

## Abington Public Library

### Board of Trustees

Meeting Minutes

Date: June 18, 2012

Call to Order: 7:05

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 Grimmett, Library Director

Minutes for meeting held on May 14, 2012 were reviewed by the board.

**MOTION to accept the May minutes was made by Betty, seconded by Gail and accepted unanimously.**

#### **Chairman's Report**

Nothing new to report.

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

-Monthly Financial and Statistical Reports - The budget is in good shape. Salary line is very close to breaking even. The outstanding gas, electric and air condition bills will be paid next week as the fiscal year ends June 30, 2012. The circulation at the Library is up 10% and leading all of the area libraries.

-Programming Update-Summer reading program starts June 19. Lauren, Sandy and the members of TAB have been busy getting ready for the kick-off event.

In the fall several adult programs are being scheduled including talks by Hank Phillippi Ryan, The Gravestone Girls, and possibly a talk and demonstration from the National BBQ Champion who is from Abington. The dates for these programs will be finalized over the summer.

-Friends of the Library-The application for the Fuller Museum Pass has been received and the new pass will be arriving soon. The first Fantastic Friends Award was handed out recently. We did not participate in the program this year but will definitely be a part of it next year.

-Other-Several patrons have asked about having some kind of tribute to the late Elaine Kelliher. Lauren is working on making up a sign and getting carpet squares for the children to sit on, in her memory. New magazines have been ordered for teens, adults and children. The magazines have been put on new stands in the YA room and Children's room to help increase circulation.

### **Building Issues**

-Emergency Lights-The new emergency lights will be installed after July 1.

### **Current Library Issues**

-FY'13 Budget-The FY'13 budget was not changed at Town Meeting.

-LSTA Teens/Tweens Grant update-The TAB members painted the windows in the Children's room and YA room in preparation for the Summer Reading Program. The windows look great! At the last TAB meeting, the members met with several of the Tricentennial Committee Members in preparation for the June 23<sup>rd</sup> parade, field day and fireworks.

-New Town Accounting Software-The new software seems to be working and the bills are getting paid.

### **Old Business**

-Hours of Service for FY13-The FY13 budget will allow the Library to stay open on Wednesday nights until 8:30. **MOTION to keep the Library open until 8:30 pm. on Wednesdays beginning September 5, 2012 was made by Will, seconded by Gerry and accepted unanimously.** A program will probably be scheduled on September 5<sup>th</sup> to highlight the new hours. The Library will be closing on July 3<sup>rd</sup> at 5:00 pm. **MOTION to close the Library on July 3<sup>rd</sup> at 5:00pm was made by Gail, seconded by Betty and accepted unanimously.**

-Library website re-design-Tom Rose is recommending that a re-design and update of the website will cost between \$2500 and \$3000. It will modernize the website with drop down options and event keeper calendar. The work on the website should be done by Thanksgiving. **MOTION to take \$3000 out of State Aid for**

**the Library website re-design was made by Gerry, seconded by Will and accepted unanimously.**

#### **New Business**

**-Library Assistant Job Description-MOTION to accept the Library Assistant Job Description was made by Betty seconded by Kathy and accepted unanimously.**

-Energy Audit-An energy audit for lighting the building was performed by National Grid. Deb is looking at the recommendations of the audit and will get back to the Board.

-State Aid budget for FY12-The balance for State Aid as of May30 was \$45,000. \$3000 was just voted for the website redesign. Another \$8000 may be needed when the Library opens on Wednesday nights. The hours of the 3 part-time non-union staff will be increased to cover the Wednesday night hours. Deb would like to purchase 4 new staff computers. Trust Fund money can be used for these purchases. She will start researching and get back to the Board.

-Technology-Jim Stoffel our Technology Consultant has moved to a new job that is not with a technology company. He would still be able to work with the Library, but he will not have the type of insurance needed. Deb is going to find out if he can still work with us or if we need to find a new Consultant.

-Statewide Reference database changes-July 1<sup>st</sup> there will be some statewide changes to the Reference database. A new Statewide Encyclopedia will be added as well as changes to the on-line newspapers.

-Other-Deb will be on vacation July15-23. Henry received a letter from the Massachusetts Library Trustee Association stating that there are no members from Abington in the Association. If any member of the Board is interested, Henry has the information.

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

**July30th-Regular Meeting to be posted for 7:00**

**September 17<sup>th</sup>-Regular Meeting to be posted for 7:00**

**MOTION to Adjourn@8:38 pm was made by Kathy, seconded by Gerry and accepted unanimously.**