



**DIRECTOR**  
KIMBERLY A. GRAD

**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 - January 9, 2024

**Attendees:**

Trustees: Gary Amberik, John Williams, David Ross, Kathy Barker, Jennifer Jewell (Zoom)

Director: Kim Grad

Guest: Brigitte Lagoutte (League of Women Voters)

Absent: Deb Payson

**CALL TO ORDER**

The meeting location was the Eveleth facility and via Zoom and was called to order at 6:02 pm. Motion to approve the Minutes for 12/12/2023. Motion seconded. All approved.

**Roll Call Vote:**

Gary Amberik	Yes
John Williams	Yes
David Ross	Yes
Kathy Barker	Yes
Jen Jewell	Yes

**DIRECTOR'S REPORT:**

**Service Hours:**

- Upcoming closures: Monday, January 15, 2024 in observance of Martin Luther King Jr. Day

**Staff Update:**

- Applications closed today for the Adult Services Librarian position. One candidate was interviewed before the holidays and we will interview additional candidates this week.
- We can expect a tight "level service budget" in FY25." Nevertheless, it would be beneficial to the library to hire a part time reference librarian and a part time custodian.

**3 Brook Road - Maintenance:**

- Puleo Plumbing will be making repairs to the men's and women's bathrooms.

**Renovation Projects:**

- Procurement for furniture, shelving, makerspace items, meeting rooms, digital signage, donor walls, memorial benches, outdoor return bins, and A/V equipment.
- We have received our first invoice for furniture from Workplace Resources and plan to use the Sorenson Fund for this expense.
- We have arranged to purchase replacement shelving for the Children’s Room and plan to use the Killam Fund for this expense.
- In the next six weeks, we will begin to purchase items for the Thompson Makerspace and plan to use the Killam Fund for this expense.
- A meeting with the APLF leadership team will be scheduled for the week of January 16 to review the Donor Signage project.
- We have received three bids for the A/V equipment and plan to begin purchasing soon.
- Kim met with staff on January 4 to discuss our plans for the next 6 months.
- Announcement timing: We would like to make public announcements about our closing procedures in the February 9th press release as our first changes to procedures will take place on March 15th.

**Financial:**

- Donation Fund: We are beginning to formulate plans to spend funds that were given in memorial.
- A meeting with the APLF to go over special funds and budgeting will be scheduled for the week of January 16.
- Kim met with Finance Director Aleesha Benjamin on January 4th to review the FY25 budget and discuss the details of the override account.
- Key dates for FY25 budget:
  - 📅 January 24 - State of the Town
  - 📅 January 28 - April 1 – Finance Committee liaison meetings and budget hearings
  - 📅 May 6 - Town Meeting

**Programs:**

- January events include book clubs, craft programs, literacy programs for children, the return of Salem Sound Coastwatch programs, the AARP tax assistance programming, a program featuring Town Planner Becky Curran with the League of Women Voters and a program offering advice on wildlife conservation.

**Policies:**

- We will be updating the library's policy on meeting rooms and fees.

**General 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.)*

	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023
Number of patron cards	9,525	9,570	9,613	9,684	9,769	9,797	9,906	9,963	9,987	10,037	10,059
Books added to collection	327	687	599	442	915	334	520	689	426	417	369
Circulation of in-library materials	8,656	9,198	9,610	9,933	11,038	11,447	12,467	10,435	9,640	9,189	8,345
Circulation of digital materials	3,975	4,394	4,208	3,897	3,965	4,256	4,839	4,578	5,043	5,203	5,292

Programs and Attendance	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023
# of children's programs	29	13	19	28	16	21	21	23	21	22
Attendance at children's programs	432	275	527	1,476	331	815	567	677	491	575
Children's room walk in attendance	1,369	1,227	1,303	1,810	1,601	2,065	1,096	1,422	1,195	1,010
# of teen programs (structured)	4	3	2	3	3	2	2	2	0	235
Attendance at teen programs	19	4	3	50	3	8	3	0	0	2
Passive teen programs	3	3	3	5	4	5	4	4	1	4
Passive teen program engagement	42	62	44	117	42	28	14	66	12	48
# of adult programs	22	18	20	18	11	15	22	14	19	18
Attendance at adult programs	283	244	263	110	53	111	147	54	117	99
Summer Reading Kickoff Event				250						

**CHAIRMAN’S REPORT:**

**Renovation Updates:**

- Gary shared photos showing the status of the lower-level ADA-compliant bathroom, the stairs, three meeting rooms (to be named), the fireplace room, and the Teen room.

**Invoices:**

There are no invoices for furniture right now. We budgeted \$400,000 for all furniture. We are currently at \$365,000 without the Children’s Room. The difference will go into the contingency fund. The \$365,000 comprises shelving, most of the soft furniture (conference tables, computer desks, café tables, meeting room chairs, staff furniture) and ~\$30k for specialty lounge chairs.

Reviewed the most recent invoices:

- Workplace Resources - \$87,350 (50% deposit to be paid from the Sorenson Fund).
- CHA for Nov/Dec - \$14,200.
- Johnson/Roberts (Aug 1 through Nov 30) - \$53,780.
- LD Russo Req. #12 for December - \$752,788.26
- Wakefield (storage) - \$700.

During a discussion on sources of funding it was emphasized that our objective is to stay within our \$10M budget. Kim noted that are some additional funds: a donation of \$12,000 for the memorial garden, plus the “Abbot Fund Library Income” (dating back to the original library) for the building and grounds. The latter has been used for the Driftwood Garden Club.

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

**Roll Call Vote**

Gary Amberik	Yes
John Williams	Yes
David Ross	Yes
Kathy Barker	Yes
Jen Jewell	Yes

**FRIENDS UPDATE:**

- A general meeting is scheduled for the end of February.
- The group had a technology session with the objective of getting better organized.

The date for the next Trustee meeting is 2/5/2024.

The meeting was adjourned at 7:13 p.m.

End of Meeting Minutes