

MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
May 28, 2024

CALL TO ORDER:

Chairwoman Rageotte called the meeting to order at 5:35 PM at the Lincoln Public Library.

PRESENT:

Treasurer Rita Caraccia and Trustees Harnick and Gorman were present. Also in attendance was Becky Boragine, Library Director, Cassie Rainey, Assistant Director.

ABSENT/EXCUSED:

None

APPROVAL OF MINUTES:

The Minutes of the April 30, 2024 meeting were reviewed. A motion to accept the minutes was made by Trustee Gorman and seconded by Trustee Harnick. The motion was approved unanimously.

DIRECTOR'S REPORT:

During April zero computer class was held, thirteen storytimes, sixteen children's programs, one teen program, eight adult, two All Ages and four family programs took place. Ms. Boragine indicated that items added to the collection in April were 646 books, CD's, magazines, DVD's, etc. Also, circulated were 13,248 items. A total of 60 new patrons were given cards. Attendance was 6,749. A total of 5,075 items were loaned out to other libraries and 1,820 items were borrowed. The in-house computer usage was 668. The online database usage was 704. Overdrive usage was 3,501 and includes 1,486 Audio, 2,015 E-Books and additional ebooks 0, all other E-Media usage via Hoopla was 423. Videos streamed via Kanopy was 121.

Ms. Boragine indicated that April was busy and in line with the previous months. Statistics have significantly increased in Hoopla usage and Ms. Boragine is looking into ways on how to manage the usage or the limits on the usage. Ms. Boragine also informed the board that she is looking into D&O insurance for the board of trustees. There are several bills currently in the state legislature that affect the library and could use the support of the board. The bills are on State Aid to Libraries, Library E-books Bill, Protection of Libraries and the Right to Read Act.

A motion to accept the Directors report for April was made by Trustee Harnick and seconded by Trustee Gorman. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the written financial report as of May 28, 2024 and the balances in the accounts are as follows:

Fines:	\$	
Champlin Account:	\$	5.63
Trustees Account:	\$	31,818.83
Checking Account:	\$	975.39
Catie Kurowski Fund:	\$	

Two checks totaling \$300 were presented for payment. The written report was amended for a mathematical error, the error was in the total checks being presented for payment and the remaining balance in the checking account. A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid out of their respective accounts was made by Trustee Harnick and seconded by Trustee Gorman. The motion was approved unanimously.

UNFINISHED BUSINESS:

The Meeting Room policy is being tabled again until the Town Solicitor can review and provide comments. Ms. Boragine will follow up again with the Solicitor.

The Computer and Internet Access Policy is also being tabled. Ms. Boragine spoke with the Town Administrator and after discussing with the Board of Trustees, she will again follow-up with the Solicitor and provide an update at the next meeting.

The Town Finance Department has requested a reconciliation of the three Navigant Credit Union accounts. Ms. Boragine will provide an excel template to Treasurer Caraccia to utilize for recording checks and deposits. Treasurer Caraccia will go back to July '23 and bring current for the finance department. A report will be sent to the town quarterly.

The strategy for the '25-26 budget was discussed. Trustee Harnick met with a member of the budget board, and she discussed the need to provide more data to them, especially the amount of time that the Director and Assistant Director are taken away from their daily job responsibilities. Trustee Harnick and Ms. Boragine also attended the public workshop for the Comprehensive Plan. The library wants to make certain that they are included in a feasibility study or a needs assessment. Per the Valley Breeze article recently written, a plan is being written up by the company hired and will be presented to the Planning Board, and the Town Council. The board would like to send a letter to these committees on behalf of the Board of Trustees outlining what we envision looking ahead are the future needs of the library.

NEW BUSINESS:

Raises for Non-Bargaining Employees was discussed. Ms. Boragine provided the board with statistics from similar sized libraries on the salaries for part-time pages, circulation clerks and librarians. The full-time union employees will be receiving a 4% wage increase July '24.

The part-time Pages earn minimum wage and will receive an increase in January '25, having already received an increase in January '24. By 2025 their salary will be \$15.00/hr.

The two part-time Circulation Clerks currently are paid \$16.00/hr and the four part-time librarians, of which three have an MLS degree make \$24.00/hr and one in school for her MLS degree makes \$22.00/hr.

A motion was made by Treasurer Caraccia and seconded by Trustee Harnick to increase the hourly rate for the two part-time Circulation Clerks to \$17/hour (an increase of \$1.00) and increase the four part-time librarians' hourly rate by \$1.00 increasing their hourly wages to \$25.00 (w/ MLS degree) and \$23.00 (without MLS degree) respectively. This increase is to be in effect July '24. The motion passed unanimously.

The Board also has requested Ms. Boragine to invite Town Administrator Gould to the next Board Meeting.

ANNOUNCEMENTS & REMINDERS:

The next Board Meeting will be held on June 25, 2024, at 5:30 pm in person at the Lincoln Library.

Ms. Rainey informed the board that there will be a presentation on the Larchmont Shipwreck on June 11th at 6:30 pm.

The library calendar can be found online at the library website. Newsletters will be emailed.

Any library updates can be found on all the social media platforms – Facebook, Instagram, and Twitter as well as the website.

Public Comment:

None.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Gorman and seconded by Trustee Harnick to adjourn the meeting at 7:08 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary

LINCOLN PUBLIC LIBRARY

145 Old River Road

Becky A. Boragine
Director
LibraryBoard Chairman

AnnRageotte

DATE: MAY 28, 2024
TO: Trustee Treasurer
FROM: Cindy

Checksthe Library needs for payments:

1. Joan Dion	BOARD SECRETARY	MAY 28meeting	\$	50.00
2. PETTY CASH			\$	250.00
TOTAL			\$	300.00

AMENDED.....

TREASURER'S REPORT FOR LINCOLN LIBRARY TRUSTEES MEETING -

RITACARACCIA

BALANCE For		MAY 28, 2024		
NAVIGANT- <u>CHECKING ACCT</u>		\$	1,275.39 (- 300.00) =	\$ 975.39
NAVIGANT - <u>MONEY MKT ACCT</u>		\$	31,818.83	
NAVIGANT / <u>CHAMPLIN ACCT</u>		\$	5.63	
** CATIE KUROWSKI FUND		\$	00.00	
TOTAL BALANCE ON		05/28/2024	\$	33,099.85 (-300.00) = \$ 32,799.85
AMENDED REPORT 5/28/2024				