



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 – November 6, 2024

Attendees:

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

Director: Kimberly Grad

Published agenda:

- L. Approval of October 24, 2024 Minutes/VOTE
- II. Director’s report – Policy Update / Programs
- III. Report from the Chair
- IV. Building Renovation Committee Update – invoice Review and Approval L.D. Russo
Construction, Johnson Roberts Architects, CHA Consultants, Wakefield Moving &
Storage
- V. FRIENDS UPDATE

CALL TO ORDER

The meeting location was held by zoom and called to order at 6:08 pm. Motion to approve the Minutes for the meeting on 10/24/2024.

Roll Call Vote

Gary Amberik	Yes
John Williams	Yes
David Ross	Yes
Jen Jewell	Yes
Kathy Barker	Yes
Deb Payson	abstain

Motion seconded and approved.

DIRECTOR’S REPORT:

Scheduling

Closings:

- ❖ Tuesday, November 5 - closing at 4 pm for Election Day
- ❖ Monday, November 11 - closed for Veteran's Day
- ❖ Wednesday, November 27 - closing at 5 pm for Thanksgiving
- ❖ Thursday, November 28 and 29 - closed for Thanksgiving

Save the dates:

- ❖ Monday, December 9, 7-8:30 pm - Author visit, APLF Celebration
- ❖ Wednesday, December 11, 11:00 am - Proposed "Welcome Back Celebration"
- ❖ Thursday, December 12, 10:00 am - Staff Holiday Brunch and Appreciation event

FY26 Budget Update/ State Aid

- ❖ The draft of the FY26 Budget has been submitted to the Finance Department via Clear Gov.
- ❖ After the October 25 Finance Committee Liaison Meeting, I provided a best-case scenario/ revised request with the following:
 - an additional \$35,000 for materials, which would bring us up to current State Aid formulas
 - 3 additional part time staff members (custodian/union, librarian/union and restored temp library assistant/non-union).
 - this would help to ensure fewer emergency closures due to being short-staffed
 - provides us with more resources to offer programming in new makerspace
 - increases the potential for income-earning event services.
 - 2% COLA and step increases for staff salaries
 - estimated cost of utilities and maintenance
 - an additional amount for technology infrastructure maintenance
 - a more accurate amount for FY26 contracted NOBLE expenses

Renovation, Maintenance and Other Projects

- ❖ Punch list items continue.
- ❖ Follow up maintenance (plumbing, HVAC) continues

Policy Reviews (2)

- ❖ Computer/ Internet Use

❖ Meeting Room

Fees

\$175 Chamber of Commerce nonprofit organization membership

General Statistics	September 2024	October 2024
Number of patron cards	10,117	10,128
Books added to collection	617	719
Circulation of in-library materials	11,737	11,991
Circulation of digital materials	4,484	4,973
# of programs	36	57
Program attendance	699	1,502

Discussion on Director's report:

It was agreed to determine the specific benefits the Chamber of Commerce membership would provide before a final decision to join.

Motion to approve Computer and Internet Use Policy as Amended and Meeting Room Policy.
Motion seconded.

Roll Call Vote

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

The meeting between the Abbot Public Library Board of Trustees and the Town Charter Committee meeting was cancelled since the committee did not anticipate any changes to the way the Library is currently managed due to its regulatory and oversight status.

CHAIRMAN'S REPORT:

Construction continues on the new accessible front ramp and walkway with railings expected in the next few weeks. The Bike Rack will return in approximately the same location on a diagonal. The tree will be replaced in the spring. LD Russo bills are held pending completion of punch items including the glass door from the Event Center to the Courtyard.

The date for the next Trustee meeting is December 9th.

Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned to 7:06 p.m.

End of Meeting Minutes