

**Abington Public Library  
Board of Trustees**

Meeting Minutes

Date: November 14, 2011

Called to Order: 7:00

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 October 12, 2011 were reviewed by the board. **MOTION to accept the October minutes was made by Christina, seconded by Gail and accepted unanimously.**

**Chairman's Report**

- Congratulations to Will Adamczyk for being a newly elected member of the MLS board.
- Town meeting completed its work and the Personnel By-Law updates were passed over.
- Henry received a letter from the Lions thanking the library for its involvement with the Not-So-Scary Woods. The library was a big part of the success of the day's events and the story hour was well attended.

**Library Director's Report**

- Financials – The financials are on target. The travel line item along with other smaller line items may be an issue before the end of the year, so they will be watched.
- Circulation – Circulation (1,500 check outs) is way up compared to a year ago and compared to last month. On an hourly basis it is down due to increase in hours of operation. With a Children's Librarian this year, Children's Programs have almost doubled from a year ago (13 to 25) and attendance is up in these events.
- Programming – Lauren has integrated into the library very well and is well liked by children and parents.
- Lauren set up an email list for parents of Story Hour children.
- Introduction to Ebook's will be presented by Lauren, Deb, Sandy and Judy held on Thursday November 17<sup>th</sup> at 7pm.
- Books for Holidays will be on November 28<sup>th</sup> at 7pm and will be presented by Deb and Lauren with refreshments provided by the Friends of the Library (FOTL)
- The FOTL will sponsor a Mystery book discussion group starting on January 24<sup>th</sup>.
- The FOTL are working on a spring trip to the Gardner Museum and planning for the book sale along with continued work with the Tricentennial Committee.
- Gifts Updates – The new technology has been purchased and installed at the library. All large monitors have been replaced and removed from the library. The reading area chairs purchased by the Kennedy Gift have been ordered and they are working on obtaining a footstool/table.

## **Fundraising**

- The Library Staff is working on an Adopt an EBook program. The Adopt-a-Book program will be run in the spring again with the hopes of having the Ebook option set at that time.

## **Building Update**

- Heating cables have been installed on the portico roof and waiting for electrical hook up.
- Looking into lighting in the portico area and for the statue.
- The computer running the HVAC controller stopped communicating with the controller for no identifiable reason. After four days, it started communicating again for no reason.
- The new head of technology for the town, Henry DeStoop, went through the library with Deb and went over all computer and library specific technology concerns.

## **Current Library Issues**

- LSTA Teen/Tween Grant Update. TAB continues to work very well. They are working with Veterans Department to write thank you notes to donors. They are shopping for packages to be sent overseas during the holidays and will be working with the department to wrap the packages to be sent overseas. They are also looking into furniture purchases under the grant.
- EBooks and Overdrive Advantage being purchased by the library for library patrons. The staff is looking into purchasing books that can be shared with the system.
- The new sorting system was reviewed by OCLN and Abington is the top library with 79% of its books using the new system.

## **Old Business**

- Personnel By-Law – Henry contacted to get input on the issues. An electronic copy created of the existing by-law so our concerns can be presented electronically and sent to the committee.
- The board discussed expending trust funds to install a plaque in the reading area created under the Kennedy Grant. In addition, plaques for the donation wall will be needed for two recent donations. **A MOTION to expend up to \$1,500 to purchase and install three plaques out of the Christine Curtis Fund was made by Will. It was seconded by Gerry and accepted unanimously.**
- Deb provided the board with a general staffing update. The staff now includes Liz Shea, Heidi Hernandez and Lauren Budd. Additionally Chris Jones' hours have increased as he is no longer a page and is now a library assistant.

## **New Business**

- The Action Plan for FY 13 was reviewed by the trustees. The Action Plan was created as part of the current Strategic Plan (July 2010 to June 2015). **A Motion to approve the Action Plan was made by Christina. It was seconded by Betty and accepted unanimously.**
- A patron approached the library and asked if it was possible to close the Story Garden to allow a wedding to be held in the garden. A policy concerning scheduling the garden doesn't exist so when it is used it has not been closed to public in the past. Deb will contact the patron and inform them that the garden is open to the public and can be used for weddings, however it will not be reserved or closed off for that purpose but a courtesy call to the library is a good idea to ensure that no other scheduling conflicts at or near the library exist for the day.

## **The Next Board Meeting will be held**

**December 12<sup>th</sup> the Personnel By-Law Subcommittee will meet.**

**January 9<sup>th</sup> at 7 pm for the regular meeting**

**MOTION to Adjourn @ 8:57 pm was made by Will, seconded by Gail and accepted unanimously.**