

**Abington Public Library
Board of Trustees**

Meeting Minutes

Date: August 5, 2013

Called to Order: 7:06

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 June 24, 2013 were reviewed by the board. **MOTION to accept the June minutes was made by Gail, seconded by Gerry and accepted unanimously.**

Chairman's Report

- The annual Daylily Sale went well and the Library should be receiving a donation.

Library Director's Report

- Financials – The Final FY '13 financial were in great shape. The library returned \$3,891.45 to the town from the salary line. There was \$159.86 returned to the town in expenses due to low utility expenses. Building Maintenance was about \$5,000 over budget and the book budget was exceeded. The FY'14 Budget includes no sick leave incentive and all scheduled staff members are covered under the budget approved by the town.

- Circulation – The June over the counter check out numbers were down. The FY'13 numbers were consistent with FY'12 numbers for circulation. The number of programs and program attendance were both up in FY'13. Other areas showed increase including computers.

- Programming – The summer was very busy with programs. There were 71 museum passes used compared to 50 the previous July. The Fall programs are being scheduled.

- The library received a grant for \$2,000 from Target and the staff will look into the purchase of iPads for use in the children's room.

Building Update

- HVAC – The recent power outage caused a short circuit and shut down the system. The system was repaired, but the overall cost not high enough so submit an insurance claim.

- Looking into the cost of having the rear windows cleaned.

- A patron was locked into one of the stalls in the bathroom. All the locks were checked.

- The story garden locked a patron in the garden. Deb had the lock repaired.

- Two dead trees were identified close enough to the library such that they may hit the building if they fell. Elliot Tree, highway department's contractor, was called to remove the trees.

- Two lights are out at the circulation desk. Repairs will be done Friday August 23rd at 8 am.

Current Library Issues

- FY '14 Budget – The approved budget is below the municipal appropriations requirement. Deb will wait for the union contract to be approved to make the final determination if a waiver will be needed for the library.

- Personnel Subcommittee – The subcommittee met to discuss a patron issue. A patron was using the library to complete his tutoring work. A study room was not scheduled ahead of time and none were available on the day of his visit so he was working in the common area. Several times during his tutoring session he made or answered a phone call. The first several times he left the library to use his phone, however the final time he talked on his phone in the copy room where he could be heard by patrons. As is the policy of the library he was informed that he would have to take the call outside of the library. Later in the day the patron sent an email to the library indicating that he felt he was talked to inappropriately by the staff and although he may have been on the phone the noise level at the front desk had been distracting several times during his visit. He indicated that he wanted the issue to be addressed by the board. The subcommittee discussed the incident with the Director and also discussed anything that needed to be done to prevent any future problems with people using the library to tutor. The subcommittee decided that the staff member acted in accordance with existing policies and the incident will be discussed at an upcoming staff meeting with the staff.
- Deb is looking into adding a Library Page position to the employee list.
- The Summer Reading Program is going well with great attendance at all programs.

Old Business

- The trustees discussed purchasing 6 computers (2 Staff, 4 patron), a printer and tables for use in the library with a total cost of \$6,500 out of State Aid. The trustees also discussed other expenditures out of State Aid totaling \$22,000.

A MOTION to allow expenditures of \$22,000 out of State Aid was made by Gerry. It was seconded by Laura and accepted unanimously.

New Business

- The Trustees reviewed the Study Room Policy.

A MOTION was made by Jake to approve the revised Study Room Policy. It was seconded by Gail and accepted unanimously.

- Trustees reviewed the Trust Fund summaries. The library spent a total of \$5,179.58 from trust funds last year and earned \$342.66 in interest. The trust fund may need to be used to cover book expenditures in FY'14.

- Several patrons have made inquiries about having a Yoga program for an adults and Deb looking into the possibility.

The Next Board Meeting will be held

September 9th – Regular Meeting to be posted for 7:00

MOTION to Adjourn @ 8:36 pm was made by Gerry, seconded by Laura and accepted unanimously.