

MINUTES
Board of Trustees
Barrington Public Library
Thursday, March 19, 2015

Library Trustees Room
281 County Road, Barrington RI 02806

Members Present:

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

Absent:

Dean Robinson

Presiding: Vince Wicker

Also Present:

Debbie Barchi, Director

Meeting was brought to order at 7:08 p.m.

Minutes from the February 19, 2015, meeting were unanimously approved.

Financial Reports:

Accepted. Director pointed out that the part-time staffing line is always variable and over-spending at this point in the fiscal year is not unusual. The library may begin to hold back book buying next month to save money for possible end of year overage. (Part-time staffing line covers when library staff are out sick, etc.).

Statistical Reports:

Accepted. Director pointed out that the librarians assiduously weed the collections on an ongoing basis to keep the book collection current.

Director's Report:

February was a slow month for programming attendance (due to weather, etc.); attendance is picking up in March.

The library will be taking part in a statewide celebration on March 28 of Library Day in RI. A children's program will be held at 10:30am; three Hobbit movies will be running all day. The library also will offer the day as an "amnesty" day to relieve any overdue fines.

Letters of invitation were sent to RI state senators and representatives informing them of the proposed building project, offering information and an invitation to tour the library.

March 29 will be Passport Day; the library will assist by collecting applications for U.S. passports.

Laura Laurence will attend a forum for public library directors and trustees sponsored by the Coalition of Library Advocates (COLA) on the art of fundraising (Saturday, March 21, Cranston Public Library).

Josh Bickford from the *Barrington Times* will be coming to the library on March 20 to meet with the Director and do a walk-thru to learn about the renovation project. Also, the *Times* likely will cover the April 30 public meeting to share project information. Director has prepared a press packet with background information. An important point to explain is how the state program for reimbursement of library construction projects works, i.e., these are non-competitive grants, towns fund the projects up front (usually by bonds) and then are reimbursed (including interest).

RFP for the construction project has been vetted already by Catherine Taylor (the library project consultant) and Ted Weatherall (construction manager); legal ad placed for Saturday, March 21. Mandatory walk- thru scheduled for Friday, March 27; library building program document will be handed out at that time. Proposals will be received by the deadline. April 30 will be a public event for project fundraising and information.

New business:

1. FY 2016 budget update - No news.

Old business:

None

Agenda for April 16, 2015, meeting:

Old business

None

New business

1. Update on FY 2016 budget

Meeting adjourned at 7:32 p.m.

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

MINUTES
Corporation
Barrington Public Library
Thursday, March 19, 2015

Library Trustees Room
281 County Road, Barrington RI 02806

Members Present:

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

Absent:

Dean Robinson

Presiding: Vince Wicker

Also Present:

Debbie Barchi, Director

Meeting was brought to order at 7:33 p.m.

Minutes from the February 19, 2015, meeting were unanimously approved.

Financial Reports:

Report on balances in bank accounts, Coastline Trust account, and restricted funds distributed and reviewed.

New Business:

Review of RFP – already reviewed by Catherine Taylor (the library project consultant) and Ted Weatherall (construction manager). Application submission requires mandatory walk-thru by the applicant. Board members will receive copy of the building program. Director will send copy of FAQ to Board members. We likely will ask up to 5 applicants to give presentations. Board will need to develop matrix/criteria for evaluating architect presentations.

Old Business:

Committee on the Library report – subcommittee on the April 30 event has met. CoL meets next week. Kaplan described fundraising ideas, including:

- Hosting coffee hours at the library for targeted groups. These could include about 30 people; perhaps have an author/illustrator talk; Director would describe the renovation project; include a walk-thru of the project site.
- “Grandparents Outreach” group is a possible strategy to consider employing.
- “Read-a-thon” fundraiser; sponsor \$ per book – make sure children’s librarian is on board and involved.

A list of naming opportunities for fundraising will need to be developed.

This renovation project, while relatively small, can serve as the basis for ongoing fundraising for the library into the future.

Suggested logo/theme for the campaign is “*A new chapter upstairs.*”

The membership list of the Friends of the Library is available for use during the campaign.

As campaign and events get underway, it will be important to track mailing lists, donors, attendees, etc.

Line of credit update – Treasurer talked to Bank of America; BoA requires personal guarantee, so the recommendation was not to use BoA. Treasurer recommended that the Board vote to approve an application to Citizens Bank for a line of credit not to exceed \$200K. The rationale for this approach is that it makes more sense to use a line of credit to temporarily fund the early work of the project rather than liquidate stocks, etc. to create cash. MOTION by Young to approve an application to Citizens Bank for a line of credit not to exceed \$200K; second by Johnson; unanimously approved.

Agenda for April 16, 2015, Board meeting:

Old business:

- a) Report from Committee on the Library

New business:

- a) Review architect selection process

Meeting adjourned at 8:21 p.m.

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