

**Board of Trustees  
Abington Public Library**

Meeting Minutes

October 19, 2015

Called to Order: 7:02pm

Attendees: Henry DiCarlo, Chairman  
Betty Henderson, Vice Chairman  
Laura Nuttall, Recording Secretary  
Will Adamczyk  
Gail Bergin  
Gerry Haas  
Mary Gillis  
Barbara McLaughlin  
Jake O'Neill  
Deborah Grimmitt, Library Director

Minutes for the meeting held on September 14, 2015 were reviewed by the board.

**MOTION to accept the September 14, 2015 minutes was made by Betty, seconded by Jake and accepted unanimously with one abstention.**

### **Chairman's Report**

-There will not be a fall Town Meeting this year due to lack of business and to save expenses.

-Conor Bergin's Eagle Scout project has not worked out so there will be no dog waste dispensers on Library property.

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

-Monthly financial and statistical reports-Finances are looking good. The gas budget will be increasing as the winter approaches. Circulation is still down but that is the trend for most towns in the area. OCLN is down 8-10% and the APL is only down 2%.

Programming Update-Steve Kluger will be at the Library on Oct. 21, 2015 and Mike Tougias on Oct. 20, 2015. Book clubs are off to a good start. A Downton Abby Tea is being planned for January 31, 2016. The Abington Reads calendar will be out soon.

-Friends-The Friends meeting is next week.

-LSTA Grant Update-The Grant is over. Everyone was very happy with how the Grant money was used and the programs that the Library offered. The Grant report will be due soon.

-Staffing-Deb is going to start advertising for substitute librarians again in December and January. Thanks to all of the APL staff for all that they do!

## **Building Issues**

-HVAC Controller Issue-Deb has gotten two prices from two different companies and she is waiting for a third bid before she can make a decision about the new controllers. Rick and Wayne will be assisting her with the decision on a web based open source system for the Town Hall and the Library. The estimated cost for the Library will be \$13,000-\$15,000.

**MOTION to spend up to \$15,000 for new controllers with \$7,500 coming out of the Expense Budget and \$7,500 coming out of State Aid was made by Will and seconded by Jake and accepted unanimously.**

After further discussion about the funding of the HVAC system controllers, it was proposed that Deb and Henry inquire about a Reserve Fund transfer for half the amount of money needed then put in a warrant article in the Spring Town Meeting for the rest of the money. Deb will speak to the Finance Committee about this proposal. The HVAC system still needs a new compressor so the money needed for the compressor will be requested in the Capital Plan budget.

-Snow damage repairs and insurance-The adjustor is still working on snow damage and repair figures. The roof has been fixed and is ready for the winter. The Portico still needs to be repaired but at this point it will have to wait until spring to get done.

-Book Drop-The book drop has been reattached again and is in good working order.

-Other-Plans for painting the Study Rooms is going forward.

-Other-There was no impact to the Library during the phone outage.

### **Current Library Issues**

-Strategic Plan Survey-The Strategic Plan Survey will be ending on October 30, 2015. So far the survey shows that people are interested in more programs, streaming videos, and more craft programs. The staff is receiving rave reviews in the survey.

-Impact of New School Construction-There has been no more discussion about the access road. The bid for the general contractor should be revealed soon.

-State Aid Reports-The State Aid Reports are done. No waiver was needed this year.

### **Old Business**

-By-Law Review-Henry and Deb are going to meet with the By-Law Review Committee to make sure that all the changes from last time are still in place. No other changes need to be made at this time.

-Strategic Planning Community Committee-The Strategic Planning Community Committee will meet on December 2, 2015 and January 6, 2016. The two sessions will be facilitated by Will Adamczyk. The Committee will include TBA members, Abington resident staff members, the High School Librarian, members of the business community in Abington, a representative from the School Committee and/or the Building Committee, and pre-school and toddler time parents. A Committee of 15 people would be ideal.

### **New Business**

-FY 17 Action Plan Update-**MOTION to approve the FY17 Action Plan Update was made by Will, seconded by Gerry and accepted unanimously.** The FY17 Action Plan Update needs to be filed by December 1, 2015.

-FY17 Budget-Deb has started working on the FY17 level service budget. The MAR for FY17 will be \$469,865. The Board will vote on the final budget at the next meeting. The union contract still has not been signed.

-Young Adult Internet Tablet Policy-**MOTION to approve the Young Adult Internet and Library Owned Computer Tablet Use Policy was made by Will, seconded by Barbara and accepted unanimously.**

-Other-The study room policy may need to be revised due to a situation that has arisen.

-Other-There are changes being made with the cleaning company.

**Next Meetings:**

**November 30, 2015-Regular Meeting to be posted for 7:00pm.**

**January 11, 2016-Regular Meeting to be posted for 7:00pm.**

**MOTION to Adjourn at 8:34 pm was made by Will, seconded by Gerry and accepted unanimously.**