

Abington Public Library  
Board of Library Trustees

Meeting Minutes

March 18, 2019

Called to Order: 7:00pm

Attendees: Henry DiCarlo, Chairman

Betty Henderson, Vice Chairman

Laura Nuttall, Recording Secretary

Gail Bergin

Mary Gillis

Barbara McLaughlin

Carrie Murray

Deborah Grimmett, Library Director

Absent: Jake O'Neill

Gerry Haas

Minutes of the meeting held on February 25, 2019 were reviewed by the Board.

**MOTION to approve the February 25, 2019 minutes was made by Betty, seconded by Barbara and accepted unanimously.**

### **Chairman's Report**

-Henry attended the second meeting for the Master Plan for Abington. The Master Plan will create a plan for the next ten years. There was talk about green space and the town centers. Another topic of discussion was the trail that is behind the Library that leads out to Buckboard Lane and Broadmeadow Lane. Henry spoke about how the Library is not opposed to having a trail connect the two sides of town as long as lighting and security issues are addressed.

### **Library Director's Report**

-Monthly Financial and Statistical Reports-The Book Budget has been 66% expended which is right where it should be. The Building Repair and Maintenance Budget will go over again this year. All other expenses are right where they

should be. Circulation statistics are good again this month. Print and digital circulation is up from last month. All the website statistics have been updated. Five hours was lost due to snow last month.

-Programming Update-Deb and Amy went to BBES for Read Across America Day. All the book clubs have been well attended. The Celtic Music program was very good. There were about 40 people in the audience and most wanted to know when she could return for another program.

-Friends of the Library-The Friends did not meet in March because of the snow storm. The next meeting will be in April. A dedication of a print of late Friends' President Rosie Walls will be held on Wednesday, May 8, 2019 at 7:00.

-OCLN Update-Automatic Renewals-The new Automatic Renewals program will be implemented April 1<sup>st</sup> according to OCLN. Abington is still going to use the "opt-in" renewal service.

-Other-Deb is going to chair the OCLN Bylaw Review Committee.

## **Building Issues**

-Town Energy Efficiency Project-On February 26 Wayne told Deb that he was informed that work should begin within 5-7 days. Neither Wayne nor Deb heard from anyone since then.

- Rest Room Panels-Carrie painted the stall panels in the Ladies' Room. They look great.

- Roof Issues on March 8- During the storm on March 8, the Children's Room roof developed a leak and water began dripping near the puzzle table and in the office area. The next day Deb was able to take the soggy ceiling tile down before it fell. She will replace the tile. There is a hip roof in the area where the leak occurred. Moberg has been called and they are going to look at the roof tiles and flashing to see what may have caused the leak. There have been no more leaks since the storm on March 8.

-Snow Melt Sensor-The snow melt sensor is still not working properly. Deb has been manually turning it on when ice or snow is being predicted.

-Other-The door closer on the right inside front door broke causing the door to close abruptly and forcing people into the Library a little faster than expected. A gasket let go and it was leaking. It will need to be replaced and the cost is \$350-\$500.

-Other-The sink in the Staff room has been clogging up again. Deb had Gouthro Plumbing come and fix the sink.

-Other-Computer problems have plagued the Library the last few weeks. The website would not load inside the Library. It was working outside which was very good. A new firewall was added by OCLN and a few days later our problem began. It is thought that the host site determined that the Library IP was malware so it would not load. Deb worked very closely with Wayne and the technology department at OCLN to finally get the website back up and running inside the Library. Deb is working on getting the website moved to a more secure site so it does not happen again.

### **Current Library Issues**

-Yearbook Digitization Project-Sarah is going to be working on the project now.

-Abington Reads 2019-A conflict has arisen with Steve Pemberton's schedule so now he will be speaking on April 3. Deb will have plenty of time to put out publicity for the date change. Also, A Chance in Massachusetts Program had to be rescheduled to April 9 at 7:00. The Abington Reads book has been circulating well and people seem to like it.

-Fine Free Implementation-The fine free implementation is going well. Only one patron has complained so far.

-LSTA Grant Application Update-The draft was submitted and the final application is due April 9.

## **Old Business**

-FY20 Budget-Deb has her Budget Meeting with the Finance Committee on Wednesday, March 20.

-Community Preservation Act Funding Application for Sheila's Garden-Deb still has not heard anything.

-Friends of the Library Memorial Painting Dedication-Wednesday, May 8, 2019 will be the Dedication of the Painting in Memory of Rosie Walls.

-Other-Sue has taken on the task of cleaning up the Union Contract document so that going forward there will be no questions about dates and language.

## **New Business**

-Outside Camera Policy-A sign is being made and put up at the entrance of the Town Hall and Library parking lot that states that surveillance cameras are in use. Deb is going to look at other libraries Video Surveillance Policies and put one together for the next meeting.

-Town Personnel Classification Study-The Collins Center from UMass is conducting an equitability and job description study of the Department Heads at the Town Hall. Deb has filled out the questionnaire that was sent to her. The next step is to meet with members from the Collins Center and Town Hall. She will let the Board know when she will have the meeting.

-Overdrive and hoopla expenditure discussion-The expenses for hoopla and Overdrive are going up. Hoopla allows patrons to take 5 items out per month. Eighty percent of hoopla circulation is audiobooks and eBooks. The use of Overdrive has increased substantially. The holds lists are getting longer so Deb has been buying multiple copies of materials so they can circulate quicker. Last year the Overdrive cost was \$9,800. This year the cost is \$12,000. An increase of 20%. Hoopla is about the same. APL has a higher percentage of patrons using

hoopla and Overdrive compared to other similarly-sized Libraries in the area. The consensus of the Board is that the hoopla and Overdrive Budgets need to be increased to about 20% of the total materials budget.

-Summer Hours-**MOTION to close the Library on Saturdays for the summer from June 15, 2019 to September 7, 2019 and to close at 5:00 pm on Wednesday, July 3, 2019 was made by Mary, seconded by Carrie and accepted unanimously.**

-Other-Get well wishes to former trustee Will Adamczyk who recently broke his arm.

**Next Meeting:**

**April 8, 2019 at 7:00pm**

**Motion to adjourn at 8:39pm was made by Carrie, seconded by Gail and accepted unanimously.**