

**Board of Trustees
Abington Public Library**

Meeting Minutes

January 11, 2016

Called to Order: 7:00pm

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

Absent: Will Adamczyk

Minutes for the meeting held on November 30, 2015 were reviewed by the board.

MOTION to accept the November 30, 2015 minutes was made by Jake, seconded by Gerry and accepted unanimously.

Chairman's Report

-Copeland Room-On December 11, 2015 the APL received a grant of \$5,000.00 from the Directors of the Copeland Family Foundation. The money will be used for paint, carpet and fixtures in the Copeland Room.

-Other-Phil Hamric from the Abington Lions Club let Deb know that the Million Penny Drive was featured on the National Lions Club video.

-Other-On December 10, 2015 Deb received notice that the State Aid payments were being sent, \$5,355.45 LIG, \$3,788.51 MEG, and \$1,173.98 NRC for a total of \$10,317.94. The payment has been received.

-Other-The OCLN Legislative Breakfast will be Friday, February 12, 2016 at the Thayer Public Library. It is being hosted this year by Geoff Diehl. If anyone would like to attend, please let Deb know.

Library Director's Report

-Monthly financial and statistical reports-All of the expense money is where it should be. The gas budget is looking particularly good because it has been so warm. Just over half of the book budget has been expended. Circulation is down 3% compared to last year. Our numbers are still better than area libraries.

- Programming Update-Wednesday is the e-reader program. Deb and Sandy will help patron with new e-readers navigate the Library's electronic services. Deb will also be talking to the patrons about Zinio to see if she can generate more interest. Overdrive is now working on a magazine platform. Other upcoming programs are the Delvena Theatre presents Meet Julia Child, and the Downton Abbey Tea. The Story Hours started this week. There were 31 kids at Drop-in Story Hour. Deb is also working to get all the programs set up for Abington Reads.

-Friends-The Friends met last week and it was a good, productive meeting.

-Staffing-Liz has accepted Michelle's 21 hour union position, Heidi will take Liz's 10.5 hour non-union position and Deb has three applicants for the open 9 hour position. Chris has taken a full time position at the Sharon Public Library but will still be able to work his 14 hours at the APL. Congratulations and thank you Chris! Deb is thinking about hiring a page (16 year old) for the summer. The money for the page position would have to come out of State Aid. Barbara will be taking some time off in February for medical reasons. All of her shifts have been covered.

Building Issues

-HVAC Controller Installation-Brunel has installed the new controllers and everything seems to be in good working order. The new system is easy to use and the only problems right now are some bookkeeping issues about services that should be tax free.

-Heat Cables-The heating cables are still doing odd things. The cable over the Children's Room is damaged and will need to be fixed.

-Town Energy Project-No news about the Town Energy Project.

-Cleaners-Things have been going okay with the new cleaning company. It has been two months and the only major problem was that they forgot to set the alarm when they left one night.

-Updating the Meeting Room-Andy Mackenzie is going to add new lights to the back of the Copeland Room so that when the lights are off in the room there will be lighting by the door.

Current Library Issues

-Strategic Planning Community Committee-The Committee met twice, on December 2, 2015 and January 6, 2016. Will Adamczyk was the facilitator and he did a wonderful job. Twelve service priorities were identified and each member of the committee voted on which priorities were most important to them. Voting was done using sticker that were put on pieces of paper that stated the priority. One of the needs identified was to try to get people in their twenties to come back to the Library. **MOTION to thank Will Adamczyk for all his efforts in facilitating the two Strategic Planning Community Committee meetings was made by Jake, seconded by Barbara and accepted unanimously.**

-Impact of New School Construction-The street sweeper goes up and down the street every day to keep the roads clear of mud. No problems so far.

Old Business

-FY17 Budget-On January 7, 2016 Deb heard from the Town Accountant and Town Manager that the budget was being cut to the MAR. Deb has cut \$2,000.00 out of salary and the rest out of expenses. The new MAR is \$472,940.00. This budget does not include union raises if the contract is settled, or non-union raises. State Aid will be the only way to supplement salaries. **MOTION to approve the amended budget with the new MAR of \$472,940.00 was made by Gerry, seconded by Mary and accepted with one descending vote.**

New Business

-Mission Statement Review-MOTION to amend the Abington Public Library Mission Statement was made by Jake seconded by Gail and accepted unanimously.

-Service Priorities for the Strategic Plan-The three Top Tier priorities and one second tier priority will be the focus of the Strategic Plan. These priorities are also part of the Service Responses in the current plan. Maker space was a topic that was brought up at the meeting, but the Library does not have enough space. We have been doing pretty well with the space we have. MOTION to approve the priorities proposed by the Community Planning Committee and the Board of Trustees so that the new Strategic Plan can be written was made by Gail, seconded by Betty and accepted unanimously.

-Library Assistant, Non-Union Job, Description-MOTION to approve the Library Assistant Job Description was made by Betty, seconded by Jake and accepted unanimously.

-Theft of Library Materials Policy Update-MOTION to amend the Policy Concerning Theft and/or Mutilation of Library Materials was made by Mary, seconded by Gail and accepted unanimously.

-Other-Gerry and Laura will be running for re-election for Board of Trustees, Will has decided not to run again.

Next Meetings:

February 8, 2016-Regular Meeting to be posted for 7:00pm.

March 21, 2016-Regular Meeting to be posted for 7:00pm.

MOTION to Adjourn at 8:57 pm was made by Mary, seconded by Gerry and accepted unanimously.