



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 – December 9, 2024

Attendees:

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

Absent: Deb Payson

Director: Kimberly Grad

Published agenda:

- L. Approval of November 6, 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 6:05 pm. Motion to approve the Minutes for the meeting on 11/06/2024.

Roll Call Vote	
Gary Amberik	Yes
John Williams	Yes
David Ross	Yes
Jen Jewell	Yes
Kathy Barker	Yes

Motion seconded and approved.

DIRECTOR’S REPORT:

Closings

- ❖ The library will be closed December 24, 25, and 31, 2024 as well as January 1, 2025 for the holidays.

Building updates

- ❖ HVAC humidity sensor is under observance or repair and function.
- ❖ We made progress with learning the new lighting controls and began to experiment with programming sequences.
- ❖ An engineer with GGD will be evaluating the water pressure and water hammering situation which persists despite two visits from plumbers from EV Mechanical.
- ❖ A new outside door to the courtyard is being installed by LD Russo.

Policy Reviews (1)

- ❖ Program Policy
- ❖ Next month: Display Policy

Incidents:

We are referring to our Code of Conduct Policy to ensure that all patrons and staff are treated properly. We are in the process of issuing a no trespass order to a particularly unruly patron.

Carten Gallery and Art

- ❖ The current show by Seacoast Quilt Guild is coming down during the first 2 weeks of January. They have graciously offered quilting programs for children to align with the show.
- ❖ Applications for 2025 Exhibits closes December 15, 2025.
- ❖ The first 2025 Show will feature photography by Bob Hendricks. "Splash: The Merger of Art and Engineering" is a study in the minute details of water droplets.
- ❖ We received two pieces of art from a local art collector on loan.
- ❖ We continue to partner with the Marblehead Arts Association.

Staff news

- ❖ After nearly 18 years of service, Carole Brindamour, one of our Part time Senior Library Assistants will retire at the end of 2024.
- ❖ I have been appointed to the [2026 Caldecott Committee](#), which will select the most distinguished children's picture book published in the United States in 2025.

General Statistics September 2024 October 2024 November 2024

General Statistics	September 2024	October 2024	November 2024
Number of patron cards	10,117	10,128	10,094
Books added to collection	617	719	248
Circulation of in-library materials	11,737	11,991	12,058
Circulation of digital materials	4,484	4,973	4,924
# of programs	36	57	49
Program attendance	699	1,502	934
Door count (Lower level)	2,740	4,025	6,305

Discussion on Director's report:

The director will announce the Caldecott Committee appointment in January 2025. The director explained some of the Committee work and the Board endorsed her appointment with hearty congratulations for this national honor. Evaluation continues with the reports for the count for building access. The APLF annual appeal was reviewed and details of their upcoming Dec 18th meeting will be shared. The Welcome Back Open house Dec 11th preparations were discussed. Work continues on the updates to the Children's room including moving the computer desk and installation of shelving. Updates to the financial reporting were explained including additional funding from the Killam scholarship. Municibid work is ongoing.

A Letter of thanks from the Board and director were executed for Gene Arnould's framing donation and David Hostetter's volunteer work.

The Programming policy was reviewed and it will result in a display policy. Some minor changes were discussed. Motion to approve programming policy as discussed and amended:

Roll Call Vote

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

CHAIRMAN'S REPORT:

Ramp work was completed and a COO and permit were issued. A brief discussion on potential work in the future to consider fencing and/or bushes to mask the utility boxes.

FRIENDS REPORT:

The Membership Committee is working on nominations for leadership vacancies. The Friends completed its annual renewal letters. The date of their Annual Meeting is April 2, 2025. Programming planning continues with the Jane O'Neill Winterscapes to be held on December 18th. Also, a Little Free Library Box has been purchased, and work is ongoing to finalize a location near Hobb's Playground/ Eveleth School. The next Friends Board meeting is December 17th at 1:00 pm.

The date for the next Trustee meeting is January 6th.

Motion to adjourn. Motion seconded. All approved.

Roll Call Vote

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

The meeting was adjourned to 6:56 p.m.

End of Meeting Minutes