

## Abington Public Library

Meeting Minutes

September 12, 2016

Called to Order: 7:02 pm

Attendees: Henry DiCarlo, Chairman  
Betty Henderson, Vice Chairman  
Laura Nuttall, Recording Secretary  
Gail Bergin  
Mary Gillis  
Gerry Haas  
Barbara McLaughlin  
Carrie Murray  
Deborah Grimmett, Library Director  
Absent: Jake O'Neill

Minutes for the meeting held on July 18, 2016 were reviewed by the board.

**MOTION to accept the July 18, 2016 minutes was made by Gerry, seconded by Barbara and accepted unanimously.**

### Chairman's Report

-The new phone system did not get turned on today. The switch over has been pushed off to the end of September.

### Library Director's Report

-Monthly financial and statistical reports-All of the finances are right where they should be. Statistics for July were down quite a bit, but the Library was not open as many hours due to the way the calendar fell – there were not as many long days of service as in a typical month. People count was also down. Parking may also be why the numbers are down. August numbers were a bit better.

-Programming Update-Summer reading was very successful. On-line registration was not as popular as the staff had hoped. Not as many hours were logged as in previous summers; most likely due to new logging software through the Mass. Library System. Story Hour registration started this week and all of the Toddler Time programs are full. Drop-in Story Hour is filling up as well. School visits for the fifth grade start next week. Upcoming adult programs include another talk in his Presidential Election Series by Gary Hylander and on October 13, Ted Reinstein from Chronicle will be at the APL. Craft nights and coloring nights will continue through the fall.

-Friends of the Library-The Friends will have their first meeting September 26.

-FY16 Trust Funds- Trust fund expenditures for FY16 totaled \$1661.84.

-FY16 Gift Account-Gift Account expenditures for FY16 totaled \$22,233.25.

-OCLN-Overdrive Advantage will soon have a feature that will allow books to be moved to a shared site as long as there are no holds on the book from the owning library. Most of the Libraries are on board with this new feature. OCLN will also be upgrading their telecommunications.

## **Building Issues**

-Updating the Copeland Room-The Copeland Room is all done except for the carpet cleaning.

-Study Rooms-The Study Rooms have the new furniture in and the rooms look great.

-HVAC-There has been a problem with the compressors for the air conditioning unit. The air conditioning unit has four compressors divided into two sections. Both compressors in Unit A have broken and only one compressor in Unit B is working. Deb has been working with the air conditioner company and the plan for now is to order one compressor to replace one of the broken compressors in Unit A so that each section has one working compressor. Town Hall is also having similar compressor issues so Deb will be working with Town Hall to see if a Capital Plan article can be worked on to get three additional new compressors for the Library and however many the Town Hall may need. The one compressor that is being

replaced now will be under \$10,000.00 including a new dryer and refrigerant. It has been ordered and will be paid out of the Building Maintenance and Repair Budget.

-Roof-All is good with the roof.

-Recognition Wall-The Recognition Wall is all done. All the plaques have been installed. Once the carpets are cleaned a ceremony will be planned.

-Town Electrical Project-New LED light-bulbs have been installed in the Library. The bulbs give off a white light which makes the area brighter. Deb is pleased with this project. The people were very good to work with, and there were no wiring or fixture changes involved. The lights in the parking lot are also being replaced.

### **Current Library Issues**

-New Strategic Plan-Vote-**MOTION to approve the Strategic Plan as drafted and authorize Deb to submit it by October 1, 2016 was made by Carrie, seconded by Gail and accepted unanimously.**

-Impact of New School Construction-Contractors have been parking in the yellow spaces. More parking spaces have opened up on the other side of the High School which has alleviated some of the parking problems at the Town Hall and Library.

### **Old Business**

-Public Computer Purchase-Thirteen new computers have arrived. Deb and Sandy have added the extra memory to them. Wayne will help with loading software and getting them out once the telephone switch is done.

-Garden Fund-An Octoberfest event had already been scheduled by Doug Ulwick for the third week in October. Henry is still in contact with the owners of District 10 and Old Colony in Whitman to have an event sometime in the future to have as a fundraiser for the Garden Fund. The board is in agreement to continue planning.

### **New Business**

-Reference Librarian Search-Only two applicants applied for the Reference Librarian position and neither met the posted qualifications. A new advertisement

went out but nobody has applied yet. Several other Libraries in the area are looking for Reference Librarians.

-Substitute Search-One person has applied for the job as a Substitute Library Assitant. Deb will be interviewing that person soon.

-Holiday Hours-Christmas and New Years Eve fall on Sunday's this year so the official holiday will be on Monday. Staff that is assigned to those days will be given a floating holiday that can be used between December 5, 2016 and February 4, 2017. Days off will be assigned by seniority. **MOTION to close the Library on Saturday, December 24 and Saturday, December 31 was made by Betty, seconded by Mary and accepted unanimously.**

-Meeting Room Display Policy-Deb will be working on a new Display Policy for the whole Library not just the Copeland Room.

-Anniversary Planning-The 20<sup>th</sup> Anniversary of the Abington Public Library will be next year. The Library opened on December 18, 1997 and the dedication was in January 1998.

-Other-A tentative State Aid Budget is being put together to be voted on at a later meeting.

**Next Meeting:**

**October 17, 2016-Regular Meeting to be posted for 7:00pm.**

**November 14, 2016-Regular Meeting to be posted for 7:00pm.**

**December 12, 2016-Regular Meeting to be posted for 7:00pm.**

**MOTION to adjourn at 8:42pm was made by Gerry, seconded by Carrie and accepted unanimously.**