

DIRECTOR
KIMBERLY A. GRAD



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Abbot Public Library Board of Trustees
Meeting Minutes - MAY 13, 2024

Attendees:

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

Director: Kimberly Grad

Absent: Deb Payson

CALL TO ORDER

The meeting location was the Eveleth facility without and called to order at 6:05 pm. Motion to approve the Minutes for 04/01/2024. Motion seconded. All approved.

DIRECTOR'S REPORT:

Service Hours:

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

Staff:

- Morgan Yeo's last day was on May 1, 2024 to take a new position as Director at the Peabody Institute Libraries in Peabody.
- The Assistant Director position has been renamed, restoring the original title to Head of Public Service. This job has been posted. Interviews will take place in June, and the start date will be after July 1.

Professional Development:

- Staff have been invited to attend *Library Journal* Day of Dialog (May 9, 2024) and *School Library Journal* Day of Dialog (May 23, 2024).
- I am attending ALA in San Diego (June 27-July 1, 2024)
Motion to approve ~\$2k for this from Sorenson Fund. Motion seconded. All approved.

Renovation:

- The move started the week of April 29 with the following major accomplishments:
Fiction/ Nonfiction books and shelving are being moved out and set up at 235 Pleasant Street.
- Procurement continues (FF&E items, Makerspace, Donor Signage, Outdoor Signage and Memorial Benches, etc.)

Funding:

- My application for \$10,000 for funding a set of new library carts was accepted by the Shattuck Memorial Fund. We have received the check and will order carts in time for our Grand Opening.

Policies

- I am submitting an updated Meeting Room Policy for board approval, see later.

Save the Date

- June 14, 2024 - 6:30 pm to 9:30 pm - APLF Opening Gala: the theme is “Where History Meets the Future”
- June 17, 2024 - proposed announced opening
- June 18, 2024 - 7 pm - Maverick Street Neighborhood Reception and Private Tour sponsored by the APLF.
- June 19, 2024 - The library is closed for Juneteenth
- June 20, 2024 - 1:00 pm - Grand Opening Celebration and Ribbon Cutting Ceremony - Planned but not yet announced.
- June 24, 2024 - proposed programming start date
- July 4-7, 2024 - MFoA Literary Festival. For details, see

<https://www.marbleheadfestival.org/literary-events>

Motion to approve \$75 (the same as last year) from Carten Fund for student writing awards. Motion seconded. All approved.

Abbot Public Library April 2024 Statistics Report:

General Statistics	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024
number of patron cards	10,059	10,090	10,103	10,202	10,156
Total number of books in the collection	71,716	72,048	70,978	69,849	67,194
circulation of in-library materials	8,345	9,425	9,567	9,997	7,651
circulation of digital materials	5,292	5,764	5,701	4,436	4,486

(note that the library closed was closed as of April 29, 2024 for the move back to 235 Pleasant Street)

Programs and Attendance	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024
# of children's programs	22	24	19	23	14
attendance at children's programs	575	546	514	694	491
children's room walk in attendance	1,010	1,204	1,149	1,012	1,148
# of teen programs (structured and passive)	5	5	5	5	5
attendance at teen programs	50	56	50	50	50
# of adult programs	18	17	20	20	9
attendance at adult program	99	310	175	296	134

*Programming hiatus started April 16, 2024.

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

Meeting Room Policy Review, Discussion and Approval:

- The Director provided the policy for review (8 pages) noting it had been reviewed by the town legal counsel.
- The policy covers reservations, fees and use of the Marblehead Room, Event Center and the smaller *Osgood*, *Lipsky* and *Chiaramonte* rooms on the main floor. The latter three do not require a fee.
- Policy details discussed included the content of the user contract and the users' responsibilities, fees, security, and publicity.
- Reservations would be made using an APL NOBLE card.

Motion to approve the Director making the agreed changes and uploading it to the website.

Motion seconded. All approved.

ADDITIONAL ITEMS:

- The Director reported that the ordered banners and posters have been delivered.
- Noted that the Trustee's annual evaluation of the Director is due June 3. This is the date for the next Trustee meeting. It will be an Executive Session at Everleth.
- The following month the Trustee meeting will be on July 8.

CHAIRMAN'S REPORT:

Renovation Updates:

- Looking ahead: new shelving, counters coming, Salem State collection is returning, copier moved, chairs, DGC plantings, the boundary fence coming down.
- Next week; elevator inspection, Friends setting up, Makerspace.
- Most artwork will be in place by June 14.
- The benches are on target for May 20.
- Certificate of Occupancy anticipated May 22.
- Signage installed.
- Final cleaning June 3.
- A library special tour for Nancy Arata planned for this week.

Invoices:

Reviewed the most recent invoices:

- CHA - \$14,200
- Wakefield -\$700
- LD Russo - \$514,728

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

It was noted that there is ~\$671,000 in funding remaining.

The date for the next Trustee meeting is June 3 at the Eveleth location.

This meeting will include an executive session.

Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned to 7:25 p.m.

End of Meeting Minutes