

**Abington Public Library  
Board of Library Trustees**

**Meeting Minutes**

**June 12, 2017**

**Called to Order: 7:00pm**

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

Absent: Henry DiCarlo, Chairman  
Gerry Haas  
Carrie Murray

Minutes for the Board meeting held on May 22, 2017 were reviewed by the Board.

**MOTION to approve the May 22, 2017 minutes was made by Mary, seconded by Laura and accepted unanimously with three abstentions.**

**Chairman's Report**

-Henry is not able to make tonight's meeting so Betty will run the meeting. The Vice Chairman has nothing to report.

**Library Director's Report**

-Monthly financial and statistical reports-Somewhere between \$1,800 and \$3,200 will be taken out of State Aid to supplement the Salary Line of the Budget for the end of the year. The Book Budget will be spent. Building Repair and Maintenance will be over spent. The rest of the budget should be fine. Website numbers look good. Zinio numbers were not ready for the meeting. May was a

busier month. Study room usage was up significantly. The new way of extending computer time is working well.

-Programming Update-Cooking with Flowers was well attended and very tasty. Children's Story Times ended in May. Summer Story Hour starts next week. There will be a Shark program at the end of the month.

-Friends of the Library-The Friends met on May 15, 2017 to reorganize their officers. The next Friends meeting will be September 18, 2017.

-Statewide Database Update-The increase in the minimum wage means that the Massachusetts Library System will be paying more for delivery. This will force a 30% cut to the Statewide Databases so that money can be re-allocated to delivery. The cuts will not significantly impact the APL because we have other databases that cover most of the ones that were cut. Most patrons will not realize things have changed.

-MBLC Update-Jim Lonergan is the new Executive Director. The MLS budget is not set yet, but Deb has been informed that Saturday delivery will be cut.

-Other-Last week the first Public Information Request came in under the new state Public Records Law. Deb has replied to the request. The town's Records Access Officer was also notified and copied.

## **Building Issues**

-HVAC-Compressors-The new HVAC compressor will be installed soon. The rain and high temperatures have slowed the process down. The installers are hoping to get it done next Wednesday and Thursday because it has to be done by June 30. The other 3 compressors are scheduled to be installed in the fall.

-HVAC-Heat Pumps-The carpet outside the Boiler Room was wet because the Heat Pumps are leaking. They both need to be rebuilt. After July 1, they will be taken out to be repaired.

-Roof – Heat Cables- The heat cables will be fixed in July.

-Circulation Desk Down Light LED conversion-The cost of the new bulbs is more than the electrician estimated. **MOTION to increase the Circulation Desk Down Light LED conversion budget by \$500.00 was made by Jake, seconded by Gail and accepted unanimously.** The date to get the light conversion done is August 14 and 15. Deb would like to close the Library at 5:00 on Monday, August 14 so that the lift can be set up without patrons in the building. **MOTION to close the APL at 5:00 on Monday, August 14 was made by Laura, seconded by Jake and accepted unanimously.**

-Portico Lights-The portico lights are not working. They keep flashing on and off. Andy is going to take a look at them and try to fix them.

### **Current Library Issues**

-Impact of New School Construction-All is good.

-FY18 Budget-The FY18 Budget is all set. Union raise will be in place effective July 1. Non-Union raise will be effective sometime in August with a retro check to July 1.

-Summer Reading Program-The kickoff to Summer Reading is next Tuesday. The schools have given out reading lists that students will be working on over the summer. All the Summer Reading Programs are set and the Adult Summer Reading is on-line.

### **Old Business**

-Garden Fund-Henry is still working on the Garden Fund Fundraiser and will have an update at the next meeting.

-New Town Telephone System-The testing on the new phone system did not go well, so the switch over has been put on hold. Wayne will let Deb know when the switch will take place.

-20<sup>th</sup> Anniversary Celebration-Deb is working on getting the music arranged for the 20<sup>th</sup> Anniversary celebration.

## **New Business**

-VADAR-New Town Accounting Software-Deb was trained on the new Town Accounting Software VADAR last week. The new system is web-based and more user friendly than KVS. The only trouble is that the old system could scan invoices that were attached to vouchers. The VADAR system will eventually have the capability but for now all the invoices will have to be scanned and kept in a separate place. VADAR will begin July 1.

-Customer Service Policy-**MOTION to approve the Customer Service Policy was made by Gail, seconded by Barbara and accepted unanimously.**

-Other-Deb will be holding a staff meeting tomorrow at 5:00.

## **Next Meeting:**

**July 31, 2017 at 7:00pm**

**MOTION to adjourn at 8:10 pm was made by Jake, seconded by Gail and accepted unanimously.**