

# MINUTES OF MEETING

## LINCOLN PUBLIC LIBRARY

### BOARD OF TRUSTEES

April 29, 2025

#### CALL TO ORDER:

Trustee Harnick called the meeting to order at 5:35 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 March 25, 2025 meeting was 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 March two computer classes were held, thirteen storytimes, fifteen children's program, three teen program, nine adult, zero All Ages and two family programs took place. Ms. Boragine indicated that items added to the collection in March were 504 books, CD's, magazines, DVD's, etc. Also, circulated were 12,897 items. A total of 46 new patrons were given cards. Attendance was 6,779. A total of 5,225 items were loaned out to other libraries and 1,883 items were borrowed. The in-house computer usage was 632. The online database usage was 1,385. Overdrive usage was 3,416 and includes 1,543 Audio, 1,873 E-Books and reference eBooks 0, all other E-Media usage via Hoopla was 506. Videos streamed via Kanopy was 290.

Ms. Boragine indicated March was a busy month. The board asked about the intern opportunity through OLIS, and she indicated that the intern will be coming in the summer months. She will be working in the Children's Room and is scheduled for 135 hours. Ms. Boragine also mentioned that she will be notified by April 30<sup>th</sup> if Lincoln will be receiving the Summer Reading Program Grant. The board asked Ms. Boragine about any issues with federal funding. She discussed that the OLIS services may be impacted. She also mentioned that she has applied for \$1,000 grant through Senator Pearson's office. Ms. Boragine also discussed the budget that has been posted on-line for approval at the FTM. A motion to accept the Director's report for March was made by Treasurer Caraccia and seconded by Trustee Gorman. The motion was approved unanimously.

#### FINANCIAL REPORT:

Treasurer Caraccia presented the financial report as of April 29, 2025 and presented the balances in the accounts as follows:

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|                   |             |
|-------------------|-------------|
| • Fines:          | \$0.00      |
| Champlin Account: | \$ 5.63     |
| Trustees Account: | \$30,938.77 |
| Checking Account: | \$1,015.39  |

Two checks totaling \$250.00 were presented for payment for April. A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln for April are accurate and are to be paid out of their respective accounts was made by Trustee Matlach and seconded by Trustee Gorman. The motion was approved unanimously.

#### UNFINISHED BUSINESS:

Library updates on building repair and maintenance were discussed. Ms. Boragine met with the new Director of Public Works for the town. She was given a list of outstanding items in need of repair. Ms. Boragine gave her a tour of the building and pointed out areas needing repair. Ms. Boragine committed to emailing her monthly with items that need to be addressed. They also discussed the number of hours that the cleaning person spends at the library versus the senior center. The board suggested to Ms. Boragine that she provide a list of items that need to be done when the cleaning person comes in so that she cleans certain areas on certain days of the week. Ms. Boragine was pleased with the meeting with the Public Works Director and is optimistic that repairs/maintenance at the library will be addressed.

**NEW BUSINESS:**

The Library of Things Lending Policy was distributed to the board for review and discussion. This is a new policy for lending a variety of items such as gardening tools, craft items, etc. The board asked Ms. Boragine to send this policy to the Town Solicitor for review. Any motion on this policy will be tabled until next month for the board to review further, and if any additional changes to be made need to be sent to Assistant Director Rainey before the next meeting.

The Feasibility Study is tabled until next month.

**ANNOUNCEMENTS & REMINDERS:**

The next Board Meeting will be held on Tuesday May 27, 2025, at 5:30 pm in person at the Lincoln Library. Also, a reminder that the June meeting has been moved to June 17<sup>th</sup> and the August meeting is August 19<sup>th</sup>.

The library calendar can be found online at the library website. Newsletters will be emailed from the OLIS website.

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 that he has also met with the Public Works Director and is pleased with what she has done and proposes to do.

**ADJOURNMENT:**

There being no further business, a motion was made by Trustee Matlach and seconded by Treasurer Caraccia to adjourn the meeting at 6:28 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: APRIL 29, 2025

TO: Trustee Treasurer

FROM: Cindy

Check the Library needs for payments:

|               |                 |          |         |    |        |
|---------------|-----------------|----------|---------|----|--------|
| 1. Joan Dion  | BOARD SECRETARY | APRIL 29 | Meeting | \$ | 50.00  |
| 2. PETTY CASH |                 |          |         | \$ | 200.00 |

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TOTAL \$ 250.00

**TREASURER'S REPORT FOR LINCOLN LIBRARY TRUSTEES MEETING -**

**RITACARACCIA\_- Trustee Treasurer**

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**BALANCE For APRIL 29, 2025**

**NAVIGANT- CHECKING ACCT \$ 1,265.39 ( - 250.00 ) = \$1015.39**

**NAVIGANT - MONEY MKT ACCT \$ 30,938.77**

**NAVIGANT / CHAMPLIN ACCT \$ 5.63**

**\*\* CATIE KUROWSKI FUND \$ 00.00**

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**TOTAL BALANCE ON 04/29/2025 \$ 32,209.79 ( - 250.00 ) = \$ 31,959.79**