

**Abington Public Library
Board of Library Trustees**

Meeting Minutes January 13, 2025 Called to Order 7:02 pm

Attendees:

Henry DiCarlo, Chair
Gail Bergin, Vice Chair
Laura Brink
Gerry Haas
Barbara McLaughlin
Jake O'Neill
Sue Crowley
Mary Gillis
Deborah Grimmett, Library Director
One Vacant Position

Minutes of the Previous Meeting

- Minutes of the meeting held on November 25, 2024 were reviewed by the Board. **MOTION to approve the November 25, 2024 minutes was made by Gerry, seconded by Barbara, and accepted unanimously with Susan and Mary abstaining.**

Chairman's Report

- Henry called for a meeting of the Personnel Subcommittee (Mary, Gail, Barbara and Henry) to discuss succession planning for Library Staff.
- Trustee Vacancy: Henry discussed the need to appoint someone to fill the spot until the election in April with town legal counsel, he suggested it wasn't necessary. Henry still talking to people about filling the spot.
- Secretary Duties: There was talk in the past about paying one of the library staff to act as the secretary. We will have wait until the reorganization of the board in April and decide at that time.

- The Board recognized Deb Grimmett's birthday.

Library Director's Report

- Monthly Financial Report: on track for budget expenditure for the year. Going through printer cartridges faster than usual due to excessive printing.
- Friends Update: Met last week. Trip to the Boston Pops was a big hit. Gift Card raffle was successful and over \$900 was made. They are planning on having a spring book sale. Membership mailing has been sent out.
- OCLN Update: The network will go out for bid for a new Integrated Library System (ILS). Last task force was in 2012 so they will explore other options.
- Programming Update: Ted Reinstein will be at the library on Thursday Feb 6th discussing his new book, Travels Through the Heart and Soul of New England: Stories of Struggle. Kids programming registration started last Thursday and Toddler Time filled. Adult craft night is also full. Looking at using online registration for the adult programming.
- Abington Reads 2025: Amanda Peters will be at the library Sunday April 6th to discuss her book The Berry Pickers.
- Saturday Adult Book Club: Talked about availability issues and changing date and time and potentially looking for an offsite location.

Building Issues

- Roof: The roof had "mole runs" along portions of the roof. Working with the engineer who is trying to file a claim with shingle manufacturer. Shingle installer sent someone to take pictures of the problem areas and they collected samples of the shingles for testing. Shingles replaced.
- A/C Study: Board reviewed information from Habeeb & Associates concerning the completion of an A/C study to develop bid documents for replacement of the air handling unit in the library.
- Plumbing: Faucet in tech services needs to be replaced.

Current Library Issues

- Website Update: Vendor that hosts the site is retiring so looking for a replacement vendor. Held online meetings with approximately 6 vendors and after that CyberOptik is the choice of library staff. The cost of migration to basic site is \$2,100 which is just moving our current site to their servers plus \$79 per month hosting fee. **Motion was made to authorize Deb to enter into an agreement with CyberOptik for migration of and hosting Abington Public Library website was made by Jake and seconded by Laura. It was accepted unanimously.**
- Library Calendar and Museum Pass Software: The calendar is working well, and the Museum Pass Software is working well and library has received positive feedback from patrons.
- Town Wage and Classification Study: No update

Old Business

- Budget FY26: Henry and Deb will be meeting with Finance Committee on Wednesday at 7 pm at Town Hall

New Business

- Annual Town Report: Board of Selectman wants a more detailed report, and they are moving to an 8x10 format. They are looking for more information with photographs documenting accomplishments for the year. **Motion to approve the Abington Public Library's submission for the annual town report pending finalization was made by Gail and seconded by Gerry. It was accepted unanimously.**
- Outdoor Chess Table Request – Scout Project: Father would like to have a chess table built for under the portico. He would work with his Cub Scout aged son to fundraise to buy a granite chess set. It would be locked under the portico. Deb will reach out to the father to get more information.
- MCB 2025 Reading Challenge: Mass Center for the Book challenge is being advertised and supported by the library.
- Emergency Policy Discussion: The board reviewed the Policy on Disasters and Emergencies. Deb will reach out to other libraries and work with the

Town's Emergency response personnel to develop an up-to-date policy and potentially run additional staff training.

Next Meetings: February 10, 2025 at 7:00 pm.
March 10, 2025 at 7:00 pm.
April 7, 2025 at 6:30 pm.

Motion to adjourn the meeting was made at 8:40 pm by Gerry, seconded by Laura and accepted unanimously.