



DIRECTOR
KIMBERLY A. GRAD

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Abbot Public Library Board of Trustees
Meeting Minutes – August 5, 2024

Attendees:

Trustees: Gary Amberik, John Williams, Kathy Barker (via Zoom), Jennifer Jewell, Deb Payson,
Director: Kimberly Grad. Absent: David Ross

CALL TO ORDER

The meeting location was held at the newly renovated Pleasant Street facility and called to order at 6:07 pm. Motion to approve the Minutes for the meeting on 07/08/2024. Motion seconded and approved.

DIRECTOR'S REPORT:

Holiday early closing plan (for approval)

- ❖ Wednesday 11/27 - evening before Thanksgiving Day (11/28 & 11/29 off)
- ❖ Monday 12/23 - evening before Christmas Eve holiday (12/24 & 12/25 off)
- ❖ Monday 12/30 - evening before New Year's Eve holiday (12/31 & 1/1 off)

Staff Report

- ❖ Jane Wolff - NELA conference attendance October 20-24, 2024 - reimbursement request
- ❖ Two staff members will be on leave for a few weeks starting in mid-August.

Renovation and Reopening

- ❖ Punch list items continue.
- ❖ Working with APLF on final production of the donor wall plaque
- ❖ Storage Room needs to be cleaned out, and the shelves need to be re-installed
- ❖ 3 Brook Road - Surplus items – 8-week timeline to completion
- ❖ Road-side directional signage for the APL. We will seek approval by the Select Board in the Fall.

Maintenance

- ❖ Since we opened on July 10, we have had to call ASAP Drains three times to unclog the two staff toilets.
- ❖ We hired Shamrock Shiners to do some carpet cleaning and - post move-in cleaning in the staff areas.

Art and Plaque Projects

- ❖ Thank you to Pam Peterson, and Kathy Barker for working on organizing the art for the building. This has included unpacking, sorting and organizing the art that will return to the walls, and organizing the legacy wall area. Thank you to Gary Amberik for hanging the art and working with the Jessie Morgan piece in the Fireplace Room.
- ❖ In our August press release, we will include information about the new partnership with the Marblehead Arts Association. They will partner with us to include a rotating exhibit wall on the main level.
- ❖ Bruce Eissner has offered to loan a piece of art by Dorothy Gillespie for use in the Fireplace Room
- ❖ I am working with the APLF on the final phase of producing the Donor wall project.

Summer Reading Program: Adventure Begins at Your Library

- ❖ Summer Reading (July 15 - August 18)
- ❖ There's a specific program with prizes for each age group, mainly featuring gift certificates from Saltwater Books in Marblehead. We usually see a higher level of participation with the children's room, but this year our adult and teen programs are seeing a lot of participation.

Funding Partnerships

- ❖ **Shattuck Memorial Fund** – We have another opportunity to apply for funding through the Shattuck Foundation with a Friday, September 6 deadline. I would like to propose the purchase of Imagination Playground blocks for use in the courtyard.
- ❖ **Second Century Fund** – Kim met with Judy Eissner on Wednesday, July 24 for a tour and to discuss the next meeting of the Second Century Fund Board. This year our request will include additional hotspots and laptops. The Board will meet September 19 at 4:30 pm.
- ❖ **Killam Foundation** – The OPK Board of Trustees returned to 235 Pleasant Street to host their scholarship luncheon on Monday, August 5 from 12-2 pm.

In the Community

- ❖ We will be participating in the Council on Aging's Tax work off program (1-2 volunteer opportunities)
- ❖ Two volunteer opportunities with the Rotary Clubs of Marblehead: Friends Forever Day (July 29) and Meals on Wheels Lobster Roll Donation Delivery (September 20).
- ❖ We hosted a garden party in appreciation of the Driftwood Garden Club on July 31.

- ❖ On August 1, Kim spoke at Rotary Club of Marblehead lunch on the success of the library renovation.

Policy Review

- ❖ Meeting Room Policy - revisions
- ❖ Security Camera Policy
- ❖ Use of Gallery Space Policy - revised Carten Gallery policy
- ❖ Draft of Event Center Contract

Literary Festival

- ❖ Over the course of 3 days (July 5, 6 and 7), the Library hosted 14 events featuring 20 authors attended by about 350 people. Copper Dog Books partnered with the Literary Festival to sell books. Even though we were open for the festival, we did not offer standard library services.
- ❖ Kim is grateful to MFOA Committee Member Joanne McElhenney and Claire Keyes for their work in managing the festival details, and to Board members Kathy Barker and Jen Jewell for volunteering on Sunday, July 7.

Reporting of General Statistics will resume in September.

Discussion on Director's report:

Early Closings Motion to approve the closing. Motion seconded.

Roll Call Vote

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

Jane Wolff: Motion to approve the expense of approximately \$1,000 for her to attend NELC in Portland ME. Expense to be funded from Sorenson Fund. Motion seconded.

Roll Call Vote

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

Director plans to work on various circulation and reference desks to fill on upcoming absences. Director is meeting with a few folks from community regarding social media comments on quality of Children's space and will to address/ inform on the 2016 renovation, discuss services/programming and fund raising opportunities.

Policies: Director supplied draft policies of Event Center Usage agreement, Borrowing Policy, Meeting room, Use of gallery Space and Security Cameras. The draft policies were reviewed and agreed further edits required including checking with town legal.

Motion to approve the Cartin Gallery, the Borrowing and the Meeting room updates with changes as discussed. Motion Seconded.

Roll Call Vote

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

Shattuck Request: The draft request was reviewed for Imagination Playground Big Blue Blocks purchase and discussion on how those will be utilized.

CHAIRMAN'S REPORT:

Building Renovation Committee is awaiting bids for external ramp renovation by 8/21. These and the landscaping project will be discussed at the September meeting.

Invoices: To be reviewed at next meeting.

The date for the next Trustee meeting is September 9th.

Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned to 7:02 p.m.

End of Meeting Minutes