

**Abington Public Library
Board of Trustees**

Meeting Minutes

Date: September 17, 2012

Called to Order: 7:01

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 Grimmitt, Library Director

Minutes for meeting held on July 30, 2012 were reviewed by the board. **MOTION to accept the July minutes was made by Betty, seconded by Gail and accepted unanimously.**

Chairman's Report

- Henry mentioned the passing of Helen Burgess, a long time library supporter and an employee for 30 years.
- The library is now open on Wednesday's from 10:00 am to 8:30 pm and the fall schedule is now being followed.
- There is a new head of technology for the town, Wayne Norling who is a local guy.

Library Director's Report

- Financials – Deb reviewed the new reporting system being used which she stated appears to be working properly. Three library employees were trained on the new system. The financials are on schedule with no problems at this point in the fiscal year.
- Circulation – The circulation is up. July was up over previous month and up over 2,000 compared to last year. July was also higher than last year, but not as much.
- Programming – Gravestone Girls will be presenting on October 11th about local graveyards. Deb will be doing the Books for Holidays again on November 28th. Hank Phillipe Ryan will be discussing her new book on December 5th. Eyes on Owls, a presentation of birds of prey will be coming in October. The Adult Mystery book club had 11 people in attendance last week. The enrollments for the children's book clubs are large.
- Friends – The Friends selected the Thursday, Friday and Saturday in April 25th, 26th and 27th for the book sale. The Friends are looking at potentially purchasing more parking passes for the Massachusetts State Parks since they were such a big hit last year.

Building Update

- HVAC – System is not communicating with the computer controller so the times the system turns on and off cannot be updated. The HVAC company is trying to fix it without involving the computer technician since that will cost a lot more money.
- Children's Room Art – The staff is repositioning art in the children's room to maximize available wall space for changing exhibits.
- Children's Rest Room – some people are using the large countertop in the bathroom to change the diapers of children. The library staff will look into installing a changing table in the bathroom to make it easier and cleaner for parents.

Current Library Issues

- Same Page Grant – the library staff has submitted paper work on this grant to get the money.
- LSTA Teen/Tween Grant Update. The money involved in the grant has all been spent.
- TAB will be featured in an article in the Brockton Enterprise. The most recent TAB meeting had 28 members in attendance.

Old Business

- Web Site Redesign – The redesign is moving forward and the staff is meeting with the designer to discuss the framework of the web site and the plan is to have the work done in November/December.
- Friends would like to install a monitor on the wall near the front desk to allow for presentation of current events and scheduling for the town and library. The staff is working with them on this effort.
- Energy Audit – the Library received a copy of the full report associated with the Energy Audit. They are implementing the suggestions that make sense to be more energy efficient.
- The Library Staff is searching for an IT consultant who the library can use if library specific needs arise.

New Business

- Deb presented the status of the Trust Funds. A total of \$6,650.30 was spent out of the trust funds last year.
- A list of potential Trust Fund expenditures was presented for FY '13. It included a new projector, 3 desktop and 2 lap top computers, printers and another barcode scanner. Total cost would be approximately \$6,500. **A MOTION to authorize the library staff to spend up to \$6,500 out of the trust funds for FY '13 was made by Will. It was seconded by Laura and accepted unanimously.**
- The board reviewed the job description for the Library Page. **A MOTION to accept the modified Library Page Job Description was made by Jake. It was seconded by Gerry and accepted unanimously.**
- The South Shore Writers Club dedicated their 2012 book, Shore Voices, to the Abington Public Library.
- The a representative of the library staff was invited to attend a meeting at the Plymouth Library to discuss standardizing library fees.
- The Trustees decided to donate a book to the library in memory of Helen Burgess
- Library staff is looking into extending the loan periods for certain library items.

The Next Board Meeting will be held

October 15th – Regular Meeting to be posted for 7:00

October 29th - Town Meeting to be posted for 6:45

December 3rd – Regular Meeting to be posted for 7:00

MOTION to Adjourn @ 8:51 pm was made by Will, seconded by Gerry and accepted unanimously.