

Abington Public Library  
Board of Library Trustees

Meeting Minutes      July 16, 2018      Called to Order: 7:00pm

Attendees: Henry DiCarlo, Chairman

Betty Henderson, Vice Chairman  
Laura Nuttall, Recording Secretary  
Gail Bergin  
Gerry Haas  
Barbara McLaughlin  
Carrie Murray  
Deborah Grimmett, Library Director

Absent: Mary Gillis  
Jake O'Neill

Minutes for the Board meeting held on June 11, 2018 were reviewed by the board.  
**MOTION to approve the June 11, 2018 minutes was made by Betty, seconded by Carrie and accepted unanimously with two abstentions.**

### **Chairman's Report**

-Thank you to the APL staff for getting bags to the Daylily sale on Saturday. Thanks also to the Hernandez Family for their help at the Daylily sale and setting up chairs for the band concert. The Library is expected to get around \$400 from the Daylily sale.

-In April a Library Trustee in Wayland was looking for help with a Town Manager form of government on List Serve. Henry reached out to her and shared some of the language that the APL uses in Abington. She got back to Henry last week thanking him for the help.

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

-Monthly financial and statistical reports- All of the FY2018 Budget has been expended. The FY2019 budget is the first ever Library Budget over \$500,000. Circulation of physical items is still down slightly and digital circulation is still up.

-FY18 financial and statistical reports-Circulation for Abington was down about 7% from last year. OCLN circulation was down 7-9%. Digital circulation and web site sessions have been steadily increasing. People count was also up.

-Programming Update-There were a record number of people (7) at the Popular Fiction Book Club meeting. Popular Fiction will meet again in September. Crafts and Cooking will reconvene in September as well. The Non-fiction Book Club will meet in July and August.

-Friends of the Library-Most of the mugs that the Friends donated as prizes for the scratch tickets have been given away.

-Other-The ARIS report is due August 17, 2018. Deb has been working on it but there have been a lot of computer issues that have come up in the past few weeks. Windows 10 is not working well on the new computers. The Windows 10 updates that keep getting sent are wreaking havoc with the Library computers. Deb and Wayne have spent a lot of time trying to stop the updates or fixing the computers after an update has been installed. Wayne is also dealing with the same issue at Town Hall.

## **Building Issues**

-A/C Compressors-The new compressors are working well.

-Front Shrub Beds-Rob Libby has finished the front shrub beds and they look great. It cost \$275.00

Town Energy Efficiency Project-The Town Energy Project is going forward. New thermostats and VAV boxes will be paid for through the Project. Installation should begin around Labor Day.

Parking Lot Paving-Deb will be getting information about the parking lot paving in the next few weeks.

Other-The clock in the Copeland Room has stopped. Deb will be getting it fixed soon.

-Other-Jay Condon will be the new handyman for the Library. He has already done a few small projects.

-Other-The soffits still have to be repaired. It will be done and paid for in the FY19 Building Repair and Maintenance Budget.

## **Current Library Issues**

-Impact of New School-2018/2019 Middle School Welcome Letter-Deb has written a letter that will be sent home to Middle School Parents welcoming middle school students to the Library. It also reminds parents that 11 years old students may visit the Library for short periods of time unaccompanied by a parent or guardian. Students under 11 must be accompanied by an adult or a responsible person 16 years of age or older.

-FY 19 Budget-The FY19 Budget is all set to go. Deb is working on the State Aid Budget. FY18 State Aid expenditures totaled \$23,073.71. FY19 State Aid beginning balance is \$48,380.66.

-MLS Statewide eContent transition to Overdrive-Several patrons expressed sadness about the end of Axis 360. The whole Axis 360 and CEC content went to the SAILS network, and everyone can borrow from SAILS, so all the material can still be accessed.

## **Old Business**

-Summer Reading Program-The Teen programs are winding down. There were 20 Teens at Chopped last Friday night. Registration and kids programs are going well. The scratch tickets are a big hit.

-OCLN System Migration June 25-29, 2018 Update-The Migration went well with very few issues. Everything is now based in the Cloud.

-Other-The Selectmen are voting on Special Municipal Status for the Library Trustees tonight.

## **New Business**

-Substitute Circulation Assistants-Four people applied for the Substitute Circulation Assistant position. Deb has interviewed two of the candidates and is contemplating hiring both of them. She will be making her decision this week.

-Director Salary Study-There was a 6 year period where the APL staff did not get raises. This has put the Library Director's pay scale at a less than competitive rate. Deb has compiled data to compare her salary with other similar municipality's salaries. The Board feels that this is a good move for the Library Director's position. The next step will be to go to the Town Manager to discuss a more competitive salary.

-Public Libraries in Massachusetts: An Evolving Ecosystem MBLC Study-Deb is going to this workshop tomorrow. It involves a study about buildings and services. The State is using data from the study to try to equalize State Aid funding for Libraries. Deb will update the Board at the next meeting.

-Community Preservation Act Historical Preservation Funding-CPA has funding available to digitize historically significant materials. The deadline to apply for funds is the last Friday in September. Deb is interested in getting Island Grove material and Railroad Riot material preserved. She will be reaching out to the CPA Board for information on the process.

-Yearbook Digitization-The Board went to the Copeland Room to see a digitized yearbook. The Boston Public Library will digitize yearbooks for free. Abington has yearbooks starting in 1929 but not every year has one. The collection is full from 1950 to the present. Deb is going to start the process of boxing up the yearbooks to be sent to the BPL for digitization.

-Other-The annual Staff Breakfast will be August 10, 2018 at 9:30. Gail Bergin will email the Board about set up and what people can contribute.

## **Next Meeting:**

**September 10, 2018 at 7:00pm**

**Motion to adjourn at 8:45pm was made by Gerry, seconded by Carrie and accepted unanimously.**