

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
January 28, 2025**

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

ABSENT/EXCUSED:

Trustee Gorman

APPROVAL OF MINUTES:

The Minutes of the November 26, 2024, meeting was reviewed. A motion to accept the minutes was made by Trustee Harnick and seconded by Treasurer Caraccia. The motion was approved unanimously.

DIRECTOR'S REPORT:

During December three computer classes were held, twelve storytimes, one children's program, three teen program, eight adult, zero All Ages and three family programs took place. Ms. Boragine indicated that items added to the collection in December were 372 books, CD's, magazines, DVD's, etc. Also, circulated were 12,225 items. A total of 55 new patrons were given cards. Attendance was 5,530. A total of 4,532 items were loaned out to other libraries and 1,816 items were borrowed. The in-house computer usage was 524. The online database usage was 997. Overdrive usage was 3,312 and includes 1,489 Audio, 1,823 E-Books and additional ebooks 0, all other E-Media usage via Hoopla was 507. Videos streamed via Kanopy was 61. Ms. Boragine discussed the increased usage of Hoopla and its costs. She also discussed the cap on usage for this medium. A motion to accept the Directors report for December was made by Trustee Matlach and seconded by Treasurer Harnick. The motion was approved unanimously.

FINANCIAL REPORT:

The financial report was tabled until next month's meeting.

Fines: \$

Champlin Account: \$

Trustees Account: \$

Checking Account: \$

Catie Kurowski Fund: \$

UNFINISHED BUSINESS:

The 2025-26 Budget Strategy was discussed. The Board was presented with the draft packet for review and any revisions. The budget board will be meeting on March 13, 2025. Ms. Boragine will be meeting with the Town Administrator this week. She is still awaiting numbers from the finance department to be able to complete the budget request. She does not have a meeting schedule yet with the budget board. The Board discussed the packet and was instructed to send any changes or revisions to Assistant Director Rainey no later than February 10th, 2025 to ensure timely update of the budget packet.

Library updates on building repair and maintenance were discussed. Ms. Boragine said that an electrician has been called in last month to fix the light in one of the bathrooms that was malfunctioning. Still awaiting repairs. There is also a plumbing leak in the fire suppression system that needs to be addressed, and the toilets are making loud noises as there appears to be air in the pipes. Ms. Boragine has alerted the town the need for a plumber to address these issues.

NEW BUSINESS:

Hotspots were discussed. Half of the hotspots (3 of 6) have not been returned, and it requires having to suspend or shut-off these devices. The library staff contacts the patron who checked out the hotspot, via both phone and email. The cost for replacing the hotspots and that less than 5% of the library patrons use them is prompting Ms. Boragine to request that the board consider sunsetting the usage of them. After discussing the issue, a motion to discontinue the usage of hotspots as a service offering by the library effective January 28th, 2025, was made by Trustee Harnick and seconded by Trustee Matlach. The motion was approved unanimously.

The Board was also presented with the Open Meetings Act by Chairwoman Rageotte. She just wanted to make sure everyone is aware of what can and can't be done to comply with the law for open meetings.

ANNOUNCEMENTS & REMINDERS:

The next Board Meeting will be held on Tuesday February 25, 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 agreed with the board's decision to sunset the hotspot program. He suggested offering to patrons the removal of fines just to get the devices back.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Matlach and seconded by Treasurer Caraccia to adjourn the meeting at 6:50 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary