



DIRECTOR
KIMBERLY A. GRAD

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

Abbot Public Library Board of Trustees
Meeting Minutes – October 24, 2024

Attendees all via ZOOM:

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

Director: Kimberly Grad

Absent: Deb Payson

CALL TO ORDER

The meeting location was held by zoom and called to order at 6:03 pm. Motion to approve the Minutes for the meeting on 09/09/2024.

Roll Call Vote

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

Motion seconded and approved.

DIRECTOR'S REPORT:

Scheduling

- ❖ Requesting a change of schedule for the Monday December 2 Board Meeting to December 9
- ❖ Requesting early closure at 4 pm on Tuesday, November 5 for Election Day

FY26 Budget Update/ State Aid

- ❖ The draft of the FY26 Budget has been submitted to the Finance Department via Clear Gov.
- ❖ We submitted two versions:
 - One version is level service, including a 2% COLA increase plus scheduled step changes, a 20% increase to the maintenance line to cover expenses and service contracts, and an additional \$15,000 for materials to be in keeping with State Aid guidelines.

- The second version includes all of the above items, plus an additional amount to cover salaries for a part-time custodian and a part-time reference librarian.
- ❖ We are waiting to be scheduled for Finance Committee Liaison meetings.
- ❖ All of the required forms for State Aid statistics and financial reports for FY24 have been submitted.

Renovation, Maintenance and Other Projects

- ❖ Punch list items continue.
- ❖ Storage Room shelves have been restored - Organization project is in progress.
- ❖ Municibid auctions for surplus items at 3 Brook Road are in progress after the most recent list was approved at the September 25 Select Board Meeting.
- ❖ Children's room update
 - Accent carpet replacement - Capital Carpet and Flooring quote
 - Children's room built-in computer desk and shelves - MassCorr quote
 - Book supports children's room and additional shelving from Tucker have been installed
 - Condensation in children's room ducts is being controlled by lowering the temperature.
 - Gary Amberik to work on enclosing the steps in the children's room and reinstalling a bench and window treatment when new cushions are available.
- ❖ Sign holders (12) - ordered via Tucker have arrived. For use on main level A-frame shelving.
- ❖ Pressure reducing valve - work is scheduled for October 14, 2024 with EV Mechanical
- ❖ Wireless security "Emergency Call Buttons" - Dependable Security will quote

Policy Reviews (5)

- ❖ Borrowing, Computer / Internet Use, Gallery Space, Security Camera, Meeting Room

Programming Highlights

- ❖ Numerous programs for children including different types of storytimes (babies, sensory, music, yoga, playgroups)
- ❖ A workshop on financial aid for college-bound students and their families
- ❖ On the Trail of Your Family Roots: A Six-Week Genealogy Course

Funding Partnerships

- ❖ **Shattuck Memorial Fund** – Our September 6 application for funding to purchase a set of Imagination Playground blocks was approved and received the week of September 23.

- ❖ **Second Century Fund** – At the Board Meeting on September 17, the following projects were approved for funding in addition to the annual fee for Overdrive: charging stations, printers for the Technical Services Department, laptops for the children’s room.
- ❖ **Abbot Public Library Foundation** – At the September 18 Board Meeting, the APLF agreed to set up three special funds through the Town of Marblehead (One fund to be used for programs, marketing, professional development and technology infrastructure support, and two special-use funds (Chun and Moore). This was also approved at the September 25 Select Board Meeting. On September 26, the APLF received the 2024 award for Best Non-profit Organization by the Marblehead Chamber of Commerce.

Art and Plaque projects

- ❖ Thanks again to Kathy Barker and Pam Peterson for organizing a list of APL art.
- ❖ Kathy Barker is working with an artist via the Marblehead Cultural Council to supply four commissioned still-life pieces that will be based on the Flores Mantilla flowers in
- ❖ We have received a request from a private art collector to loan two pieces to the library.
- ❖ The updated Carten Gallery page is live at abbotlibrary.org and the application form will open on October 15.

General Statistics

SenSource People Counting Sensors	Incoming	Outgoing
Front Door - Main level	3,630	3,560
Lower level	2,740	2,789
Children’s Room	2,670	2,631
Teen Room	855	853

General Statistics	September 2023	September 2024
Number of patron cards	9,963	10,117
Books added to collection	689	617
Circulation of in-library materials	10,435	11,737
Circulation of digital materials	4,578	4,484
Programs and Attendance	September 2023	September 2024
# of Children's programs	21	20
Attendance at Children's programs	567	406
Children's room walk-in attendance taken by hand - note that this differs from SenSource Data	1,238	1,572
# of Teen programs (structured)*	2	0
Attendance at Teen programs	3	0
# of Passive programs	3	1
Engagement with passive Teen programs	4	14
# of Adult programs	22	15
Attendance at Adult programs	147	279

**The Teen Librarian was on leave from August 15 to October 1, 2024*

Discussion on Director's report:

Motion to approve Nov 5th early closure to accommodate staff voting as noted above. Motion seconded.

Roll Call Vote

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

The Chair shared by email the draft budget being presented on 10/25/24 to the Town Finance Committee. While the town requested presentation of a level funded budget, the Director has included additional expenses for staffing and maintenance expenses.

Director and Chair provided overview of expenses for repairs.

Motion to approve payment of following expenses:

Childrens room carpet	\$3,043	paid through Maintenance budget
Water hammer	\$2,167.72	paid through Maintenance budget
Pressure valve	\$5,070.60	paid through Maintenance budget
Wireless security button	\$1,715.02	paid through Maintenance budget
Childrens room bench	\$870	paid through Killam Fund

Motion seconded.

Roll Call Vote

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

Review of Policies

Director provided the following notes on policy reviews:

The following policies are included for review and are considered to be in draft form until they are approved by the Board of Trustees.

1. Borrowing Policy

We added more formats and clarified loan rules for all types of physical materials.

2. Computer and Internet Use Policy

This policy has been revised to be in sync with our Code of Conduct Policy.

3. Meeting Room Policy

After the August policy review, we needed to make updates to some of the reservation rules when we set up the rooms in our reservation system.

Questions to discuss:

- Establish a sliding scale of room rental fees?
- Consider how we want to clarify the use of alcohol.
- Do we need a contract or can all of this be addressed in the room reservation system and the policy.

4. Policy for the Use of Gallery Space

This policy has been edited to clarify the length of exhibits. A paragraph has been added to address how to deal with unsuitable material, and the application form is included for reference.

The Carten Gallery page is now live on the Abbot Public Library website.

5. Security Camera Policy

After consulting a more complex policy provided by the Police Department, I rewrote the policy to return to a version that is closer to what I originally presented. The version included here has been reviewed, rewritten and vetted by Alexander M. Castro of Mead, Talerman & Costa, LLC, the Town's Legal Counsel. Signage has been posted near all four cameras.

The above notes were reviewed. It was agreed to review and discuss the Meeting room and Computer use Policies at the next board meeting to allow time to review and discuss.

Motion to approve Use of gallery, Security Camera and Borrowing policies as described above. Motion seconded.

Roll Call Vote

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

Director provided overview of funds and process for funding through town with APLF. Initially funded for programs is \$25,000 and two special use private funds for \$1,000 each for medical and Korean culture education.

CHAIRMAN'S REPORT:

An update was provided on the ongoing front entrance construction with a total estimated cost of \$55,000 being paid by the APLF. The plan calls for work to be completed early November for State Variance deadline of December 1st. The architect remains engaged and provided plans at no additional cost. The entrance work was not anticipated, questioned nor developed as part of the renovation plan approved by the Town. The BRC has determined no recourse is available to recoup costs from other parties.

FRIENDS Update

Kathleen Waslov who attended the meeting provided an update on successful book donation and sale days that collected over 1,000 books and sold over \$1,300 of books. The recent program with Janet Parnes was organized with the League of Women Voters and was well attended. Social media feedback via various groups was discussed and work continues to reach out to community on renovation successes.

Additional discussion:

A holiday brunch staff event is planned for Dec 12th that will include distribution of staff appreciation gifts for those who have completed various levels of years of service.

A ribbon cutting ceremony was discussed with dates to be decided based on construction completion and to include community organizations and support.

The date for the next Trustee meeting is November 4th.

Motion to adjourn. Motion seconded.

Roll Call Vote

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

The meeting was adjourned to 7:52 p.m.

End of Meeting Minutes