

**Abington Public Library
Board of Library Trustees**

Meeting Minutes

June 28, 2022

Called to Order 7:04pm

Attendees: Henry DiCarlo, Chair

Betty Henderson, Vice Chair

Gail Bergin

Laura Brink

Gerry Haas

Barbara McLaughlin

Jake O'Neill, Recording Secretary

Deborah Grimmatt, Library Director

Absent: Carrie Murray

Mary Gillis

Minutes of the Previous Meeting

- Minutes of the meeting held on May 9 2022 were reviewed by the Board.
MOTION to approve the May 9, 2022 minutes was made by Barbary, seconded by Gail, and accepted unanimously, with Jake abstaining.

Chairman's Report

- The summer reading kick-off was well attended with a lot of activity.
- Sub-committees were discussed by the board. It was decided to disband the Voucher Sub-Committee because it is not being relied upon to sign vouchers. The remaining Sub-Committees, Payroll, Personnel, and Health and Safety, will remain as is. Jake will be added to the Budget Sub-Committee.

Library Director's Report

- Monthly Financial and Statistical Reports: Money will be returned to the town from the Services and Supplies budget, it is likely that we will go over budget on Salary and State Aid will be used to cover that cost.
- Statistical Report: March was a great month for activity at the library. Total circulation has been steadily improving.

- Friends Update: The Friends have decided to go with two book sales per year with bake sales at each of them. During summer reading kick-off the Friends sold aprons and other Friends merchandise.
- OCLN Update: Members council hosted a luncheon for the 9 recently retired library directors. OCLN is working on doing background checks on patrons who apply for e-cards to ensure they are eligible for the cards.
- Program Update: Kathy Teahan's event in June was not well attended. Deenie Pacik will be doing a fused glass presentation on July 14th. The cookbook and Friends book club groups will be on hiatus until fall.

Building Issues

- Roof Planning: The architect working on the project have been unsuccessful in setting up a meeting with the contractor who won the bid for the project. We are waiting input from the engineer and the architect as to the next steps.
- Carpet and Window Cleaning: Deb is trying to schedule these cleanings.

Current Library Issues

- Library Programs: Summer Reading Kick-off was well attended. They went through all 150 of the bags they had for patrons who signed up for summer reading. The teens are excited about the overnight. The summer programming will be busy.
- Story Walk: The new book is up and going well. The plan will be to swap over to a new book around the end of July beginning of August.
- FY23 Budget: All is in good shape including the changes to the Salary line.
- Strategic Plan for FY24-FY29 Update: Will be discussed in July meeting.

Old Business

- Logo and Website Status: The logo is done and looks great. Currently looking for a web designer with library experience to update the website.
- Donor Wall: A quote was received to replace the existing Donor Wall with a 40 inch by 60 inch Maple display in the same location. Total Cost will be \$4,290. **MOTION to approve the replacement of the Donor Wall and pay**

for it out of available Trust Funds was made by Gail, seconded by Laura and accepted unanimously.

- Other: Plexiglass on the reference and children's desks have been removed and placed in storage. The Plexiglass on the circulation desk will remain.

New Business

- Staff Librarian – Children's Service Job Description: The position was filled by an existing employee of the library. The board reviewed and discussed the job description. **MOTION to approve the Children's Service Job Description was made by Barbara, seconded by Betty and accepted unanimously.**
- Circulation Job Description: The board reviewed and discussed the job description. Based on the discussion it was decided to review the job description with the staff prior to final approval by the board.
- Gifts and Donation Policy: The board reviewed and discussed the policy. The board offered input to the policy which will be modified and voted in an upcoming meeting.
- Chromebook Lending Policy: The board reviewed and discussed the policy. **MOTION to approve the Chromebook Lending Policy was made by Gerry, seconded by Jake and accepted unanimously.**
- Staff Recognition Breakfast: Scheduled for August 19, 2022 at 9 am, to celebrate our library staff, hosted by the Trustees.

Next Meeting:

July 25, 2022 at 7:00pm

September 12, 2022 at 7:00pm

Motion to adjourn at 8:47 pm was made by Gerry, seconded by Laura and accepted unanimously.