

**BOARD OF TRUSTEES
NORTH KINGSTOWN FREE LIBRARY
MINUTES**

January 10, 2011

PRESENT WERE: Barbara Burgess, Patricia Carlson, Dave Layman, Joan Ehrhardt, Rick Moore, Tom Sgouros, Paul Sollitto and Susan Aylward.

1. **Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, January 10, 2011, in the Conference Room was called to order by Chair Patricia Carlson at 7:30 P.M.
2. Pursuant to RIGL 42-46-6 (c) Notice of this meeting has been posted on the Secretary of State's website.
3. **Minutes of the November 8, 2010 meeting –VOTED** to approve the minutes of the November 8, 2010 meeting as presented on a motion by Rick Moore, seconded by Joan Ehrhardt.
4. **Director's Report**—The Director reported on events and activities since the November meeting, including improvements to the outside lighting; the award of an LSTA grant to purchase additional laptops for the mobile computing lab; an update on the chiller and window project; and information about security cameras for the library. The Director also told the Board of Shirley Payne's retirement as a volunteer after 19 years. She has been volunteering in the South County Room since her retirement from the library as its director in 1991. The Board Chair is going to see about sending her flowers.
5. **Old Business:**
 - a. **Budget FY 2012**—The Board discussed at great length the budget request developed by the Director. In particular, Board members expressed concern about the economic situation in the Town and the difficulty balancing the need to cooperate with Town government in developing a reasonable request, while at the same time exercising their responsibility to be the guardians of public library service in the Town. For a number of consecutive years, the Trustees have submitted budgets with little or no increase, which have been workable because of the timely retirements of senior librarians, who were not replaced at that same level. This year, however, contractual obligations in personnel and facilities require a higher increase and with business volume having increased in all categories, we cannot deliver the same level of service without an additional part-time staff member. The Trustees VOTED unanimously to approve the budget request as presented by the Director in the amount of \$1,481,591, which takes all of the above needs into consideration. (Motion made by Rick Moore, seconded by Tom Sgouros).

The Board then discussed the revenue side of the budget and reviewed the report the Director had prepared on overdue fine revenue. The Board discussed three motivating factors for raising the fines: the need to increase revenue for the budget; the fact that the fine rates have not been raised in twenty years; and the need to make sure that patrons have incentive to return materials on time so that others can have access to them. They considered the public relations aspects as well as the need to be consistent with fine levels at other OSL libraries. In the end, they felt it was important to show the library's willingness to make a difficult and likely unpopular decision in order to help ameliorate the library's need for a budget increase. The Trustees VOTED unanimously to double the fines beginning July 1, 2011 and that this action become part of the budget forecast for FY 11-12. (Motion made by Dave Layman, seconded by Rick Moore).

6. **New Business:**
 - a. **Request from staff member Lexi Henshel for an unpaid leave of absence**— The Board VOTED unanimously to approve an unpaid leave of absence for staff member Lexi Henshel for medical reasons stated by her physician. The leave will commence on January 10, 2011 and continue up to June 2011 as long as her physician deems it medically necessary. She may return at any point before June 30, 2011 as long as she has been cleared by her physician to do so and may work a reduced schedule up to June 30, 2011 upon the advice of her physician. (Motion made by Rick Moore, seconded by Barbara Burgess).

7. Donations—No donations reported

8. Correspondence—There was no correspondence to report.

The meeting was adjourned at 9:15 PM

Respectfully submitted-Susan L. Aylward