

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
November 26, 2024**

CALL TO ORDER:

Chairwoman Rageotte called the meeting to order at 5:34 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 and Budget Board Member David Hart.

ABSENT/EXCUSED:

Trustee Matlach

APPROVAL OF MINUTES:

The Minutes of the October 29, 2024, meeting was 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 October two computer classes were held, fifteen storytimes, eighteen children's programs, three teen program, seven adult, zero All Ages and four family programs took place. Ms. Boragine indicated that items added to the collection in October were 877 books, CD's, magazines, DVD's, etc. Also, circulated were 13,880 items. A total of 63 new patrons were given cards. Attendance was 7,657. A total of 5,433 items were loaned out to other libraries and 2,012 items were borrowed. The in-house computer usage was 673. The online database usage was 1,019. Overdrive usage was 3,088 and includes 1,454 Audio, 1,634 E-Books and additional ebooks 0, all other E-Media usage via Hoopla was 492. Videos streamed via Kanopy was 103.

Ms. Boragine indicated that that she attended an OSL Meeting and a Steering Committee Meeting for OLIS. A motion to accept the Directors report for October was made by Trustee Harnick and seconded by Treasurer Harnick. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the written financial report as of November 26, 2024 and the balances in the accounts are as follows:

Fines: \$

Champlin Account: \$ 5.63

Trustees Account: \$ 30,492.14

Checking Account: \$ 1,545.93

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 Treasurer Caraccia. The motion was approved unanimously.

UNFINISHED BUSINESS:

The 2025-26 Budget Strategy was discussed. The Board discussed the budget packet and were provided with an outline prepared by Trustees Gorman and Harnick on what will go in the packet and who needs to do what. The Board discussed the five sections of the packet- Reference Materials, the Year in Review, the Budget Request, Looking Ahead and the appendices. The Board agrees that a Maintenance person is the main ask this budget year. The current cleaning person works 3hrs 15 minutes/day, 5 days a week. The time spent in the building while it is open is less than 2% of the total time the library is open. Furthermore, it

was determined that if this person works overtime at other town departments (ie police department and senior center) the overtime is being charged to the library, regardless as to which entity the overtime is for. This is something that the Board will address in the budget packet and meetings. Treasurer Caraccia will work on the 2-3 year action plan for the packet.

Library updates on building repair and maintenance were discussed. Ms. Boragine received a quote for a capital project for a security system. The system would involve fobs to open the rear door. The company that provided the quote is on the state bid list. The quote was for \$4,868.33. Also, a quote for \$1,046.41 was received for the front door closer that needs to be repaired. This repair will come out of the maintenance line item budget that the library has. The heating system was repaired. Both units were replaced. The total cost of the heating system will come from the towns ARPA funds. Ms. Boragine has a request in from the town to replace lightbulbs. An electrician has been called in to fix the light in one of the bathrooms that was malfunctioning.

NEW BUSINESS:

Raises for the part time staff for FY '26 were discussed. Minimum wage goes up in January. Pages are the only staff making minimum wage. Pages will see a \$1.00 increase and will be making \$15.00/hr. The circulation desk staff currently makes \$17.00/hr, Ms. Boragine is requesting a 4% raise to \$17.68 and part-time librarians make \$25.00 with a 4% raise it would be \$26.00/hr. The 4% increase is what union members are receiving as a raise and Ms. Boragine wanted to provide the part-time staff the same increase. The Board asked if the wages were in line with what other libraries pay their staff. Ms. Boragine researched the wages and found Lincoln to be in the middle of the road, some towns pay more, some less. A motion that the Board agrees and approves of a 4% raise for the Part-Time Circulation Desk staff and Librarians was made by Trustee Harnick and seconded by Treasurer Caraccia. The motion was approved unanimously. The Board of Trustees By-Laws were reviewed. The By-Laws were last reviewed in 2022. Ms. Boragine and Ms. Rainey send links to new trustees to make sure that they are aware of resources available to trustees. The board asked if there are any regional or state meetings that board members could attend. Ms. Boragine was going to look into this. After review of the by-laws, no changes were to be made.

ANNOUNCEMENTS & REMINDERS:

The Winter Reading program begins January 6th, 2025.

The next Board Meeting will be held on Tuesday January 28, 2025, 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 was present at the meeting and had no comments.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Harnick and seconded by Treasurer Caraccia to adjourn the meeting at 6:51 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

AnnRageotte

Director
LibraryBoard Chairman

DATE: NOVEMBER 26, 2024

TO: Trustee Treasurer

FROM: Cindy

Checksthe Library needs for payments:

1. Joan Dion	BOARD SECRETARY	November26, Meeting	\$	50.00
			TOTAL	\$ 50.00

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TREASURER’S REPORT FOR LINCOLN LIBRARY TRUSTEES MEETING -
RITACARACCIA

BALANCE For		NOVEMBER 26, 2024	
NAVIGANT- <u>CHECKING ACCT</u>	\$	1,595.93	(- 50.00) = \$ 1,545.93
NAVIGANT - <u>MONEY MKT ACCT</u>	\$	30,492.14	
NAVIGANT / <u>CHAMPLIN ACCT</u>	\$	5.63	
** CATIE KUROWSKI FUND	\$	00.00	
TOTAL BALANCE ON	11/ 26 /2024	\$	32,093.70 (- 50.00) = \$ 32,043.70