

DIRECTOR
KIMBERLY A. GRAD



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

Abbot Public Library Board of Trustees
Meeting Minutes - April 1, 2024

Attendees:

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

Director: Kimberly Grad

Guest: Ann McGreevy (Zoom)

CALL TO ORDER

The meeting location was the Eveleth facility and via Zoom and called to order at 6:04 pm.
Motion to approve the Minutes for 03/04/2024. Motion seconded. All approved.

DIRECTOR'S REPORT:

Service Hours:

- The Interim Space at 3 Brook Road will close on April 29, 2024.
- In May, we will announce the date of our Grand Opening at 235 Pleasant Street.

Staff Professional Development / Fees:

- Assistant Director Morgan Yeo would like to participate in an ALA sponsored Human Resources Crash Course for Library Managers (Mondays, May 6, 13, and 20, 2024) (\$170).
- Children's Librarian Marcia Cannon would like to participate in an ALSC sponsored five-week course starting May 6 on how to identify and connect with homeschool families. (\$289).
- April 11, 2024 - Metro Regional Disability Inclusion Summit - would like to send 1-2 staff members (\$25-\$50, + mileage).

Motion to approve funding for the above, sourced by the Sorenson Fund. Motion seconded. All approved.

Maintenance Report:

- The front door at 3 Brook Road continues to be difficult to lock, despite attempts to adjust.

Renovation:

- We are coordinating the move back to 235 Pleasant Street with Wakefield (moving company), CHA, NOBLE (Internet), Inno4 (WAPs and A/V), and Power 3 (phones).
- Procurement continues (FF&E items, Makerspace, Donor Signage and Memorial Benches, etc.)

Policies:

- We are submitting an updated Meeting Room Policy (7 pages) for board approval.
Discussion: It was agreed that reservations of certain APL facilities will be restricted to library card holders only. For any reservations, the preferred means of payment would be credit card rather than check. How would we do this? We want to review the policy content with Thatcher Keezer et al.

FY25 Budget:

- Our meeting with the Financial Committee was postponed to April 1st, 2024, at 7pm in Abbot Hall.

Upcoming speaking engagements, etc.:

- April 3-6, 2024 - The library is a featured item in the Spur Annual Gala and Auction: Librarian for a Day.
- April 17, 2024 - Kimberly Grad will be speaking at the Marblehead Council on Aging.
- June 6, 2024 - Along with Directors from Gloucester's Sawyer Free Library and Melrose Public Library, Kimberly Grad will participate in a panel discussion on Library building projects at NOBLE's annual Library Expo.
- We were one of four locations chosen to participate in the Massachusetts Library System's Library Accessibility Video project. The filming date has yet to be determined.

Abbot Public Library March 2024 Statistics Report:

| General Statistics | Dec. 2023 | Jan. 2024 | Feb. 2024 | Mar. 2024 |
|---|-----------|-----------|-----------|-----------|
| Number of patron cards | 10,059 | 10,090 | 10,103 | 10,202 |
| Total number of books in the collection | 71,716 | 72,048 | 70,978 | 69,849 |
| Circulation of in-library materials | 8,345 | 9,425 | 9,567 | 9,997 |
| Circulation of digital materials | 5,292 | 5,764 | 5,701 | 4,436 |

Abbot Public Library March 2024 Statistics Report (cont.):

(Note that this is an estimate for discussion only. Official statistics are gathered for the ARIS report at the close of each fiscal year.)

| Programs and Attendance | Dec. 2023 | Jan. 2024 | Feb. 2024 | Mar. 2024 |
|---|-----------|-----------|-----------|-----------|
| # of children's programs | 22 | 24 | 19 | 23 |
| Attendance at children's programs | 575 | 546 | 514 | 694 |
| Children's room walk in attendance | 1,010 | 1,204 | 1,149 | 1,012 |
| # of teen programs (structured and passive) | 5 | 5 | 5 | 5 |
| Attendance at teen programs | 50 | 56 | 50 | 50 |
| # of adult programs | 18 | 17 | 20 | 20 |
| Attendance at adult program | 99 | 310 | 175 | 296 |

APLF (Deb):

- The Foundation is developing a new Immediate Past Executive Team to ensure a smooth transition as three members depart the Board: Meryl, Laurie & EuRim.
- The Foundation is creating a Strategic Planning Committee with Annie Ritter as the chair to codify the current strategic plan blueprint into a long-term successful foundation plan.
- June 14 will be the Gala
 - Likely \$250 per ticket at the APL
 - HS honor society will volunteer
 - HS music will perform
 - Vinwood will cater
 - Shubies will provide wine/beer
- The donor sign is almost complete - Foundation will be proofing, editing and finalizing. Likely a placeholder prior to the June 14 gala.

CHAIRMAN'S REPORT:

Renovation Updates:

- Three large, granite blocks have been moved from a local residence and relocated in the rear corner of the APL garden as a sitting area.
- The APL floors are being prepped for carpeting.
- Shared photos of reference area looking into the hub, reading room and fireplace room and lights.
- Elevator - the cab can be salvaged. Everything else is new.
- The generator delivery is scheduled for April 9th.
- In regard to the Children's Room, it is getting a clean-up. This will include new ceiling lights and painting as well as new picture-book shelving.

Dates:

- April 29th - Pleasant Street final inspection walk-through with builders
- May 17th - Movers complete transfer from Brook Street to Pleasant Street
- Pleasant Street:
 - “Soft” opening – Week of June 3rd or 10th
 - APLF Gala - June 14th
 - “Grand” opening June 20th

Friends:

- Donating \$5,000 for the Director to use for adult programs. \$1,250 has been received already.
- Book Sale raised ~\$500.
- Have programs scheduled for September 28th and October 22nd.

Invoices:

Reviewed the most recent invoice:

- Johnson-Roberts (thru January) - \$2,750

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

The date for the next Trustee meeting is 5/13/20 on account of the Town Meeting.
The location is TBD.

Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned to 6:48 p.m.

End of Meeting Minutes