

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

Meeting Minutes

Date: December 3, 2012

Called to Order: 7:04

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 October 15, 2012 were reviewed by the board. **MOTION to accept the October minutes was made by Betty, seconded by Will and accepted unanimously.**

Minutes for meeting held on November 14, 2012 were reviewed by the board. **MOTION to accept the November minutes was made by Will, seconded by Jake and accepted unanimously.**

### **Chairman's Report**

- The town has created a search committee to look for a new Town Manager.
- Will was recently hired as Library Director for Milton Public Library.
- Letter sent to Copeland foundation on behalf of the library to ask for funding help to update the Copeland Room. No response received.

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

- Financials – On target with the budget with exception of building repair and maintenance line item. The library will continue to track that line item and see where it ends up by the end of the fiscal year.
- Circulation – The number of check outs over the desk are up based on past months. Website hits have increased as is the people count.
- Programming – Books for holiday program was very well attended and next year the program may be videotaped for cable access. Story Hours are winding down for the holidays.

Increasing the number of toddler times to reduce the class size worked well.

- Friends – The Friends received \$6,000 from a former volunteer to be paid out over 4 years. The money will be split between Teen and Adult programming. A plaque will be installed for the donation. The Friends selected the Thursday, Friday and Saturday in April 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> for the book sale.
- The library received a quote of \$3,891 to install a projector in the meeting room.
- Lauren is working on applying for a Target Grant for the spring.

### **Building Update**

- HVAC – Deb has been in communication with CCI, who installed the system about the system not communicating properly and the best way to get it repaired.
- Roof shingles blew off during hurricane Sandy and were repaired for \$980.
- Implementation of the Green Energy Initiative started today and seems to be going well.

- In the process of ordering a changing table for the bathroom in the Children's room. The library has requested inspection by the building inspector when the work is complete.

### **Current Library Issues**

- Same Page Grant – Presentations scheduled under this grant include Sacco and Vanzetti on February 5<sup>th</sup> at 7 pm. Gary Hylander will present on the History of Boston in 1919 on March 6<sup>th</sup> at 7 pm. Steven Puleo will present on March 25<sup>th</sup> at 7 pm.
- Nonfiction book club will meet on February 28<sup>th</sup> and the book is Dark Tide.
- An Italian cooking program will be run, to be paid for by the Library, not the grant.
- 15<sup>th</sup> Anniversary Celebration – Invitations to be sent in early January for the celebration scheduled for January 27<sup>th</sup> at 2pm.
- Town accounting procedures have changed. The town manager is refusing to process vouchers unless they have a cover sheet created by town hall and signed by the Department head which is not in line with current Library procedure. The trustees discussed the issues. **A MOTION was made by Will to have the five required library trustees sign the town managers cover sheet and then Deb will sign the cover sheet prior to it being sent to the town accountant. The Motion was seconded by Gail and accepted. The vote was 7 in favor and 1 vote against.**

### **Old Business**

- Web Site Redesign – The redesign was reviewed by the trustees and the work will continue.

### **New Business**

- The board reviewed the Borrowing and Fine Policy. **A MOTION to approve the updated policy was made by Will. It was seconded by Laura and accepted unanimously.**
- The board reviewed the Abington Public Library CORI Policy. **A MOTION to accept the updated Policy was made by Betty. It was seconded by Gail and accepted unanimously.**
- The trustees reviewed the FY '14 Budget prepared by the Library Staff. This year the budget will be entered into the KVS accounting system. The town manager has asked for a 1.5% increase over last year's budget. The trustees discussed the need to increase the Building Maintenance and Repair line item due to the increasing age of the library. **A MOTION to approve the preliminary budget as presented with an increase to the Building Maintenance and Repair line item was made by Will. It was seconded by Jake and accepted unanimously.**

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

**January 14<sup>th</sup> – Regular Meeting to be posted for 7:00**

**February 11<sup>th</sup> – Regular Meeting to be posted for 7:00**

**March 11<sup>th</sup> – Regular Meeting to be posted for 7:00**

**MOTION to Adjourn @ 8:58 pm was made by Will, seconded by Gerry and accepted unanimously.**