

MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
August 27, 2024

CALL TO ORDER:

Chairwoman Rageotte called the meeting to order at 5:32 PM at the Lincoln Public Library.

PRESENT:

Treasurer Rita Caraccia and Trustees Harnick, Matlach and Gorman were present. Also in attendance was Becky Boragine, Library Director and Budget Board Member David Hart.

ABSENT/EXCUSED:

Cassie Rainey, Assistant Director

APPROVAL OF MINUTES:

The Minutes of the June 25, 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 June three computer classes were held, eleven storytimes, nineteen children's programs, one teen program, eight adult, zero All Ages and one family programs took place. Ms. Boragine indicated that items added to the collection in June were 649 books, CD's, magazines, DVD's, etc. Also, circulated were 13,523 items. A total of 74 new patrons were given cards. Attendance was 6,153. A total of 4,735 items were loaned out to other libraries and 1,748 items were borrowed. The in-house computer usage was 596. The online database usage was 375. Overdrive usage was 3,337 and includes 1,395 Audio, 1,942 E-Books and additional ebooks 0, all other E-Media usage via Hoopla was 469. Videos streamed via Kanopy was 73. Due to vendor technical issues Providence Journal statistics are not included in this month's online database usage.

During July zero computer classes were held, seven storytimes, fourteen children's programs, three teen programs, nine adult, one All Ages and two family programs took place. Ms. Boragine indicated that items added to the collection in July were 667 books, CD's, magazines, DVD's, etc. Also, circulated were 15,549 items. A total of 106 new patrons were given cards. Attendance was 7,250. A total of 5,497 items were loaned out to other libraries and 2,042 items were borrowed. The in-house computer usage was 709. The online database usage was 712. Overdrive usage was 3,433 and includes 1,465 Audio, 1,968 E-Books and additional ebooks 0, all other E-Media usage via Hoopla was 410. Videos streamed via Kanopy was 104. Due to vendor technical issues Providence Journal statistics are not included in this month's online database usage.

Ms. Boragine indicated that the library has been busy this summer, attendance has been up as well as an increase in circulation.

A motion to accept the Directors report for June was made by Treasurer Caraccia and seconded by Trustee Harnick. The motion was approved unanimously.

A motion to accept the Directors report for July was made by Treasurer Caraccia and seconded by Trustee Harnick. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the written financial report as of August 27, 2024 and the balances in the accounts are as follows:

Fines:	\$	
Champlin Account:	\$	5.63
Trustees Account:	\$	28,908.78
Checking Account:	\$	975.39
Catie Kurowski Fund:	\$	

Four checks totaling \$3,224.88 were 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 and that the written report amended to remove the word amended on it was made by Trustee Gorman and seconded by Trustee Harnick. The motion was approved unanimously.

UNFINISHED BUSINESS:

The Meeting Room policy and the Computer and Internet Access Policy are being tabled again this month. Ms. Boragine contacted several other Library Directors to ask if their process was to have policies reviewed by their Town Solicitors. Some towns follow the same process as we currently do, and others do not have their policies reviewed by their solicitors. The board suggested that Ms. Boragine send an email to the Town Administrator requesting he forward them to the Solicitor for his review and if we do not hear back from him, then we assume that there are no concerns with the policies and will have board move forward with approvals.

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 to Ms. Boragine. She will review and see if the format is correct and will forward to the Town Finance Department.

The strategy for the '25-26 budget was discussed. The board will need input from Ms. Boragine & Rainey on staffing. An email was 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, however Ms. Boragine has not heard from any one as of this date. The board also requested Ms. Boragine to get a quote for a feasibility study so they can review and discuss at the next board meeting. The board is concerned that the library needs are included in the Comprehensive Plan. The board discussed steps needed to be taken for a library expansion or to build a new library and that Swansea laid out the steps in their literature that had been provided last meeting. Navigant Credit Union gave the Cumberland Library a \$15,000 grant. The board also discussed applying for a grant from Navigant and potentially Champlin for new lighting that is needed.

The need for a maintenance person was discussed as well. With many of the programs this summer, Ms. Boragine held them outside to allow for greater attendance. The handicap door was also discussed. Ms. Boragine is going to speak again with the Town about getting the door fixed as she had provided quotes to them several months ago.

NEW BUSINESS:

The Board welcomes new Trustee Lauren Matlach who represents the Limerock District. Ms. Boragine distributed the Annual Report for the state for public libraries that she needed to complete. The Board reviewed the questions and provided input to the responses that were completed by Ms. Boragine. The survey that was conducted is now closed. The library had over 330 participants in the survey. The questions on the survey were picked from several other surveys from other libraries. Ms. Boragine will email the results to the Board and provide a report at the next meeting.

ANNOUNCEMENTS & REMINDERS:

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

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:

Budget Board Member David Hart spoke about the Budget for next year. He would like to see a detailed list of everything that the Director and Assistant Director are doing that takes them away from doing their jobs. Also, he would like to see a detailed list of maintenance items and when the Town was contacted and when/if

they responded or completed the maintenance issue. He feels that this is imperative for the budget board and Town Administrator to see.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Matlach and seconded by Trustee Harnick to adjourn the meeting at 7:02 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
Library Board Chairman

Ann Rageotte

DATE: AUGUST 27, 2024

TO: Trustee Treasurer

FROM: Cindy

Check the Library needs for payments:

1. Joan Dion BOARD SECRETARY AUG 27 meeting	\$ 50.00
2. Town of Lincoln Q1-Q2 payment jan-june 2024	\$ 178.49
3. Petty Cash	\$ 250.00
4. Friends of Lincoln Library (July 2022-June 2024)	\$ 2746.39

TOTAL \$ 3224.88

AMENDED.....

TREASURER'S REPORT FOR LINCOLN LIBRARY TRUSTEES MEETING -

RITACARACCIA

BALANCE For AUGUST 27, 2024

NAVIGANT- CHECKING ACCT	\$ 4200.27 (- 3224.88) = \$ 975.39
NAVIGANT - MONEY MKT ACCT	\$ 28,908.78
NAVIGANT / CHAMPLIN ACCT	\$ 5.63
** CATIE KUROWSKI FUND	\$ 00.00

TOTAL BALANCE ON 08/27/2024 \$ 33,114.68 (- 3224.88) = \$ 29,889.80