

**Abington Public Library  
Board of Library Trustees**

Meeting Minutes

May 8, 2023

Called to Order 7:02pm

**Attendees:** Henry DiCarlo, Chair

Gail Bergin, Vice Chair

Carrie Murray, Recording Secretary

Laura Brink

Sue Crowley

Gerry Haas

Barbara McLaughlin

Jake O'Neill

Deborah Grimmett, Library Director

**Absent:** Mary Gillis

**Call to Order**

- For reorganization purposes the Director called the meeting to order.
- Nomination Henry DiCarlo to be the Chairperson.

**MOTION to approve Henry as the Chair was made by Jake, seconded by Gerry, and accepted unanimously.**

- Nomination of Gail Bergin to be the Vice Chairperson

**MOTION to approve Gail as the Vice-Chair was made by Laura, seconded by Gerry, and accepted unanimously.**

- Nomination of Carrie Murray to be the Recording Secretary

**MOTION to approve Carrie as the Recording Secretary was made by Gerry, seconded by Barbara, and accepted unanimously.**

**Minutes of the Previous Meeting**

- Minutes of the meeting held on April 3, 2023 were reviewed by the Board.  
**MOTION to approve the April 3, 2023 minutes was made by Barbara, seconded by Gail, and accepted unanimously.**

### **Chairman's Report**

- The Union contract was ratified and was approved at Town Meeting.
- Amy has come back from family leave.

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

- Monthly Financial and Statistical Reports: We are in good shape. We have used the book money to buy books. The HVAC compressors will be cleaned soon. Circulation numbers and the kids programs are up from the year prior. Adult Programming attendance number is large – the art show from the local schools is part of the programming. Museum Passes use has increased in the past couple of months.
- Friends Update: A very successful book sale, making over \$500 on bake goods, over \$800 on book sales and \$150 for the raffle sales. They will continue to discuss fundraising ideas.
- Programming Update: Kids programs are busy and adult programs are winding down for the summer. The Device Advice program – has created an interest in making individual appointments.
- Other: A former Abington resident named Barbara Wells passed away recently and her family requested donations to the Library.

### **Building Issues**

- Roof Project: The roof is done, landscaping is complete. We are still waiting to get the compressor cleaned.
- Water Filling Station Update: Still working on this.
- Boiler: The boiler needs to be replaced by October 1<sup>st</sup>. Deb is working on getting a quote. We most likely will be going out to bid.
- Window and Deep Cleaning: Stephco quote: \$2750 includes cleaning carpet from entrance to circ desk, deep vacuuming the rest of the library, clean windows inside and outside. They will clean floors, grout and tile in restrooms. Deep cleaning Childrens room, tech services, meeting rooms. If we agree to twice a year, the cost will be \$2350.
- Other: The fire box has been fixed.

- Other: The Town Hall transformer has been leaking recently. Power had to be shut down to the Town Hall and the Library last Saturday to fix the transformer. It has been fixed.

### Current Library Issues

- OCLN Library Crawl Update: June 1 - June 17, 2023. 21 OCLN libraries are participating. We will give out pencils and tell them about our Story Walk and other information about our library.
- FY24 Budget: All is in good shape.
- LSTA Grant Application Status: The Grant application was submitted. We requested \$15,000. We will find out in July the result.
- Summer Reading Program: Kickoff is June 21, 2023.
- Other: Story Walk – we will be setting up prior to June 1<sup>st</sup>.

### Old Business

- Main Space Furniture: We are looking to get some furniture at a future date for the open space.
- Library of Things: Yard games, corn hole etc. We are looking to obtain more items.

### New Business

- Assistant Library Job Descriptions: We reviewed job descriptions for Assistant Librarian for Adult Technical Services, Assistant Librarian for Children's Technical Services and Circulation.  
**MOTION to approve the revision of the job descriptions was made by Jake, seconded by Barbara, and accepted unanimously.**
- Summer Staffing: Liz will be leaving her position by June 1<sup>st</sup>. Kimberly will join the staff as a permanent sub.
- Middle School Art Shows: Middle School Art is being displayed in the library.
- Other: Flo – electric car charging stations have been added on the far side of the smaller library/town hall parking lot.

- Other: Harry suggested: Back windows – maybe we could get a grant to get more energy efficient windows? Deb will look into it.
- Other: Town is looking to making a path from the back of the library towards Broadmeadow.

**Next Meeting: June 12, 2023, July 17, 2023, and September 11, 2023 at 7pm.**

**Motion to recess at 8:50pm was made by Sue, seconded by Gerry and accepted unanimously.**