

**Abington Public Library  
Board of Trustees**

Meeting Minutes

Date: March 14, 2011

Called to Order: 7:02

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 Grimmer, Acting Library Director
- ✓ John Shea - Visitor

Minutes for meeting held on February 14, 2011 were reviewed by the board. **MOTION to accept the February 14<sup>th</sup> minutes was made by Laura, seconded by Will and accepted unanimously. There was one abstention due to absence from the February Meeting.**

**Chairman's Report**

- The Library received a letter dated March 7<sup>th</sup> about the second half of state aid money being sent to the town. The amount was \$6,818.90 which was received one month after first half.

**Acting Director's Report**

- Financials – The budget is on target and is as expected with the cuts to the salary line item and book budget. Money has been transferred from the electric line item and into the book budget to cover some of the book costs.

- Circulation – Total numbers were down but up when done on a per hour basis.

- Programming – The Teen Advisory Board has been causing an increase in the number of young adults and juveniles using the library. The movie night was very well attended and another one is in the works. Not much adult programming due to the lack of staff.

- Friends of the Library – Friends met last week and they agreed to pay for two computers to be set up in the YA room on the table purchased through the Teens/Tweens Grant. Originally the Friends were going to purchase one computer, but the price came in at 1/3 of the original estimate so they agreed to purchase two computers for less than the original amount. The Friends also purchased a membership in Tech Soup which allowed for a purchase of MS Office for all 9 public computers for a total of \$216. The magazine donation drive is underway. Book sale is scheduled for April 28, 29 and 30<sup>th</sup>. Donations will be taken starting March 31<sup>st</sup>.

- Other – Staff has started using AutoBib to enter purchased books into the online computer system at a great savings of staff time. Sandy is taking the lead on this and was able to convince Baker and Taylor to waive the standard \$1,500 fee for the service.

**Fundraising Programs**

- The donation jar is over \$2,000 at the time of the meeting.

- The library is looking into hosting another Adopt a Book day but staffing will be tough. The board discussed possibly using the TAB to staff the effort.

- Ted Cummins of Abington is trying to coordinate all groups in town which are running fundraisers to attempt to develop a comprehensive schedule so the fundraisers don't overlap.

## **Building Update**

- Portico Ceiling - The estimated cost for repair is \$3,833 and a copy is being sent to insurance company for potential reimbursement. The library is looking into installing a heating cable in roof to prevent future issues but it will be discussed after cost estimate received.\

## **Current Library Issues**

- LSTA Teen/Tween Grant Update. A table was purchased with grant funds and installed in the YA room. The first order of books associated with the grant has been ordered and is on the way. The first report to the Massachusetts Board of Library Commissioners is due April 15. Three new members showed up last meeting. They are looking at doing a Teen movie night during April Vacation. The movie will be School of Rock. They are also looking into a family movie night during summer. They are also looking to partner with the veterans for packages being sent to the soldiers.

**A MOTION was made by Gail to send a letter congratulating the TAB on a successful completion of the movie night. It was seconded by Laura and accepted unanimously.**

- FY '12 Budget - The trustees reviewed the \$410,522.84 budget submitted to the town manager as it was discussed last meeting. Deb met with the town about the budget which was a 26% increase but still below the 2009 budget. This will still require a waiver for state aid, but it should be an easier sell this time around. A level funded budget or one with a smaller increase will result in layoffs and fewer hours of operation.

- OCN Legislative Breakfast – Deb attended on March 1<sup>st</sup>. Our state representative was not present but in general the breakfast was well attended by representatives of libraries, MLS and MBLC.

## **Old Business**

- The volunteer recognition has been moved to Wednesday May 11<sup>th</sup> from 3:00 to 4:30 and will need funding. Staff will do the planning.

## **New Business**

- The town manager is looking into consolidating services. The trustees discussed the impact this may have on the library. He is trying to save costs without consulting the library and since the services provided by the library, and the needs of the library are different than other town boards, these combined services may not meet the library needs and requirements. Henry will reach out to the town manager to convey the boards concerns.

- The Library Director's Job Description will be updated by the Personnel Subcommittee and a job search for a permanent Director will be done

- The union advised the trustees that the library union and the town has signed a memorandum of understanding concerning the health insurance costs paid for by the library union members. The agreement states that the library will agree to the 60/40 split on costs as long as other town unions agree to the same split. Thanks were expressed to the Library Union by the trustees for once again stepping up when it comes to cost cutting measures while maintaining library services

- SAGE is planning a town-wide clean up for April 30<sup>th</sup> and May 1<sup>st</sup>. The library may do one on May 7<sup>th</sup> due scheduling problems.

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

**April 4<sup>th</sup> at 6:45 before the Town Meeting**

**April 11<sup>th</sup> at 7 pm for regular monthly meeting**

**MOTION to Adjourn @ 9:12 p.m. was made by Will, seconded by Gerry and accepted unanimously.**