



DIRECTOR
KIMBERLY A. GRAD

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 – June 3, 2024

Attendees:

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

Director: Kimberly Grad

Absent: John Williams

CALL TO ORDER

The meeting was via zoom and called to order at 6:17pm.

Motion to approve the minutes as amended. Motion seconded.

Roll Call Vote

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

DIRECTOR'S REPORT:

Grand Opening Events:

- June 14 - 6-9 pm - Abbot Public Library Foundation Gala
- June 20 - 4-6pm - Grand Opening Ribbon Cutting Ceremony
- Week of June 24 - Full service hours resume
- Programs will resume in July
- Meeting room reservations will begin July 1

Staff

- We are in the process of selecting candidates to interview for the Head of Public Service position. Interviews with four candidates take place on Wednesday, June 5.
- The new Marblehead director of HR has been very helpful with the process.
- Kim and select staff will do two zoom interviews in the morning, and in Alicia Benjamin's office later in the afternoon.
- Several more candidates have come in which Kim will review.

Renovation

- We are proceeding with our move-in checklist for restoring library functions and service.
- We are still expecting a few shipments of supplies and furnishings.
- Memorial benches and new outdoor sign will be set up the week of June 10.

- Last major inspection tomorrow, then building inspector will walk through for Certificate of Occupancy.
- Courtyard sod went in today.

Policies

- The updated Meeting Room Policy has been posted on the website and we will open reservations tentatively the week of June 24th. Still a work in progress because reservation system needs to be reactivated. July 1 is more likely.
- Foundation has asked us to make some edits which have been incorporated.

Motion to approve the updated meeting room policy with edits. Motion seconded.

Roll Call Vote

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

Save the Date

- July 1 - Summer Reading Program begins
- July 4-7 - MFoA Literary Festival. For details, see:
<https://www.marbleheadfestival.org/literary-events>
- Reminder: Kim will be out of the office from June 26 - July 2 for the ALA Annual Conference.

ADDITIONAL ITEMS:

- Meeting and storage rooms are completely full. May need a backup plan for Gala event.
- Board to change July 1st meeting to July 8th due to vacation schedules.
- Reporting of General Statistics will continue after the library reopens.
- Encourage everyone to purchase tickets, share with friends & attend the Gala.

ABBOT PUBLIC LIBRARY FOUNDATION REPORT:

- Working on transition plan as executives leave the board – plan to transition to new leadership.
- Working on gala & plan to continue to raise funds.

REPORT FROM THE CHAIR:

- CHA bill: \$14,200 (professional services April 27 – May 24)
- Wakefield – There was damage to the glass case for the big ship. Kim will work on the estimate for a new case. This will come off of the next bill. Wakefield still needs to schedule the delivery of the sculpture and a refrigerator. New fridge has been ordered.

Motion to approve invoice #28 (CHA). Motion seconded.

Roll Call Vote

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

The date for the next Trustee meeting is July 8th at the Abbot Public Library.

Motion to adjourn to Executive Session for Purpose #2: To conduct strategy session in preparation for negotiations with nonunion personnel. We will not return to the regular meeting. Motion Seconded.

Roll Call Vote

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

End of Meeting Minutes