

Abington Public Library  
Board of Library Trustees

Meeting Minutes

January 11, 2021

Called to Order 7:01pm

Attendees: Henry DiCarlo, Chair

Betty Henderson, Vice Chair

Laura Nuttall, Recording Secretary

Gail Bergin

Mary Gillis

Gerry Haas

Barbara McLaughlin

Carrie Murray

Jake O'Neill

Deborah Grimmett, Library Director

**THIS MEETING WAS HELD REMOTELY VIA ZOOM.**

Minutes of the meeting held on November 16, 2020 were reviewed by the Board.

**MOTION to approve the November 16, 2020 minutes was made by Barbara, seconded by Carrie and accepted with one abstention.**

**Chairman's Report**

-Nomination Papers-The Nomination Papers for Mary, Gail and Henry need to be back to Town Hall on March 8, 2021.

-Other-Town Meeting went smoothly.

-Other-Compliments to Deb on the letter to the Staff. Thank you.

**Library Director's Report**

- Financial and Statistical Reports-All the finances are where they should be at this time. Overdrive will be paid out of the book budget as Overdrive is where patrons are accessing their reading material now. As of November, the APL circulation was

third in the Network, now we are fourth in the Network. There has been a 29% decrease in borrowing from November to December, but this is good compared to other libraries. Digital Circulation also seems to have leveled off. A bump may come from new devices for Christmas. Amy, Sandy and Linda are doing a phenomenal job with all the activities for Teens, Story Hours, Cooking Club and all the wonderful things they do for patrons. Everyone has been very happy.

-Programming Update-Amy has begun recording Story Time videos and Virtual Lego Club will be starting soon. Sandy has been sharing on Facebook the different presentations in the area so patron can attend these virtual programs. The Winter Reading Challenge on ReadSquared has begun. It is just like the Summer Reading Challenge where you read and log your minutes. When 1000 hours are read, a Snow Leopard and Narwhal will be helped.

-OCLN Update-There are several Libraries paying the Network on a twelve-month plan because of budgeting issues, but all have been able to pay so far. Dave Slater is doing an excellent job and OCLN is in great shape. Deb has only six months left in her term as Past President. There have been lots of retirements in the network.

-Friends Update-The Membership Drive has started. In April, the Friends would like to hold another Book Sale. The Jewelry Fundraiser went well and about \$300 was made. No museum passes have been renewed because of COVID and the out of state passes have been taken out of circulation because of the travel restrictions. Deb has applied for an Arts Lottery Grant for the MFA and links have been added for free museum programs.

-Other-Another Staff member has been quarantined due to exposure.

## **Building Issues**

-Circ Desk Down Lights-All the work has been completed and the lights are working.

-Snow Melt-Andy was able to get directions from the company on how to get the sensor to work and he was able to fix it. The snow melt sensor is working automatically now.

-HVAC Controller Issue-The Thursday after our last meeting the motherboard for the HVAC system stopped working. It happened early in the evening and all the fans in the building shut off so there was no air circulation. The Library was forced to close early. The company responded to Deb's call quickly and a new motherboard was installed. Deb was also able to purchase 8 portable air purifiers that are strategically placed throughout the building. They have five-year filters and run constantly to circulate and remove particles from the air.

-Oher-The handicap parking signs have been replaced. Deb was able to go outside and thank the Highway Department workers for putting up the new signs as they finished up the job.

### **Current Library Issues**

-COVID-19 Service Update-On December 3, 2020, the Library was forced to close and had to go back to all curbside pickup because of the high positivity rate of COVID. The rate is still pretty high, and Deb does not plan to re-open the building until the positivity rate falls below 5%. Services have been added even with the building being closed. Anyone who needs photocopying or printing done can call the library and put in a request. There is a curbside jar for people to deposit the funds for the printing. There are also 4 laptops available for patrons to use in their car in the parking lot for an hour. Deb has been able to secure 1 Lenovo, 1HP, 1 Dell and 1 Mac that Wayne has scrubbed and reset for use. They are barcoded and the trials that Deb and Sandy have done with patrons have worked well. Also, in the spring, tables and chairs will be put outside so that people can work on their personal computers under the portico.

### **Old Business**

-FY22 Budget-The FY22 Budget has been amended as the request for a new position for another Children's Librarian has been denied. The two unfilled positions are still in the Budget, but Deb is unsure what will happen if cuts

continue to be made. The new total Budget for the Library is \$537,391 and the MAR is \$527,747. Deb will be meeting with the Financial Team on January 20, 2021. **MOTION to approve the amended FY22 Budget was made by Mary, seconded by Barbara with eight votes for the amended Budget, and one vote against the amended Budget.**

### **New Business**

-Annual Report-The Annual Report is due by the end of January. Deb will email a final copy to the Board to review before it is due.

-COVID Paid Leave-A COVID Leave Policy has been outlined and the Department Heads will have to approve the policy. **MOTION to approve the COVID Leave Policy for the Abington Public Library employees was made by Gail, seconded by Gerry and accepted unanimously.**

-Job Description Discussion-Town Hall would like information on all employee job descriptions. Changes will have to be made to all job descriptions in this time of COVID. Deb will send over the Collin's Center Report for her job description.

-Other-Heidi is looking for Trustees to be interviewed for All Around the APL. She is also taking pictures of all the COVID related changes to the Library to keep patrons informed as to what is going on.

-Other-Thanks to the Board for being so supportive of the Library.

### **Next Meeting:**

**March 1, 2021 at 7:00pm**

**Motion to adjourn at 8:08pm was made by Carrie, seconded by Gerry and accepted unanimously.**