

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 - February 5, 2024

Attendees:

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

Director: Kim Grad

Guest: Brigitte Lagoutte (League of Women Voters)

CALL TO ORDER

The meeting location was the Eveleth facility and via Zoom and was called to order at 6:03 pm.
Motion to approve the Minutes for 01/09/2024. Motion seconded. All approved.

Roll Call Vote:

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

DIRECTOR'S REPORT:

Service Hours:

- Upcoming closures: Monday, February 19, 2024

Staff Update:

- We welcomed Wesley Sueker as our Adult Services Librarian. His first day was Wednesday, January 24, 2024. There are no unfilled positions.

3 Brook Road - Maintenance:

- Puleo Plumbing made some adjustments to the men's and women's bathrooms.

Renovation Projects - February Goals:

NOTE: Some items may require board approval.

- Order self-checkout equipment and digital signs (Second Century Fund)
- Receive Bookdrops and plan the acknowledgement plaque (Shattuck Fund)
- Fine tune the design and estimate for the donor signage
- Select and purchase the memorial benches
- Continue to fine tune the design of the outdoor signage
- Purchase some Makerspace items (Killam)
- Purchase the A/V equipment (Killam/ APLF/ Override)
- Include announcement about the April closure in the March press announcement (copy due February 7, 2024). MHTV tour 235 Pleasant Street on February 16
- Work with Driftwood Garden Club on plan and budget for the rehabilitation of the library grounds. Consider using a portion of the Donation Funds
- Prepare the application process for the Carten Gallery
- Write policies for meeting rooms and Makerspace
- Establish a list of items we still need to purchase
 - ☐ new refrigerator and shelving for staff kitchenette
 - ☐ supplemental IKEA shelving for Director's office, Assistant Director's office and some cubicles in the work room
 - ☐ SenSource people counter (now or later?)
 - ☐ New book trucks

Town Report:

The Town Report is due February 9, 2024 and will be somewhat similar in organization to the 2022 report with updated numbers, program information, photos and thank you notes.

Financial:

- January 28 - April 1 - Fin Com liaison meetings and budget hearings
- May 6 - Town Meeting
- Continuing to make adjustments prior to liaison meeting. Our expectation is level-funding except for COLA and Step increases.

Programs:

We will continue with a regular schedule of programs in February including Salem Sound Coastwatch, Claire Keyes' Poetry Salon, movie screenings, virtual programs, Storytime and chess instruction for children.

The Marblehead Cultural Council approved two requests:

- \$450 for a S.T.E.M. program that focuses on the basics of aerodynamics with Ed the Wizard on Wednesday, August 14, 10:00-11:00 am (lead: Marcia Cannon, Children's Librarian)

- \$900 for a 6-week genealogy course, “On the Trail of Family Roots” (\$900) to be scheduled for Fall 2024 (lead: Rachael Meneades, Head of Tech Services)

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.)

General Statistics	Dec. 2023	Jan. 2024
number of patron cards	10,059	10,090
Total number of books in the collection	71,716	72,048
circulation of in-library materials	8,345	9,425
circulation of digital materials	5,292	5,764

Programs and Attendance	Dec. 2023	Jan. 2024
# of children's programs	22	24
attendance at children's programs	575	546
children's room walk in attendance	1,010	1,204
# of teen programs (structured and passive)	5	5
attendance at teen programs	50	56
# of adult programs	18	17
attendance at adult program	99	310

Funding:

The APLF has already given \$1M to the renovation and has pledged an additional \$500K. This will increase the budget total to \$10M.

After discussion, there was a motion to approve an initial amount up to \$250K for improvements to the APL renovation for items such as furniture, shelving and technology. This amount does not include funding from the DGC. The motion was seconded. All approved.

Roll Call Vote:

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

APLF:

- The next scheduled meeting is March 21.
- A “Walkathon” is tentatively planned the weekend of Father’s Day (June 16).

FRIENDS UPDATE:

- The annual meeting is March 13.

TOWN ELECTIONS:

- The 3-year terms for two APL Trustees (David Ross and John Williams) expire this year and will be up for election.

CHAIRMAN’S REPORT:

Renovation Updates:

- Gary shared photos showing the status of the Stacks Area and the three new meeting rooms. The lighting fixtures are going in. The fireplace room lighting is next. Millwork is going in. The walls behind the circulation desk area as well as the Pick-Up and Drop-Off area are in. The cabinets in the Makerspace area are going up.
- The generator is scheduled to arrive this month.

Invoices:

Reviewed the most recent invoices:

- Wakefield - \$700
- CHA - \$14,200
- Russo Req. #13 for January - an amount not to exceed \$550,356.48

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
Deb Payson	Yes

The date for the next Trustee meeting is 3/4/2024.

Motion to adjourn. Motion seconded. All approved.

Roll Call Vote:

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

The meeting was adjourned at 7:20 p.m.

End of Meeting Minutes