



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 - July 8, 2024

Attendees:

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

Director: Kimberly Grad (via Zoom)

CALL TO ORDER

The meeting location was held at the newly renovated Pleasant Street facility and called to order at 6:05 pm. Motion to approve the Minutes for the meeting on 06/03/2024. Motion seconded and approved.

ELECTION OF OFFICERS for the coming year:

It was moved, seconded and voted to approve the following officers for FY2025:

Chair - Gary Amberik
Vice Chair - John Williams
Secretary - Kathy Barker
Abbot Public Library Foundation Liason - Deb Payson
2nd Century Fund Liason - David Ross

DIRECTOR'S REPORT:

Service Hours:

- We will be open for full-service hours as of July 10.
- Programs resume July 15.
- Marblehead will be restored as a pick-up location as of July 8.

Staff:

- Our new Head of Public Service Jane Wolff will be leaving her position as Assistant Director at the Hamilton-Wenham Public Library and to work with us as of July 22nd. To the position, Jane brings a wealth of experience in circulation, archival work, collection development in adult fiction, and programming. She also has a master's in social work.

Renovation and Reopening:

- We are working with the punch list and fixing minor things around the building (hardware, doors, keys, painting, signage, etc.)
- Three of the six Memorial benches have been installed.
- The task list includes adding website content to the Carten Gallery and Thompson Makerspace.

Policies and Procedures:

- The updated Meeting Room Policy has been posted on the website. Meeting room reservations for the three small rooms on the main level will open the week of July 8. The next task will be to open reservations for the Marblehead Room and the Event Center.

Literary Festival:

- July 4-7 - MFoA Literary Festival was well received with a decent attendance for most of the events. We did not offer library services during the festival, and the three-day event proved to be a reasonable opportunity for a soft opening.

Professional Memberships:

- ALA Membership, ALSC, PLA (\$300.00)
- Rotary Club of Marblehead (\$200.00)

Motion to approve the above expenses. Motion seconded and all approved.

Reporting of General Statistics will resume in August or September.

Additional Items:

- The Ribbon Cutting date is TBD
- Kim would like to provide one or two staff members with a scholarship for career development to go to the next annual ALSC in Philadelphia. She will provide the board with an outline of specifics and costs.

CHAIRMAN'S REPORT:**Invoices:**

Reviewed the most recent invoices:

- LD Russo - \$177,775 (May). Anticipate that there will be two more (May and June) and then a final one when the punch list is completed.
- CHA - \$12,000 (June). We will request a final budget update from CHA.

- Wakefield - No received yet.
Kim noted that there were some breakages during the move, and they still need to complete the storage room. She will schedule a date to meet with them.

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

Discussion Regarding ADA Compliance of APL:

- During the final inspections, the Town Disabilities Commission pointed out that the ramp to the front entrance is not fully compliant.
- As a consequence, there was a meeting with the Town Building Commissioner and the Disabilities Commission to talk about options. It was noted that the Pleasant Street entrance had not been on the check list of Town Disabilities Commission leading up to, or during, the renovation. The drawings reviewed and approved for permit also included keeping the existing entrance walkway in the current configuration.
- Therefore, to be able to open the Pleasant Street location in July a variance was sought from the Massachusetts Architectural Access Board (MAAB). The MAAB board approved a temporary variance for a 5-month period beginning July 1, 2024 and expiring December 1, 2024.
- JRA is working up a design for accessing the front of the building that is compliant with the grade and railing requirements. This is planned to be reviewed at the upcoming Building Renovation Committee meeting. After agreement on the design, it will be put out for bid.
- The costs and sources of the funding to resolve the non-compliance plus cover any necessary landscaping changes are to be determined.

Handling of Landscaping Invoices:

- Kim mentioned the question of how to cover the landscaping invoices.
- Options include using some private funds and APLF funding, if needed. As of now we will process the invoices we have to hand.
- At the next Trustee meeting we will review where we are and our way forward on this.

MFOA Literary Festival: (KG)

- It was a great success and very well received!
- All the volunteers did a wonderful job, and special thanks are due to Joanne McElhenney for her work and planning for the event.
- A thank-you letter will be drafted and sent to Joanne McElhenney, Claire Keyes, Kate Anslinger and Raj Coles.
- Kim noted that Joanne is an experienced and successful grant writer, as demonstrated by her history of working with Beverly Library, and she would like to be involved in anything to do with the APL. We should recommend her services to the APLF.

Library Art: (KG and KB)

- Kim has been working on a collaboration with the Marblehead Arts Association for a regular, rotating exhibit of works in the APL. This will begin with artist Alessandra Donovan.
- Also, Kim is looking to have a reception in September in recognition for all the new art in the building.
- Kathy and Pam Peterson (of the Historic Commission) have been going through the APL art that had been in storage. They have identified what should be kept as well as display locations.

Friends of APL: (KB)

- The Friends of APL want to live with their space in the building and see how it works.
- They are considering arranging a pick-up service for donations.
- There is a program scheduled: "The Life of Frances Perkins." It is a role-play by Janet Parnes. She portrays Frances Perkins, the first female U.S. Cabinet member who was named Secretary of Labor by Franklin Roosevelt in 1933.
The program is scheduled for September 28 and October 23 and is co-sponsored by the League of Women Voters.

The date for the next Trustee meeting is August 5th.

Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned to 7:05 p.m.

End of Meeting Minutes