

**Abington Public Library
Board of Library Trustees**

Meeting Minutes

June 12, 2023

Called to Order 7:03pm

Attendees: Henry DiCarlo, Chair

Gail Bergin, Vice Chair

Laura Brink

Sue Crowley

Gerry Haas

Barbara McLaughlin

Mary Gillis

Deborah Grimmett, Library Director

Absent: Carrie Murray

Jake O'Neill

Call to Order

Minutes of the Previous Meeting

- Minutes of the meeting held on May 8, 2023 were reviewed by the Board.
MOTION to approve the May 8, 2023 minutes was made by Barbara, seconded by Sue, and accepted unanimously with Mary abstaining .

Chairman's Report

- Subcommittees were reviewed. Gail was added to payroll as a backup to Henry. Budget will be Henry, Mary, Carrie. Personnel will be Gail, Barbara, Mary. Health and Safety will be Barbara. **Motion to eliminate the Voucher Subcommittee was made by Gerry and seconded by Laura and accepted unanimously.**

Library Director's Report

- Monthly Financial and Statistical Reports: We are in good shape. We will be spending all of the remaining budget. Library visits were up due to the Middle School Art Show.

- Staffing: Jill resigned to take a full time position elsewhere. She will continue as a sub. Her union position was posted and filled by Jonathan. Now we need to fill two twelve to fifteen hour positions.
- Town Wage and Classification Project: The town has contracted with GOVHR to perform a Wage and Classification study. Everyone on the library staff has to fill out a Job Analysis Questionnaire (JAQ).
- Friends Update: The Quilt raffle made \$1,507. The Friends are now on summer hiatus. They will sell books at Summer Reading Kickoff.
- Programming Update: Summer Reading kickoff is June 21, 2023. There are many programs planned for the summer. Adult book clubs will continue during the summer.
- Other: Deb is serving on the OCLN Strategic Planning Committee.

Building Issues

- Water Filling Station Update: Still working on this. We are waiting on the grant from the Health Department.
- Boiler: Deb has received a quote of \$75k for replacing the boiler. The project will be going out to bid. H & A will coordinate the project.
- Window and Deep Cleaning: The window and deep cleaning project is done for a cost of \$2770. The job was well done.
- Plumbing: The staff rest room sink was unclogged by Gouthro Plumbing.
- Sheila's Garden gate: The hinges on the back gate are broken. The gate is tied at the moment.
- Windows: The top three window panes on a window in the Children's Room were broken due to incidental damage.
- Other: The door handle to the Wales Room is broken. A new handle has been ordered.

Current Library Issues

- OCLN Library Crawl Update: 50 people have had their passports stamped after visiting the library.
- LSTA Grant Application Status: There is no word on the grant yet.

- Summer Reading Program: Kickoff is June 21, 2023.

Old Business

- Nothing new to report.

New Business

- Website Update: There is a meeting with Dale from PiperWebs about the website on July 10th.
- Assistant Librarian Job Description: Reviewed job description. **Motion made by Mary to accept changes as discussed to job description and seconded by Sue. It was accepted unanimously.**
- Meeting Room Policy update: Reviewed Meeting Room Policy. **Motion made by Gerry to accept changes to the Meeting Room Policy as discussed and seconded by Barbara. It was accepted unanimously.**

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

Motion to recess at 8:25pm was made by Gerry, seconded by Laura and accepted unanimously.