

**Abington Public Library**  
**Board of Trustees**

Meeting Minutes

Date: October 17, 2011

Called to Order: 7:03

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 September 12, 2011 were reviewed by the board. **MOTION to accept the September minutes was made by Christina, seconded by Gail and accepted unanimously.**

### **Chairman's Report**

- The new technology has been installed in the YA and Children's room and both look great and have received great feedback.
- Town meeting next week will include one money article for the library for vacation buy back.
- Union Negotiations have been moving along very slowly and the trustees have not been invited to meetings.
- The town has hired a technology staff person.

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

- Financials – The financials look good. Book purchases are a little behind schedule, but that should change soon.
- Circulation – Circulation is up compared to a year ago, but down on an hourly basis which is most likely due to library being open more hours.
- Programming – On October 22<sup>nd</sup> Lauren and Sandy will be reading at the Island Grove for the Not So Scary Woods sponsored by the Lions.
- Toddler time is full and all story hours are full except Wednesday afternoon.
- Teen Advisory Board (TAB) membership is still growing.
- The Michael Sullivan discussion was well attended and received positive feedback.
- Deb to run the Books for Holidays discussion on November 28<sup>th</sup>.
- The FOTL will sponsor a Mystery book discussion group on Tuesdays in January. Ken Gloss will be at the library on February 7<sup>th</sup> at 7 pm for a discussion on rare and antique books.
- Gifts Updates – Children's room has three new computers and the chairs are on order.

Technology Gift – Deb received a price of 6,019.84 for 8 workstations, 8 flat screen monitors and a wireless printer. Additional quotes are being waited on for other technology purchases.

### **Building Update**

- Heating cables have been installed on the portico roof and waiting for electrical hook up.
- Working on requirements and pricing for emergency lighting.

## **Current Library Issues**

- LSTA Teen/Tween Grant Update. The report has been completed along with a spreadsheet summarizing expenses. The report was submitted on time and the second payment has been received.
- State Aid Application was completed and submitted on time.

## **Old Business**

- Deb attended the By-Law Review Committee meeting and talked with them about our concerns. The Committee is trying to have the rewrite done by spring.
- The board reviewed the Non-Union Library Assistant Job Description. **MOTION was made to approve the updated Library Assistant Job Description by Jake. It was seconded by Christina and accepted unanimously.**
- The board reviewed the Circulation Job Description. **MOTION was made to approve the updated Library Assistant Job Description by Will. It was seconded by Gerry and accepted unanimously.**

## **Capital Plan Update**

- Deb attended a Capital Planning meeting for the town and discussed the library's potential Capital expenses. The library capital expenses include replacement of the rugs in a few years and replacing and updating the HVAC control computer system in FY13.

## **New Business**

- The library trustees reviewed plans for purchases to be paid for by the trust funds. Expenditures include costs for hospitality food, plaques for the new reading area, children's books and medical reference books.
- Fines for soldiers will be done from October 24<sup>th</sup> through November 18<sup>th</sup>.

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

**October 24<sup>th</sup> at 6:45 pm for a potential meeting before Town Meeting.**

**November 14<sup>th</sup> at 7 pm for the regular meeting**

**Future meetings will be on December 12<sup>th</sup> and January 9<sup>th</sup>**

**MOTION to Adjourn @ 8:29 pm was made by Will, seconded by Gerry and accepted unanimously.**