

Abington Public Library
Board of Library Trustees

Meeting Minutes

November 18, 2019

Called to Order: 7:00pm

Attendees: Henry DiCarlo, Chairman

Betty Henderson, Vice Chairman

Laura Nuttall, Recording Secretary

Mary Gillis

Barbara McLaughlin

Carrie Murray

Jake O'Neill

Deborah Grimmatt, Library Director

Absent: Gail Bergin

Gerry Haas

Minutes of the meeting held on October 7, 2019 were reviewed by the Board.

MOTION to approve the October 7, 2019 minutes was made by Barbara, seconded by Mary and accepted unanimously with two abstentions.

Chairman's Report

-Town Manager Search Update-The search committee has asked for a small budget for advertising the position.

-Other-A thank you note from the O'Neill Family was read to the Board.

Library Director's Report

-Monthly Financial and Statistical Reports-Everything looks good financially. Circulation was up again this month for both digital and direct checkouts. Adult programming has been slow the last couple of months but book club attendance has increased. The Enterprise and the Mariner have not been printing the Library schedule of programs in the paper.

-Programming Update-Maria Trozzi, Administrator of Joanna's Place is speaking Thursday night at 7:00. Winter and Spring programming is on hold until the carpet is done.

-Friends of the Library-The Friends are holding another Children's Fundraiser Raffle. Last years raffle was very successful. The White Christmas Trip is all booked. The Gardner and Heritage Museum passes have not been renewed due to cost and lack of interest.

-OCLN Update-An upgrade to Workflows will be happening tonight into tomorrow. The last few updates have worked very well on all the computers except the old ones. The Legislative Breakfast is being held in Whitman this year on February 28, 2020. The Friends will donate to the Legislative Breakfast.

Building Issues

-Town Energy Efficiency Project-The heat was turned on and it became unbearably warm in the Library. Deb called for service and it turns out that a switch was installed backwards. It was supposedly fixed but there are still some zones in the building that are not working. Deb has spent hours with the computer trying to stabilize the heat and cooling system. She is very frustrated and not even sure if any money has been saved. A meeting has been set up with the Project Manager to see if the problems can be rectified.

-Carpeting-Deb has received the quotes for carpets and the movers that she needs. The difference in price between the highest and lowest price carpet is over \$50,000. Deb has received excellent references for the companies and good recommendations from other libraries and schools that have used them. The lowest prices are from Capital Carpet and National Library Relocations. **MOTION to approve the recommendation by Deb to have Capital Carpet and National Library Relocations do the Library Carpet project was made by Jake, seconded by Carrie and accepted unanimously.** Deb is going to set up a meeting with the movers and carpet people to finalize some dates as to when the project will happen and if the Library will remain open during the new carpet installation.

-Other-Andy Mackenzie is working to get the snow melt working.

-Other-Stumps will be removed when the new trees go in.

Current Library Issues

-LSTA Grant Update-Deb has two bids that she is looking at. One company is in Weymouth and the other is in Rhode Island. Sarah is helping with the grant but it is moving slowly.

-One Book One Community 2020-The One Book for 2020 is *March* by John Lewis. Massasoit Community College is hosting a book party on Wednesday for Library communities that are using *March* as their community story. Deb is going to try to get to the book party. If she cannot attend someone from the APL will attend.

-Other-Sarah is working on the Yearbook Project.

Old Business

-FY21 Budget Submission-Deb has done the figures for the FY21 Budget. It includes step raises, and an increase in the Library Director's salary. The Book Budget Line has been increased. The FY21 Budget is above the MAR. The union contract ends in 2020. Deb will be presenting the FY21 Budget to the Finance team on Wednesday. **MOTION to approve the FY21 Budget was made by Mary, seconded by Betty and accepted unanimously.**

-Community Preservation Act Story Garden Restore and Refresh-Work on the Story Garden is going to be done in the spring.

-Library Director Job Description-Deb is very happy with the Library Director Job Description that was put together by the Collins Center. She is going to let them know that the Board is also comfortable with it.

New Business

-FY21 Action Plan Update-**MOTION to approve the FY21 Action Plan was made by Barbara, seconded by Laura and accepted unanimously.**

-Draft Agreement with the Abington Community Band for Storage-Deb has drafted a document that will be signed by the Abington Community Band and the APL outlining the terms of providing space for the music and instruments in the Library. It will be kept on file in the APL.

-Patron Behavior Discussion-Deb has had to issue four trespass letters to Middle/High School students because of disruptive behavior in the Library. The police had to be called to remove the students.

-Other-The MLS has sent some updated information about the filming in Libraries issues.

-Other-The MBLC has sent out letters to Libraries that have been certified. Abington was not on the list but it will be certified on an upcoming list.

Next Meeting:

January 13, 2020 7:00pm

February 10, 2020 7:00pm

Motion to adjourn at 8:35pm was made by Carrie, seconded by Betty and accepted unanimously.