

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

September 16, 2013

PRESENT WERE: Lori Vernon, Robyn Levine, Paul Sollitto, Joan Ehrhardt, Tom Sgouros, Dave Layman and Cyndi Desrochers. **Absent:** Richard Moore. **Guest:** Susan Moreland.

1. **Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Monday, September 16, 2013, in the Conference Room was called to order by acting chair Joan Ehrhardt 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 July 8, 2013 meeting** - VOTED to approve the minutes of the July 8, 2013 meeting as presented on a motion by Robyn Levine, seconded by Tom Sgouros.
4. **Director's Report**—The Director reported on events and activities since the June meeting, including the chiller and HVAC upgrades, the FY13 and FY14 budgets, and the library's long range plan.
5. **Old Business:**

Chiller/HVAC Update -The project continues to move slowly. All of the components have been ordered; we are in a holding pattern until they arrive. Workers from Automatic Temperature Controls will be coming to excavate and install the pad for the chiller soon.

FY14 Budget - Ten week into the fiscal year (19.23%) we've spent 14.64% of the budget. This doesn't include some budget lines that have not been entered into MUNIS yet (retirement, retiree health care) and we haven't started with the heating season, but overall we're in good shape.

Book Drop - The lock on the bookdrop has been repaired by the Lock Shop in East Greenwich at a cost of \$82. We were told this is a temporary measure; eventually it will require a more permanent solution.

Self Checkout - Deputy Director Susan Moreland attended the meeting to provide information on and answer questions about self checkout. She provided details on various methods of self checkout, including RFID, 3M and the software available from OSL. After discussion by the Board, it was decided not to pursue self checkout at this time. Susan will investigate the cost of RFID for staff use and report back with her findings.

6. **New Business:**

Long Range Plan - The Director presented a draft copy of the library's long range plan for 2014-2016. The Office of Library and Information Services requires that we have a current plan on file. After discussion, the Board voted to accept the plan, with a prioritized wish list, on a motion by Tom Sgouros, seconded by Dave Layman. The Director will present the list at the December meeting and will update the Board quarterly.

7. **Other** - the Board discussed a letter of complaint from a patron, who felt she was treated rudely. The Director will sent a letter of apology to the patron.
8. **Donations**— none
9. **Correspondence**—letter from patron

The meeting was adjourned at 8:40 p.m. on a motion by Dave Layman, seconded by Lori Vernon.

Respectfully submitted - Cyndi Desrochers