

**Abington Public Library
Board of Trustees**

Meeting Minutes

Date: September 12, 2011

Called to Order: 7:05

Attendees:

- ✓ Henry DiCarlo, Chairman
- ✓ Betty Henderson, Vice Chairman
- ✓ Jake O'Neill, Recording Secretary
- ✓ Will Adamczyk
- ✓ Christina McMahon
- ✓ Kathleen Jones
- ✓ Gail Bergin
- ✓ Laura Nuttall
- ✓ Gerry Haas
- ✓ Deb Grimmitt, Library Director

Minutes for meeting held on July 18, 2011 were reviewed by the board. **MOTION to accept the July minutes was made by Betty, seconded by Gail and accepted unanimously.**

Chairman's Report

- There was a meeting held at town hall to review ethics issues, open meeting law and posting of meeting minutes. No new information was presented.
- The board received a letter from the Friends of the Library (FOTL) dated July 21, 2011 concerning a donation made in memory of Helen L. Kennedy. The \$12,000 donation came through the FOTL as requested by the donor. The FOTL was reimbursed for the cost of the Accu-cut machine they purchased which left a total of \$11,273 for the library to spend. The money will be spent on 3 replacement computers as well as chairs, posters, pillows and stools for another reading area in the children's room. A plaque will be placed on the wall to indicate the reading area is in memory of Helen Kennedy.

A MOTION was made by Jake to accept the donation and plaques for the wall by the reading area and the donor wall. It was seconded by Laura and accepted unanimously.

Library Director's Report

- Financials – The electric costs over summer were lower than expected due to negotiations the town manager had with the electric company.
- Circulation – The month of July was down based on total numbers and also down based on a per hour basis compared to one year ago. August was also down in both areas compared to a year ago.
- Deb introduced Lauren Budd, the new Children's Librarian and she was welcomed by the board. The board congratulated Deb on the exceptional job of hiring she completed over the summer. Deb in turned thanked the board for their help during the process.
- Summer Reading – Summer reading program was a success. A lot of work was done by Sandy to ensure that it was successful even without a children's librarian. The FOTL will adopt one Gold Lion Tamarin and One Meerkat.
- Fall Programming – Deb is doing the Monday drop in story hour. Lauren will do the Thursday Morning story hour, Wednesday afternoon story hour and Wednesday Toddler Time. Grades 1, 3 and 5 will be doing library visits on Tuesdays.
- Book Clubs starting up again. Deb will run 3 discussions in October. Parents will run the discussions through the winter months and Lauren will work into the position in March.
- Lauren will be reading at the Island Grove for the Not So Scary Woods on October 22nd.

- Adult Programs – Mike Sullivan will present on how to get boys to read on September 27th at 7 pm. Deb will do the Books for Holiday presentation again this year. The library will look at getting Ken Gloss to present on rare and old books. Deb is looking into additional adult book discussion groups.
- Friends of the Library – Book sale will be held on April 26th.

Building Update

- The emergency lights still need to be updated. It was discussed several years ago, but put on hold. Deb will work with electrician and the Building Inspector/Fire Department to get the system replaced.
- Replacement part for HVAC has been received and is awaiting installation.
- Still waiting on heating cables which have been back ordered.

Current Library Issues

- LSTA Teen/Tween Grant Update. The report is due at the end of October. Deb received approval to move some of the money in the grant from salary to expenses. Salary under spent due to the lack of a children's librarian. The library is waiting to receive the \$5,850 for the second year funding. Attendance at the last TAB meeting was up to 17 teens/tweens.

Old Business

- Town By-Law Review Committee – Meeting scheduled for September 29th.
- The board reviewed the Library Assistant Job Description. **MOTION was made to approve the updated Library Assistant Job Description by Gerry. It was seconded by Will and accepted unanimously.**
- Gift for technology upgrades was discussed. Deb is looking into replacing computers and a ceiling mounted projector for the meeting room.

New Business

- The holiday schedule was discussed by the board. The library will be closed December 24th, 25th and 26th for Christmas. December 31st is usually a half day, but since it falls on Saturday it will be closed all day along with January 1st and 2nd. **A MOTION to approve the holiday schedule was made by Will. It was seconded by Betty and accepted unanimously.**
- The trustees discussed the need for an article in the warrant for the next town meeting concerning sick leave buy back. **A MOTION was made by Christina to authorize Deb to send an article for \$2,333.53 of sick leave buy back. It was seconded by Gerry and accepted unanimously.**
- Deb submitted capital cost items to the town hall to be included in the town's capital expenditure list. The items included \$32,000 for software updates for the HVAC system which will need to be replaced and a total of \$490,000 to replace the carpeting. **A MOTION to approve the capital items submitted to the Town Manager was made by Laura. It was seconded by Jake and accepted unanimously.**

The Next Board Meeting will be held

October 17th at 7 pm for regular monthly meeting.

Future meetings will be on November 14th, December 12th and January 9th

MOTION to Adjourn @ 9:03 p.m. was made by Gerry, seconded by Will and accepted unanimously.