

**Abington Public Library  
Board of Trustees**

Meeting Minutes

Date: November 10, 2008

Called to Order: 7:05

Attendees:

- ✓ Henry DiCarlo, Chairman
- ✓ Betty Henderson, Vice Chairman
- ✓ Jake O'Neill, Recording Secretary
- ✓ Will Adamczyk
- ✓ Jonathan Harris
- ✓ Christina McMahon
- ✓ Janet O'Connor
- Jim Doucette
- Cynthia Whiting
- ✓ Deb Grimmitt, Acting Library Director

**Minutes** for meeting held on September 8, 2008 were reviewed. **Motion to accept September minutes was made by Betty, seconded by Will and accepted unanimously.**

**Minutes** for meeting held on October 6, 2008 were reviewed. **Motion to accept September minutes was made by Christina, seconded by Betty and accepted unanimously.**

**Chairman's Report**

- Library articles associated with sick time buy back were passed at the town meeting.
- Question 1 on the state ballot did not pass so there will be no impact to state funding.
- Brockton's override vote did not pass which may impact their library certification. We will have to keep an eye on this situation to see if there is any action Abington Public Library needs to take

**Acting Director's Report**

- Monthly Financial statements are in good shape. The increase in cost due to the extra workflows license has been added to the budget summary.
- Circulation is way up possibly due to economy.
- Emily Miranda, the new Children's Librarian started on November 4, 2008. Currently only working 30 hours since she is earning her Masters in Library Science. She will go up to 35 hours after December 8<sup>th</sup>.
- The next full staff meeting is on December 10<sup>th</sup>. The Library trustees will supply scones for the staff as a thank you for their hard work during the transition to a new director and children's librarian.
- Deb will update the staff list with all new information.

**Programming Report**

- Books for Holidays program is scheduled for Monday November 17<sup>th</sup>. A very nice gift basket was donated by Jon Harris and will be raffled off at the program.
- Better Business Bureau will hold an internet safety class geared towards adults in January.
- Emily is trying to arrange a time for Alisa Libby, a young adult author, to come to the library.

**Building Update**

- Electrical alarm replaced key pad for staff entrance.
- Copeland room locks have been repaired along with the closet doors which were broken.

- The Avaya bill was referred to Phil Warren. Avaya wants to collect this years service contract fees since the service contract was not cancelled in advance of the year end.
- Deb received an estimate of \$1,165 to paint the portico, columns in the children's room, hallway in the staff room and technical services room. There was discussion about other options for more durable paint on the children's room columns. **A motion was made by Betty to allow Deb to hire John Najarian to complete the painting for the estimated price. It was seconded by Janet and accepted unanimously.**
- Fall inspection of the roof indicated several tiles and areas of the EPDM roof that need repair for and estimate of \$750. **A motion was made by Jake to authorize Deb to spend \$750 to repair the roof. It was seconded by Jon and accepted unanimously.**

### **Current Library Issues**

- The library staff has been going to the Senior Center for the past 4 weeks. The Tuesday lunches haven't been well attended so they are going on Tuesdays and Thursdays from 11:45 to 12:30. The laptop is working out very well and the seniors seem to be very happy with having the opportunity to select their own books from the shelves.
- All staff have been trained on EventKeeper and it should be rolled out to patrons the week of November 17<sup>th</sup>.
- The library web site has been updated with information about the license plate being offered by the Mass RMV which will support Massachusetts libraries.
- Collection Development – One of the comments on the surveys was that the DVD collection needed to be updated. So the library purchased some PBS series, TV shows, and new movies for the collection. They are going to work on new audio books on DVDs and more movies to be added to the adult collection.
- The new DVD case from the friends was put together by the library staff and is ready. A sign will be put on it indicating that it was a gift from the Friends of the Abington Public Library.
- The library raised \$678.50 through the fines for soldiers program.

### **Old Business**

- The workflows licenses are up to date and paid for through OCLN.
- Deb is still waiting for information from Phil Warren on the status of the computer purchases. Once they have been purchased there will be some shuffling of the computers and then the back up system will be installed.
- The estimate for installing the plaques is \$100 per plaque and labor for installation is \$60 per hour including transportation time. There are four plaques that need to be purchased and installed and some of the plaques on the wall will need to be moved to make room for the new ones. **A motion was made by Will to authorize Deb to spend up to \$600 to purchase and install the four new plaques. It was seconded by Janet and accepted unanimously.**

### **New Business**

- Deb provided an update to the Code of Conduct Policy which was reviewed by the board. **Janet made a motion to accept the updated changes. It was seconded by Will and accepted unanimously.**
- The board discussed completion of the Long Range Plan for the library. It is required to be completed by October 1, 2009. Deb will meet with SEMLS and get back to the board with how we should move forward with the plan

**Next Board Meeting to be held on Monday December 8, 2008 @ 7:00.**

**Motion to Adjourn @ 9:00 p.m. was made by Will, seconded by Betty and accepted unanimously.**

**Minutes accepted 12/8/2008**