

## Abington Public Library

Meeting Minutes

July 18, 2016

Called to Order: 7:00 pm

Attendees: Henry DiCarlo, Chairman  
Betty Henderson, Vice Chairman  
Laura Nuttall, Recording Secretary  
Gail Bergin  
Mary Gillis  
Gerry Haas  
Barbara McLaughlin  
Carrie Murray  
Deborah Grimmett, Library Director

Absent: Jake O'Neill

Minutes for the meeting held on June 6, 2016 were reviewed by the board.

**MOTION to accept the June 6, 2016 minutes was made by Barbara, seconded by Betty and accepted unanimously.**

### Chairman's Report

-Daylily sale-The Daylily sale was very successful. The Library received \$525 for the fund for Sheila's Garden.

-Sheila's Garden-The maintenance fund for Sheila's Garden has run out of money. There is the \$525 from the Daylily sale in there now but that is all. Henry has proposed having a beer tasting from the local breweries to have as a fund raiser for Sheila's Garden fund. The Board is in favor of having a fund raiser at the Library for the purpose of raising funds for the garden. Deb and Henry will look into getting the license to sell beer and work on a date.

-Other-Deb has been elected as Secretary of the Executive Board of Library Directors for OCLN. Congratulations to Deb!

-Other-A thank you note was received from Judy for the stationary.

## **Library Director's Report**

-Monthly financial and statistical reports-FY17 has begun. The Salary line has increased due to the Union raise. Circulation is still down.

-Fiscal 2016 financial and statistical reports-All of the money from FY16 has been expended. Circulation is down about 2% but attendance for programs has increased.

-Programming Update-Summer reading is going well. The programs for this summer are very good and have been well attended. The only issue is the on-line registration for adults. It is not very user friendly so very few adults have signed up this year. Deb is going to explore a new vendor for next year's summer reading program.

-Friends of the Library-The Friends are on summer break.

-FY17 State Budget-The Governor has vetoed several line items from the State Budget. State Aid has been decreased and the Telecommunications budget has been decreased, both of which will impact the APL.

-OCLN- July 5 is typically the busiest day for the APL. Unfortunately this year on July 5 the OCLN Workflows system went down. All of the books coming into and out of the Library had to be checked in and out by hand. When the system was up and running on July 6 everything had to be keyed in by hand. Thank you to all the staff that had to work so hard and quickly to keep things moving while the system was down. The public internet system was working the whole time and OCLN is not sure why Abington and a few other random towns had problems with the workflow system.

-Other-Isa has been working as a sub since she retired but she and her family are relocating so she will no longer be on the sub list. Best of luck to Isa and her family! Deb will start advertising for a Reference Librarian and Substitute Librarians at the end of the summer.

## **Building Issues**

-Updating the Copeland Room-All of the painting is done and the room looks great. The tiles in front of the closet have been fixed and a new threshold has been put in. The carpet will be cleaned professionally at the end of August.

-Study Rooms-The Study Rooms have been painted and the new chairs have arrived. New tables will be arriving in a few weeks then all the new furniture will be put in the Study Rooms.

-HVAC-The new software is working nicely. There is still only one compressor working, so the other one will need to be fixed sometime soon.

-Roof-The ridge caps on the roof have been fixed. The total cost was \$790.00.

-Recognition Wall-Deb will be in touch with ID Graphics after her vacation to get a date to put up the new plaques on the Recognition Wall.

## **Current Library Issues**

-Strategic Planning-The Strategic Plan is due October 1, 2016. Deb has been working on it and will have it completed for the next meeting.

-Impact of New School Construction-The town has bought the lots that are next to the High School for additional parking. Hopefully this will help to alleviate some of the parking issues at the Library. Deb is still having issues with the contractors parking in spaces that are for Library patrons.

## **Old Business**

-FY17 Budget-The FY17 Budget is all set and Sandy will be looking for signatures soon for the first expenditures of FY17.

-Other-There will be a staff breakfast on Friday August 12 at 9:30 for anyone who is available. The staff specifically wants to use this breakfast as a send off for Chris who has taken a full time position at another library, and for Judy, who has retired.. Thank you Chris and Judy for all that you have done at the APL! You will be missed.

## **New Business**

-State Aid Expenditures for FY16-A total of \$19,071.92 was expended from State Aid for FY16. Salary was \$10,102.92 and Expenses was \$8,969.00.

-Public Computer Purchase-The public computers are now five years old and are starting to show their age. A total of 12-13 new HP computers would be needed as well as new software. **MOTION to spend up to \$8,500.00 for the purchase of new computers and software was made by Gerry, seconded by Carrie and accepted unanimously.**

-Job Description-Reference Librarian-**MOTION to approve the Reference Librarian Job Description was made by Betty, seconded by Mary and accepted unanimously.**

-Meeting Room Policy Revision-**MOTION to approve the revised Copeland Meeting Room Policy was made by Mary, seconded by Barbara and accepted unanimously.**

-Adult Internet/Computer Use Policy Revision-**MOTION to approve the revised Internet/Computer Use Policy was made by Carrie, seconded by Gerry and accepted unanimously.**

-Other-The new website is up and running. Changes have been made to the calendar and the new e-book sites. Axix 360 is the new e-book collection that is similar to Overdrive.

## **Next Meeting:**

**September 12, 2016-Regular Meeting to be posted for 7:00pm.**

**October 17, 2016-Regular Meeting to be posted for 7:00pm.**

**MOTION to adjourn at 8:50pm was made by Gerry, seconded by Carrie and accepted unanimously.**