

Abington Public Library  
Board of Library Trustees

Meeting Minutes

July 31, 2017

Called to Order: 7:02pm

Attendees: Henry DiCarlo, Chairman  
Betty Henderson, Vice Chairman  
Laura Nuttall, Recording Secretary  
Gerry Haas  
Carrie Murray  
Jake O'Neill  
Deborah Grimmett, Library Director

Absent: Gail Bergin  
Mary Gillis  
Barbara McLaughlin

Minutes for the Board meeting held on June 12, 2017 were reviewed by the board.  
**MOTION to approve the June 12, 2017 minutes was made by Betty, seconded by Jake and accepted unanimously with three abstentions.**

### **Chairman's Report**

-Henry has received a questionnaire from the American Library Association to be filled out by a Trustee. Henry will respond to the questionnaire on behalf of the Board.

-At a recent Selectman's Meeting, Jack Buckley commented on the conditions of the parking lot and grounds around the Library and Town Hall. Deb has spoken to the Town Manager about the parking lot and curb stone issues. Deb is going to get an estimate to clean up the shrubs and landscape the area in front of the Library. The landscaping can be paid out of State Aid.

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

-Monthly financial and statistical reports-In June everything was expended. The new budget has begun. Circulation numbers are still down just like other libraries in the area. Digital circulation is up over last June.

-FY17 statistical report-FY17 circulation was down 6,600 from last year. Study rooms were up by 150. Patron registration was steady and Museum Passes have gone way up. The addition of the Edaville Railroad and the Hall at Patriots Place passes has helped.

-Programming Update-The Shark program was well attended and very interesting. Summer craft nights have gone well, as has Bedtime Story Hour.

-Friends of the Library-The Friends are still on summer hiatus. Deb has been working on an ongoing issue to amend the Tax ID for the Friends. As of now the Tax ID is still the Friends of the Burton Wales Public Library.

-Statewide Database Update-Everything has gone well with the update.

## **Building Issues**

-HVAC-Compressors-The new compressor was installed on Wednesday and Thursday and the old compressor died over the weekend. Back to working on one compressor but the other three will be bid upon soon and installed by November.

-HVAC-Heat Pumps-Both pumps broke on May 15<sup>th</sup>. They are being fixed.

-Roof – Heat Cables- Deb is waiting on an estimate to get the Heat Cables fixed.

-Circulation Desk Down Light LED conversion-August 14 and 15 are the dates for the light conversion. The staff is going to be dressing down and wearing closed toe shoes for the two days. The front doors will be locked and patrons will be using the Copeland Room to enter and exit the building.

-Other-Four of the heavy tables in the Copeland Room have been replaced. Deb has purchased four new light weight tables on wheels. If they work well, she will purchase four more. The old, heavy tables will be declared surplus.

-Other-Last Thursday morning the fire alarm went off during the Karen the K and the Jitterbugs program. The evacuation of the building went smoothly. There was no fire, the water pressure dropped due to the construction of the new school which tripped the alarm. The alarm was reset by the alarm company.

-Other-There was water on the floor in the Boiler Room on Thursday as well as the Fire Alarm going off. The water problem in the Boiler Room was a malfunction in the water heater gasket. Gouthro Plumbing was able to fix it.

## **Current Library Issues**

-Impact of New School Construction-No issues now.

-Summer Reading Program-The summer reading program has gone very well. The performers have been great. Reading hours are lower than in years past. Toddler Times have been a huge success with up to 40 children in each session.

-20<sup>th</sup> Anniversary Celebration-The 20<sup>th</sup> Anniversary Celebration will be held on the last Sunday in January 2018. The band 4 Guys in Tuxes will be providing the entertainment for the afternoon. The Friends are working on getting the catering. A children's celebration will be held the following Saturday and TAB will celebrate with an after- hours program.

-Other-Congratulations to former Children's Librarian Lauren on the birth of her first baby. She had a little boy.

## **Old Business**

-Garden Fund-The Daylily Sale raised \$500.00 for the Garden Fund. Thank you to Jack and Kathy Bailey and all that helped with the Daylily Sale.

-New Town Telephone System-The new telephone system seems to be working fine. Deb was away when it went live, but Sandy was able to work with Wayne to get all the questions answered. The voice mail works, 911 works and there have been no dropped calls.

-VADAR-New Town Accounting Software-On July 1, 2017 the new Town Accounting Software VADAR began. VADAR expenditures have a lag time which was different from the old system. Everyone is working hard to get used to the new system.

## **New Business**

- State Aid Expenditures for FY17-For FY17 \$29,209.51 was budgeted and \$20,198.57 was expended.
- Group Visit Policy-**MOTION to approve the Group Visit Policy was made by Jake, seconded by Betty and accepted unanimously.**
- Welcome Letter for Middle School Parents-Deb has drafted a letter that will be sent home to Middle School Parents via the APS email system welcoming them to the new Middle School. The letter also reminds parents that students age 11 and older may visit the Library for short periods of time unaccompanied by an adult.
- Other-The Ukulele is being replaced and the Telescope is on order to be delivered soon.
- Other-The Trustees will be holding a Staff Breakfast on September 1, 2017 at 9:00am.

## **Next Meeting:**

**September 11, 2017 at 7:00pm**

**October 16, 2017 at 7:00pm**

**MOTION to adjourn at 8:49 pm was made by Carrie, seconded by Gerry and accepted unanimously.**