

MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
June 25, 2024

CALL TO ORDER:

Chairwoman Rageotte called the meeting to order at 5:30 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, Town Administrator Gould, and Budget Board Member David Hart.

ABSENT/EXCUSED:

None

APPROVAL OF MINUTES:

The Minutes of the May 28, 2024 meeting were reviewed. A motion to accept the minutes was made by Trustee Harnick and seconded by Trustee Gorman. The motion was approved unanimously.

DIRECTOR'S REPORT:

During May four computer classes were held, fifteen storytimes, twenty-one children's programs, two teen programs, seven adult, two All Ages and zero family programs took place. Ms. Boragine indicated that items added to the collection in May were 770 books, CD's, magazines, DVD's, etc. Also, circulated were 13,324 items. A total of 65 new patrons were given cards. Attendance was 6,489. A total of 5,073 items were loaned out to other libraries and 1,749 items were borrowed. The in-house computer usage was 589. The online database usage was 708. Overdrive usage was 3,254 and includes 1,425 Audio, 1,829 E-Books and additional ebooks 0, all other E-Media usage via Hoopla was 434. Videos streamed via Kanopy was 121.

Ms. Boragine indicated that May was busy and in line with the previous months.

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

FINANCIAL REPORT:

Treasurer Caraccia presented the written financial report as of June 25, 2024 and the balances in the accounts are as follows:

Fines:	\$	
Champlin Account:	\$	5.63
Trustees Account:	\$	31,782.10
Checking Account:	\$	1,175.39
Catie Kurowski Fund:	\$	

One check totaling \$50.00 was presented for payment. 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 Trustee, 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. Treasurer Caraccia completed the reconciliation and provided a report for the year.

The strategy for the '25-26 budget was discussed. The board discussed what is needed for the creation of next year's budget; A feasibility study, data collection, survey of patrons with a potential link to complete on the website, the defined job descriptions of the positions we are asking for to be included in the budget. An email is going to be sent to the members of the Comprehensive Plan Advisory Committee, the Town Council and the Planning Committee to ensure that the library is part of this comprehensive plan and that a feasibility study will be done.

NEW BUSINESS:

The Board welcomed Town Administrator Gould and Budget Board member David Hart to the meeting. Administrator Gould thanked the members of the Library Board for participating in the Comprehensive Plan Advisory Committee meeting. He discussed the priorities and current projects across the town and its departments. Administrator Gould discussed in depth the new Lincoln Learning Center that is being built in conjunction with the Lincoln Rescue building next to the Lincoln Town Hall. Funding to add this 2,400 square foot classroom will be utilized to promote education, health screenings, job seeking skills training to name a few. The funds for this building are part of the pandemic recovery fund and could not be utilized for a library. Administrator Gould indicated that the town will be running this Learning Center and it wouldn't require hiring additional employees. His hope is to work in conjunction with the library and suggested that the classroom space be utilized by library staff to host programs there. Board members expressed concerns about library staff leaving the library to hold off site programs and how this will present multiple issues including regulatory requirements for library staffing and its needs. The estimated opening date for this new center isn't until 2026.

The Board once again stressed to Administrator Gould that the library needs to be included in the Comprehensive Plan and that a feasibility study be performed. He recommended that a proposal for a feasibility study be presented to the Town Council, the Budget Board and to his office.

The Board also asked that the Town Literacy Center, which is listed on the Town website under the Library Department be removed. The Literacy Center is not a library. Administrator Gould said he would investigate this.

ANNOUNCEMENTS & REMINDERS:

The next Board Meeting will be held on August 27, 2024, at 5:30 pm in person at the Lincoln Library. Assistant Director Rainey mentioned that the Summer Reading Program has begun and suggested the board members join in. You can access the reading program via the Beanstack website.

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 Harnick and seconded by Treasurer Caraccia to adjourn the meeting at 7:31 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary

LINCOLN PUBLIC LIBRARY

145 Old River Road

Lincoln, Rhode Island 02865-1395

401-333-2422

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-	CHECKING ACCT	\$	1,275.39 (- 300.00) =	\$ 975.39
NAVIGANT -	MONEY MKT ACCT	\$	31,818.83	
NAVIGANT /	CHAMPLIN ACCT	\$	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				

LINCOLN PUBLIC LIBRARY
145 Old River Road
Lincoln, Rhode Island 02865-1395
401-333-2422

Becky A. Boragine
Director
LibraryBoard Chairman

AnnRageotte

DATE: JUNE 25, 2024
TO: Trustee Treasurer
FROM: Cindy

Checksthe Library needs for payments:

1. Joan Dion	BOARD SECRETARY	JUNE25 meeting	\$	50.00
TOTAL			\$	50.00

AMENDED.....

TREASURER'S REPORT FOR LINCOLN LIBRARY TRUSTEES MEETING -
RITACARACCIA

BALANCE For		JUNE 25, 2024		
NAVIGANT-	CHECKING ACCT	\$	1,275.39 (- 50.00) =	\$ 1175.39
NAVIGANT -	MONEY MKT ACCT	\$	31,782.10	
NAVIGANT /	CHAMPLIN ACCT	\$	5.63	

\$ 00.00

TOTAL BALANCE ON 06/25/2024 \$ 33,063.12 (-50.00) = \$ 33,013.12