treasurer alerted our Coastline representative (George Burwell) that the Board soon will be initiating withdrawals to cover expenses related to the renovation project; George will recommend investments from which to draw funds for this purpose.

Board discussed the importance of hiring a library consultant as soon as possible so the Director can begin discussing project details beginning in January. Catherine Taylor has shared her rate and estimated costs. Move to approve Catherine Taylor as the library consultant for the renovation project, pending execution of a formal contract (motion by Laurence; second by Young); approved. Treasurer will draft a contract.

Board also discussed the need to involve the construction manager early in the process. Move to approve Ted Weatherall as the construction manager, pending execution of a formal contract (motion by Kaplan; second by Laurence); approved.

Board discussed the lead gift that the Board will donate (i.e., funds from the Coastline accounts). Factors influencing the timing of the gift include the expense of the architect which would start late in the first quarter of 2015. The Board will need to determine the amount of the gift and plan for disbursing

(e.g., in three equal parts). We will get advice from Coastline regarding guidelines for drawing from the endowment.

Roughly \$500 from 2014 unrestricted funds will spend to upgrade sound system in auditorium. We will plan not to spend any unrestricted funds in 2015 since everything will go toward the building renovation project.

Director will be calling Champlin in January; a lead letter was developed to alert Champlin about the upcoming call.

**Old Business:**

Fundraising Sub-Committee Report – the sub-committee met two weeks ago; the group divided up who would call whom to invite people to join the Committee for the Library (the lead group that will organize fundraising for the building renovation project). Initial responses were mixed (yes, no, referrals, etc.).

If an invitee cannot attend the initial Committee meeting on January 14, it would be desirable for them to visit the library separately; Director would be happy to meet (individually or in small group) with Committee members.

Other people may be invited to join as well; it is important to keep Betsy Grenier (fundraising consultant) informed about prospects, members, etc.

Any direct mail solicitation likely will include a wide list of potential donors.

Board members agreed to notify the Director by January 15, 2015, regarding their individual contribution to the fundraising effort. The hope is that there will be 100% participation by the Board.

**New Business:**

None

**Agenda for January 15, 2015, Board meeting:**

Old business:

Fundraising committee report

New business:

Discussion of gift to building project

Meeting adjourned at 7:59 p.m.

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

**Agenda for January 15, 2015, Corporation annual meeting:**

Election of officers, etc.