

Abington Public Library  
Board of Library Trustees

Meeting Minutes

November 16, 2020

Called to Order 7:02pm

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 of the meeting held on October 5, 2020 were reviewed by the Board.

**MOTION to approve the October 5, 2020 minutes was made by Barbara, seconded by Mary and accepted with one abstention.**

### **Chairman's Report**

-Thanks to Deb and all the Staff that have kept the Library open during these difficult times.

-The Library does not have any Articles for Town Meeting that is coming up.

-Congratulations to Sarah on the birth of her daughter.

-Our condolences go out to Linda who lost a close family member recently.

### **Library Director's Report**

- Financial and Statistical Reports-The budget report is still not corrected in the computer, but all the money expended is correct. Circulation is still good. The first Saturday that the Library was open the number of people in the building was

good and manageable. Since then, the numbers have been steadily dropping. Other Libraries have seen the same thing. Some of this may be attributed to the Weymouth Library re-opening. Amy has been recording videos and sending them to the Pre-School and Fifth Grade teachers since they cannot come to the Library this year.

-Programming Update-Book Clubs are going well as is Zoom Crafts and Cooking. Coming up is the Gingerbread Challenge on Zoom. Amy has been able to hold a Two-Family Story Hour in person. More families will be added if the numbers continue to go down.

-OCLN Update-The Budget for FY22 was voted in. Network stuff is going ok.

-Friends Update-The Book Sale went well and the Friends made almost \$500. Four tables of books were set up and things ran very smoothly. The Jewelry Fundraiser closes November 20<sup>th</sup>. The Friends are going to apply for an Arts Council Grant for the MFA. The next meeting is November 30<sup>th</sup>, and they are going to discuss moving the membership drive to January.

### **Building Issues**

-New Fire Alarm System-The new fire alarm system was tested Friday and it appears to be working. The lift was needed to get the smoke detector in the ceiling.

-Lobby Repair and Repaint/Painting around new Fire Alarm units-The old Fire Alarm panel in the lobby was bigger than the new one. Bob Soper is going to sheetrock and drywall around the new panel then paint the whole lobby. Painting around all the smaller alarms around the building will also have to be done.

-Paving-The low parts of the parking lot have been repaved.

-Circ Desk Down Lights-The new modern ballasts and light bulbs are working. They were fixed on Friday.

-Snow Melt-Andy is still working on getting the automatic snow melt sensor to work. He may have to jack hammer up the sidewalk at the rear of the building and put in a new sensor that would control both the front and back sidewalks. The snow melt can still be turned on manually, but it would be nice to have it working properly.

-Other-The faucets in the Men's Room must be looked at because they are not working correctly.

-Other-The handicap parking signs need to be updated.

### **Current Library Issues**

-COVID-19 Service Update-With the current operational changes, we did not have to make any adjustments because the APL is still operating well below the 40% capacity maximum. We have been running at 20% capacity. The residents of Abington have been great with all the regulations and changes at the APL. Residents of other towns have been very demanding. The 30-minute computer time has been working well for most patrons. Staff members have been working with people outside under the portico to help them get connected to the Library on their Kindles and phones.

### **Old Business**

-Community Preservation Act Story Garden Restore and Refresh-Eleven of the twelve benches have been finished. They look great! One of the benches that was out in front of the Library is at the Highway Barn. The other benches out front are looking old and worn.

-Fall Town Meeting-The Fall Town Meeting will be tomorrow night. The quorum for the meeting is now 75 people. The Library has no Articles in this meeting.

-Meeting Room Policy-COVID Closure Extension-**MOTION to approve the amendment to the Meeting Room Policy was made by Carrie, seconded by Betty and accepted unanimously.**

## **New Business**

-FY22 Budget-There are currently two vacant positions and the part-time position in the salary line. The salary line also contains the union step raises and non-union 2% raises. The union is currently in negotiations for a new contract and Deb has been invited to the negotiations. On the expenses side of the budget, the Building Repair and Maintenance line has been increased by 3%. The Custodial Supplies line has increased by 36% because of COVID. The Cares Act will cover some of the supplies, but it ends December 31, 2020. The Book Budget line is up 2%. **MOTION to approve the draft of the FY22 Budget that will be presented to the Financial Team on November 23, 2020 was made by Gail, seconded by Mary and accepted unanimously.**

-FY22 Action Plan Update-Every year the Action Plan must be updated. A new Strategic Plan needs to be done in 2022. **MOTION to approve the Action Plan for FY22 was made by Betty, seconded by Laura and accepted unanimously.**

-FY20 Trust Fund Summary-The expenditure of Trust Fund money was on the chairs and hosting meeting expenses. The interest rates were good at the beginning of the year.

-FY20 State Aid Summary-Very little has been spent out of State Aid this year.

-Bequest-The Library has been notified by Attorney George Whiting's Office that the estate of Sylvia Hofsepian has made a bequest to the Library. Sylvia was a teacher in Abington, author, and volunteered in the Children's Room in the 1980's. Sylvia and Carrie Bates started the barcoding process of all the Children's books at the APL. Sylvia passed away September 1, 2020. Deb will update the Board when she gets more information.

--Other-Deb is looking into updating the website.

-Other- 'All Around the APL' is a publication that updates patrons as to what is going on at the Library and lots of other fun things. The Trustees are going to be featured in upcoming editions.

--Other-Deb would like to put together some kind of Children's book walk or story walk. She is going to reach out to the Art's Council or Booster's to see if they would be interested in working with the Library to put something together.

**Next Meeting:**

**January 11, 2021 at 7:00pm**

**Motion to adjourn at 8:18pm was made by Gerry, seconded by Carrie and accepted unanimously.**