

## **Abington Public Library**

Meeting Minutes

November 30, 2015

Called to Order: 7:03pm

Attendees: Henry DiCarlo, Chairman  
Betty Henderson, Vice Chairman  
Laura Nuttall, Recording Secretary  
Will Adamczyk  
Gail Bergin  
Gerry Haas  
Mary Gillis  
Barbara McLaughlin  
Jake O'Neill  
Deborah Grimmitt, Library Director

Minutes for the meeting held on October 19, 2015 were reviewed by the board.

**MOTION to accept the October 19, 2015 minutes was made by Will, seconded by Jake and accepted unanimously.**

### **Chairman's Report**

-The groundbreaking for the new school project went well.

-Henry and Deb were able to secure funds for the new controllers for the heating system from the Finance Committee.

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

-Monthly financial and statistical reports-The \$6998.00 from the Finance Committee has been transferred to the Library Budget. This amount will change the MAR and book budget. All the other budget items are looking good. Circulation is still down. October is usually busier.

- Programming Update-Programs are winding down for the year. Story hours were very full. Teen Chopped was well attended and very fun for the TAB members.

Mike Tougias and Hank and Hallie were good programs. The Adult Book Clubs are showing better attendance.

-Friends-The Friends meeting is next week. The Pops Concert is sold out.

-LSTA Grant Update-The Grant report has been filed. It was a very good grant and positive feedback has been reflected in the survey. Deb will not apply for another grant this year due to the need to concentrate on the Strategic Plan.

-Staffing-Deb has reluctantly accepted Michelle's resignation. Her last day is December 10, but she is going to stay on as a sub. Michelle has been a wonderful, hard worker at the Library and she is going to be missed! Posting for the position went out today. In order to fill the open hours, Deb will work on Wednesday nights and Monday nights will be filled with other members of the staff.

-Other-The meet and greet that was held by the Abington Fire Department went very well.

-Other-A question to Deb was: "Can e-books and e-audio books be returned early to cut down on the time that other patrons have to wait?" Yes they can, but the borrower has to go into the reader and change the setting to return the book early. Deb also shared that Kindle products are the most popular e-reader devices in Abington. A program in January will be held to help patrons set up e-reader devices.

## **Building Issues**

-HVAC Controller Issue-Burnell will be installing the new controllers. There will be a rebate from the rental of the computer which will impact the final payment that will be due in the spring.

-Heat Cables-Three of the four heat cables were not working. Moberg came and looked at the cables and has fixed all but one of the cables, which had an electrical problem to be fixed by the electrician.

-Town Energy Project-The Sage Committee is conducting an Energy Project in the Town. Deb has told them that they can assess the Library, but the lights over the circulation desk are off limits and will not be changed.

-Cleaners-The SJ Cleaning Company was dismissed on November 7, 2015. They were paid through November 19, 2015. Unfortunately the company did not inform the people who clean the Library and they arrived to work and the security codes

were changed and the alarm was set off. Henry was informed of the alarm going off and he was able to speak to the workers, tell them what was going on and get the keys from them. A new company, TNT, started November 9, 2015. Deb and Sue are meeting with the manager of TNT on Monday to iron out some small problems. The Abington Police are still using the SJ Cleaning Company. There was discussion about security cameras.

### **Current Library Issues**

-Strategic Plan Survey-The Strategic Plan Survey ended October 30, 2015. The results are being looked at. There were 381 responses to the survey which was good. All of the responses were done on line. Ninety seven percent of the people that responded to the survey had a Library Card. More information will be shared as it is analyzed.

-Strategic Planning Community Committee-Wednesday night at 7:00pm will be the first meeting of the Strategic Planning Community Committee. Deb and Will will facilitate and do a SWOT (strength, weakness, opportunity, and threat) analysis.

-Impact of New School Construction-There has been no more discussion about the access road. The demolition of the fields behind the High School has begun. The soccer snack shack was torn down this week.

### **Old Business**

-FY17 Budget-Deb has not had her meeting with the Town Manager to go over the level service budget and the requested budget that she has proposed. The biggest unknowns with the budget right now are the increase in the cleaning contract because of the new company coming in and salaries. There are no increases in union salaries now, but hopefully a new contract will be signed before the Spring Town Meeting. **MOTION to approve the FY17 Level Service Budget and the FY17 Requested Budget was made by Will, seconded by Jake and accepted unanimously.**

## **New Business**

**-Library Assistant Job Description-MOTION to approve the amended Job Description for Library Assistant was made by Will, seconded by Gail and accepted unanimously.** The loss of Michelle is going to have a huge impact on the Library. She is going to be missed by her co-workers and the public. Best of luck Michelle on your new job!

-Disasters and Emergencies Policy Discussion-Deb is going to look at other policies and get input from the Police and Fire Chiefs to update the current Disasters and Emergencies Policy.

## **Next Meetings:**

**January 11, 2016-Regular Meeting to be posted for 7:00pm.**

**February 8, 2016-Regular Meeting to be posted for 7:00pm.**

**March 21, 2016-Regular Meeting to be posted for 7:00pm.**

**MOTION to Adjourn at 8:55 pm was made by Will, seconded by Jake and accepted unanimously.**