

**DIRECTOR**  
KIMBERLY A. GRAD

# ABBOT

PUBLIC LIBRARY

**TRUSTEES**  
GARY J. AMBERIK, CHAIR  
JOHN WILLIAMS, VICE  
CHAIR JENNIFER JEWELL  
DEB PAYSON  
DAVID ROSS  
KATHY BARKER

Abbot Public Library Board of Trustees  
Meeting Minutes - March 4, 2024

**Attendees:**

Trustees: Gary Amberik, John Williams, David Ross, Kathy Barker, Jennifer Jewell, Deb Payson

Director: Kimberly Grad

Guest: Brigitte Lagoutte (League of Women Voters)

## **CALL TO ORDER**

The meeting location was the Eveleth facility and via Zoom and called to order at 6:02 pm.  
Motion to approve the Minutes for 02/05/2024. Motion seconded. All approved.

## **DIRECTOR'S REPORT:**

### **Service Hours:**

- When we open again at 235 Pleasant Street, we would like to change our hours on Mondays and Wednesdays to 9:30 am to 9:00 pm.  
Motion to approve. Seconded. All approved.
- The Marblehead Arts Festival runs July 4<sup>th</sup> - 7<sup>th</sup>; we propose to be open on Sunday, July 7<sup>th</sup> at the Pleasant St. location with limited staff coverage from 10 am through 4 pm.  
The board will vote on the associated cost of the staff OT at a later date.  
Already, there is significant interest in this opening from within and outside the community.
- 3 Brook Road will cease to be a pick up location as of March 15.
- Programs will be on hiatus as of April 13.
- The tentative closing date is April 22-29.

### **Staff Update:**

- I will be facilitating the Everyone Serves Youth (ESY) Training with all staff later this week. Marcia Cannon and Bianca Hezekiah will assist.
- I am standing for election for the ALSC (Association for Library Service to Children) Board of Directors. The election runs from March 11 to April 3 and the results are due April 8, 2024. (*Registration for ALA Annual*).

**Legislative Breakfast:**

The Northeast program takes place at Endicott College on March 22. Jenny Armini will attend. The Director provided the trustees with the MBLC (Massachusetts Board of Library Commissioners) FY2025 Legislative Agenda.

**3 Brook Road - Maintenance:**

- We had two service calls to Combustion Services for the boiler on Friday, 2/23 and Saturday 2/24.
- Puleo Plumbing was here on 2/29/24 to fix the staff toilet.

**Renovation Projects:**

- Continuing to work on procurement for FF&E items, donor signage and memorial benches
- We are drafting a new meeting room policy for approval at the April board meeting.

**FY25 Budget:**

- I met with Town Administrator Thatcher Kezer and Finance Director Aleesha Benjamin to finalize our FY25 budget in ClearGov.
- A Fin Comm Liaison Committee meeting is scheduled for Wednesday, March 6 at 8:30 am. Included in our budget are COL and "Step" changes, but not part-time and extra technical costs. We plan to use private funds and State aid for these, as necessary.
- A meeting with the Finance Comm is scheduled for March 25<sup>th</sup>.

**Programs and Outreach:**

- We are in the early stages of working on partnership programs with *The Mariner*.
- We are in the process of planning our Summer Reading Program (Adventure Begins at Your Library).
- In the Children's Department, Fall 2024, Winter and Spring 2025 STEM/STEAM children's programs are planned, as well as ongoing planning on science supplies, soon to be complete in anticipation of the Thompson Makerspace.
- Collection purchases are nearing completion by April 1 close.

**American Library Association Conference in San Diego:**

The Director plans to attend the ALA conference June 27 - July 2. Motion to approve the cost for the registration and the conference (\$410) from the Sorenson Fund. Seconded. All approved.

**Statistics Report:**

*(Note that this is an estimate for discussion only. Official statistics are gathered for the ARIS report at the close of each fiscal year.)*

<b>General Statistics</b>	<b>Dec. 2023</b>	<b>Jan. 2024</b>	<b>Feb. 2024</b>
number of patron cards	10,059	10,090	10,103
Total number of books in the collection	71,716	72,048	70,978
circulation of in-library materials	8,345	9,425	9,567
circulation of digital materials	5,292	5,764	5,701

<b>Programs and Attendance</b>	<b>Dec. 2023</b>	<b>Jan. 2024</b>	<b>Feb. 2024</b>
# of children's programs	22	24	19
attendance at children's programs	575	546	514
children's room walk in attendance	1,010	1,204	1,149
# of teen programs (structured and passive)	5	5	5
attendance at teen programs	50	56	50*
# of adult programs	18	17	20
attendance at adult program	99	310	175

\*approx.

**APLF (Deb):**

- There will be a meeting shortly on the details of the donor signage.
- The quarterly meeting is next Tuesday.

**Closure, Openings and Other Dates:**

- Closure of the 3 Brook Road location would be Monday, April 22<sup>nd</sup> or 29<sup>th</sup>.
- About 6 weeks is in the schedule for the move to the Pleasant Street location and getting fully up and running.
- A Soft Opening would be on Monday, June 3<sup>rd</sup>, or 10<sup>th</sup>.
- A Gala event at the Pleasant Street location for VIP's, along with the APLF and their donor/supporters, is planned for Friday, June 14<sup>th</sup>.
- A Grand Opening (Ribbon Cutting) would follow the Gala on Thursday, June 20<sup>th</sup>.
- The specifics and timing of library news releases for the Press, social media, Constant Contact, etc. are being worked out.

**FRIENDS UPDATE:**

- The Annual General Meeting is March 13<sup>th</sup>.
- The Moving Sale dates are March 25<sup>th</sup> - 30<sup>th</sup>.

**CHAIRMAN'S REPORT:****Renovation Updates:**

- Gary shared photos showing the status of the Entry and Check-Out area, the Quiet Reading Room, the Fireplace Room, the Coffee Counter, the largest of the three Meeting Rooms as well as the Staircase caps and rails.
- The ceiling tiles and lighting fixtures will be going up soon.
- The work on the elevator will take 3 weeks to complete.
- The generator delivery is scheduled for March 22<sup>nd</sup>.
- MHTV did a tour on March 1<sup>st</sup>.

**Invoices:**

Reviewed the most recent invoices:

- Wakefield - \$700
- CHA - \$14,200
- Johnson-Roberts (thru January) - \$9,915

Motion to approve the invoices. Motion seconded. All approved.

The date for the next Trustee meeting is 4/1/2024.

The date of the May meeting is likely to be the 13<sup>th</sup>, on account of the Town Meeting.  
The location is TBD.

Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned at 7:17 p.m.

End of Meeting Minutes