

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, June 16, 2016

Library Trustees Room  
281 County Road, Barrington RI 02806

**Members Present:**

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

**Absent:**

Kate Johnson

**Presiding:** Vince Wicker

**Also Present:**

Debbie Barchi, Director

Meeting was brought to order at 7:03 p.m.

Minutes from the May 19, 2016, meeting were approved (motion by Laurence; second by Young).

**Financial Reports:**

Accepted. Director is paying close attention to invoices as the end of the fiscal year approaches. Because of staff changes during the year, the library's budget has a small surplus (roughly \$11,000). The Rhode Island Office of Library Services (OLS) is requiring libraries statewide to upgrade wiring, so the library will use its surplus this year to pay for the upgrade. Any remaining balance will be used to buy ebooks.

**Statistical Reports:**

Accepted. Director anticipates a notable drop in circulation once the construction project begins (a result of the temporary moving of the children's room, suspending the interlibrary loan of children's books, and the actual construction itself). Staff are vigorously weeding collections (especially the children's collection) prior to the move.

**Director's Report:**

The library has a full slate of summer reading programs in store for all levels (children, teen, adult). Children's summer reading program will be conducted in the children's program room. Some examples of successful programs that are being well received by patrons include: small group instruction sessions to help patrons with computers (very positive feedback, especially from elderly patrons); 30-minute one-on-one sessions to help patrons with computers; the cookbook/recipe/cooking program; "stitch and listen" program (group sewing while listening to podcasts); literary pairings program; reading club (with different books read by each reader).

**New business:**

None.

**Old business:**

**Agenda for September 15, 2016, meeting:**

Old business

None

New business

None

Meeting adjourned at 7:19 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

**Presiding:** Vince Wicker

**Also Present:**

Debbie Barchi, Director

Meeting was brought to order at 7:20 p.m.

Minutes from the May 19, 2016, meeting were approved (motion by Young, second by Robinson).

**Financial Reports:**

Treasurer submitted the monthly report, including balances in bank accounts and restricted funds and profit & loss statement.

**Old business:**

- a) Update from Committee on the Library – Director reported on recent fundraising activities, including meetings with prospective donor. The library has produced bookmarks advertising \$500 naming opportunity for auditorium chairs.

Response from the town-wide mailing thus far has been low in terms of numbers of replies, but somewhat encouraging in terms of the amount of donations/prospects. The library did a mailing to all Friends of the Library members who do not currently have a Barrington library card, and to selected residents and neighborhoods in Warren (total of about 300 letters sent).

Cindy Kaplan has embarked on a number of fundraising strategies, including: contacting former Trustee members; suggesting auditorium chairs for local businesses; approaching local private schools and suggesting their naming children's room book bins (as a means of ongoing advertising for the school); approaching local banks to share information on fundraising opportunities. Laura Young also has done some target solicitations and information sharing with neighbors.

Vince Wicker described some of the functionality in the Salesforce.com system that allows for targeted emails; e.g., sending out follow-up newsletters to donors to keep them informed of the

project's progress. This also will help lay the foundation for any future annual fundraising activities.

Director will submit information to the *Barrington Times* to give an update on the project (e.g., temporary move of the children's collection, etc.) and include information on opportunities to sponsor auditorium chairs, etc.

It was again mentioned that, if needed, use of some portion of the Westfall endowment would be appropriate to support the renovation project and acknowledge the endowment with a named recognition.

- b) Progress on building project – The team is preparing building documents so that everything is in place once the library's application is approved by OLIS. The Board discussed the proposed final budget for the OLIS application and the commitments described therein. Given the level of fundraising to date, the approval of the town bond, the position of the Corporation's financial accounts, and other factors, the Board was comfortable with the proposed budget and excited that the application will be submitted.  
MOTION that the Board approve the final application to OLIS with the budget as presented (motion by O'Mahony; second by Laurence; unanimously approved).

**New business:**

None.

**Agenda for September 15, 2016, meeting:**

Old business:

- a) Update on building project
- b) Update on fundraising

New business:

None

While no specific agenda items were identified for the September meeting, the following topics were suggested as possible discussion items for the fall: Ideas for official "thank you" events/opportunities to celebrate and show appreciation for the wide support for the project; investigate generally differentiating fundraising for Friends groups versus fundraising for library trustees/corporations (e.g., different purposes, methods, etc.) which could help lessen confusion in the community; coordinating the timing of any fundraising efforts going forward (Friends and Corporation).

Meeting adjourned at 8:19 p.m.

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