

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
October 29, 2024**

CALL TO ORDER:

Trustee Harnick called the meeting to order at 5:32 PM at the Lincoln Public Library.

PRESENT:

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

ABSENT/EXCUSED:

Chairwoman Rageotte

APPROVAL OF MINUTES:

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

DIRECTOR'S REPORT:

During September two computer classes were held, fourteen storytimes, thirteen children's programs, two teen program, eight adult, zero All Ages and zero family programs took place. Ms. Boragine indicated that items added to the collection in September were 528 books, CD's, magazines, DVD's, etc. Also, circulated were 13,310 items. A total of 68 new patrons were given cards. Attendance was 6,969. A total of 5,152 items were loaned out to other libraries and 1,970 items were borrowed. The in-house computer usage was 593.

The online database usage was 990. Overdrive usage was 3,122 and includes 1,416 Audio, 1,706 E-Books and additional ebooks 0, all other E-Media usage via Hoopla was 445. Videos streamed via Kanopy was 80. Ms. Boragine indicated that circulation was down. She mentioned that the ProJo stats are coming back in. It is one of the most used databases that the library has. A question from the Board regarding access to the Boston Globe was discussed. Ms. Boragine indicated that the cost is very high and indicated that they already have access to the New York Times, Wall Street Journal and USA Today in addition to the ProJo which she feels is an adequate offering at this time. A motion to accept the Directors report for September was made by Treasurer Caraccia and seconded by Trustee Gorman. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the written financial report as of October 29, 2024 and the balances in the accounts are as follows:

Fines:	\$	
Champlin Account:	\$	5.63
Trustees Account:	\$	30,161.19
Checking Account:	\$	975.39
Catie Kurowski Fund:	\$	

Two checks totaling \$620.54 were presented for payment. A clarifying note was made that the report indicates Amended, however, this is a typographical error that will be corrected and removed from the Treasurer's report. 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 Gorman and seconded by Trustee Matlach. The motion was approved unanimously.

UNFINISHED BUSINESS:

The 2025-26 Budget Strategy was discussed. The Board discussed that they have asked for a full-time librarian for the past three years to no avail. A maintenance person dedicated to the library is needed. The ticketing system to track the requests into the Town is not up and running as promised months ago.

Ms. Boragine is keeping a log of the requests and tracking what her staff is doing that a maintenance person would be doing. The strategic plan requires a needs assessment be done along with what the long-range goals are for the library.

Ms. Boragine discussed that the raises for the part-time staff will be brought to the next meeting so those numbers will be included with the budget as it is prepared. She will also ask for the healthcare numbers to be included.

Trustee Gorman discussed a grant offered through OLIS for an intern, who would be a professional from the URI Library School. She mentioned that this could be used as a "Pilot" to advocate for the needs of the library. Ms. Boragine indicated that she did apply, it offers 135 hours of time for this intern. She is also speaking with another library student to see if they could help as well. These interns will still require supervision from Ms. Boragine and her staff; however, they see this as an opportunity to advance the library. This type of grant opportunity shows the Town leaders that the library is being proactive as it related to the budgetary concerns.

The Comprehensive Plan has not been completed yet. It appears that the company preparing the plan used outdated information on the town's website and therefore questions have arisen. A new Town Planner has been hired and is playing catch-up. Trustee Gorman discussed the need to enhance the "looking ahead" section of the budget packet to include the cost of a feasibility study so that the Budget Board and Town Finance Manager sees the request for money for this project. Ms. Boragine has been in contact with a consultant who quoted her \$50,000 to work on a feasibility study. Ms. Boragine is going to investigate if this is something that the Rhode Island Foundation might fund through their grant program.

The board also discussed the plan that Ms. Boragine provided that was prepared in 2007. It contains some very useful information that should be highlighted in the packet this year. When asked by the Board about how/why the addition to the library was done several years back, Ms. Boragine discussed the impact fees monies received and the use of the Trustees monies in the bank that financed the short-term need that the addition provided the library.

The board also discussed that the packet for the budget board will be prepared again, and it will contain a year in review, a narrative from Ms. Boragine on highlights from this past year. The budget request will focus on a maintenance person dedicated to the library and a budget request for an added safety feature at the library that will be put in as a capital expenditure. Ms. Boragine is getting a refreshed quote for a key fob security system for staff. There will also be a looking ahead section that discusses the need for additional space.

The board also discussed the survey results that were provided to the board. Ms. Rainey provided details on the responses that were in the survey that weren't multiple choices. The board asked if anything stood out as priorities from those responses. Ms. Rainey mentioned the comments on Take-Away Craft kits that were started as part of COVID and how patron seemed to really want that. She also mentioned that she was working on a solution to the "drop-ins" on programs and how to accommodate more programs. The board was very pleased with the level of detail that was provided from the survey results and work that was put into preparing the results.

NEW BUSINESS:

Ms. Boragine discussed the building repairs/maintenance. The library is without a fully functioning heating system. The only part of the library that has heat is the children's area. The Town had to allocate ARPA funds for the library heating system that has been needed for several years. A quote was received in an emergency as both units on the roof failed. A new system has been ordered and they are awaiting when the heating system can be installed. The board questioned if regular maintenance or inspections of the building are being performed and that this heating system failure highlighted the need for these types of inspections. Ms. Boragine also indicated that the handicap door opener was replaced, but one of the doors continues to

slam if not held to close the door. Ms. Boragine is getting a quote for repairs. Also, with the change in weather, Ms.Boragine mentioned that they have found mice in the building. She called the company with whom they have acontract with to come out and bait. It appears that they are coming in throughthe water closet where there is a hole. Weather stripping is needed on the doors and indicated this is alsobeing addressed.

ANNOUNCEMENTS & REMINDERS:

A puzzle swap is upcoming. Thecollecting for the Giving Tree and non-perishable food items for the Holiday Basketprogram are also coming up in November.

The next Board Meeting will be held on Tuesday November 26, 2024, at 5:30pm 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 mentioned to the board that he has seen therenditions of the new building that will house a learning center. He was impressed with what he saw. He also mentioned that the Police Departmentprovided the board with a 3-year strategic plan and suggested that this may besomething that the library board consider doing.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Matlach andseconded by Treasurer Caraccia to adjourn the meeting at 6:59 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary

LINCOLN PUBLIC LIBRARY

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401-333-2422

Becky A. Boragine
Director
LibraryBoard Chairman

AnnRageotte

DATE: OCTOBER 29, 2024

TO: Trustee Treasurer

FROM: Cindy

Checksthe Library needs for payments:

1. Joan Dion	BOARD SECRETARY	OCT.29 Meeting	\$	50.00
2. TOWN OF LINCOLN			\$	570.54
TOTAL			\$	620.54

Amended

TREASURER'S REPORT FOR LINCOLN LIBRARY TRUSTEES MEETING -
RITACARACCIA

BALANCE For OCTOBER 29, 2024				
NAVIGANT- CHECKING ACCT	\$	1,595.93	(- 620.54) = \$ 975.39	
NAVIGANT - MONEY MKT ACCT	\$	30,161.19		

NAVIGANT / CHAMPLIN ACCT

\$ 5.63

**** CATIE KUROWSKI FUND**

\$ 00.00

TOTAL BALANCE ON 10/ 29 /2024 \$ 31,762.75 (- 620.54) = \$ 31,142.21