



**DIRECTOR**  
KIMBERLY A. GRAD

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

Abbot Public Library Board of Trustees  
Meeting Minutes – September 9, 2024

**Attendees:**

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

**Published agenda:**

- I. Approval of August 5, 2024 Minutes / VOTE
- II. Director's Report – Policy Update / Programs
- III. Report from the Chair
- IV. Building Renovation Committee Update –Invoice Review and Approval: LD Russo Construction, Johnson Roberts Architects, CHA Consultants, Wakefield Moving & Storage
- V. FRIENDS Update

NEXT BOARD MEETING: October 7, 2024

**CALL TO ORDER**

The meeting location was held at the Pleasant Street and called to order at 6:03 pm. Motion to approve the Minutes for the meeting on 08/05/2024.

Roll Call Vote

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

Motion seconded and approved.

**DIRECTOR'S REPORT:**

**Renovation, Reopening and Maintenance:**

- Punch list items continue.
- Storage Room shelves have been restored - organization project is in progress.

- 3 Brook Road - Municibid auctions for surplus items are in progress, planning to be complete by the end of the month.
- A significant elevator repair was needed to install a motor soft start that was damaged due to a power surge and a voltage monitor was added.

### **Improvements to Children's Room**

- Rebuild bench in picture book area and restore awning.
- Close off the staircase in the middle of the room - for safety reasons. The wall can then be used for wall-mounted manipulatives for ages 2-5.
- Replace the computer table with a built-in unit and Restore S-shaped display shelf with seating.
- Add a built-in shelf behind the service desk.
- Add a painting (Children's Island) to the wall behind the service desk (add quilts and green oars)
- Try to clean the orange paint off the rope coils at the service desk.
- Replace teal carpet squares in the picture book section.
- Add Babies and Books program hosted by the Director (6-weeks starting October 8)
- Add open-house programs for all Marblehead teachers
- More programs in general for October.

### **Art and Plaque projects**

- Thank you to Pam Peterson, Kathy Barker, Dave Hostetter and Gary Amberik for continuing to work on final installations.
- I will work with Liz Roache to select a piece of art for the atrium (will review this with the above art team prior to making the final decision). I also ordered posters from ALA (Carten fund).

### **Funding Partnerships**

- Shattuck Memorial Fund – An application for funding to purchase a set of Imagination Playground blocks was submitted on September 6.
- Second Century Fund – The Board will meet on Tuesday, September 17 at 4:30 pm in the Marblehead Room
- Abbot Public Library Foundation - Next meeting is scheduled for Wednesday, September 18 at 6:30 pm.

### **Policy Review**

- New: Security Camera Policy, Animals in the Library, Unattended Children
- Revised: Code of Conduct
- Postponed (until 2025): Event Center Contract

### **General Statistics**

– Total circulation for the month of August was 14,005. The last time the library experienced that level of total circulation was August **2019** at 14,222. Reporting of programming statistics will resume later this fall.

#### **Discussion on Director's report:**

Director is currently working with Molly Bush, the APLF treasurer, on how to set up and submit a grant to Town to use APLF funds. Several funds are set up for specific uses. The two special funds remain under the Trustees' responsibility – Carten and Donation Funds. Noble asked APL to host the 2025 legislative breakfast which will garner the MBLC attention. Representative Armini and Sen. Creighton have agreed to speak. It will be held on Feb 7<sup>th</sup> 8- 10. The APL was also asked to host the annual meeting on May 15<sup>th</sup> for members.

#### **Review of Policies**

The Security camera policy was reviewed and it was agreed to request Town counsel's review or to adapt a policy that to mirror's the town policy.

The Code of Conduct was reviewed and approved once amended to original language on point number 5 of current policy.

The Animals in the library policy was reviewed and revisions will be made to simplify definition so as to not repeat it throughout and add links instead of full restatement. It was approved as amended per discussion.

The Unattended children policy was reviewed and approved.

Motion to approve three policies as described above. Motion seconded.

#### **Roll Call Vote**

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

More policies will be presented at next meeting.

Library card issuing has also increased.

#### **CHAIRMAN'S REPORT:**

Renovation update: 3 bids were solicited and 2 were comparable while the other was very high. The Committee is working on leveling out the two bids. Responses are now due on 9/13 with the goal of making the decision on 9/20 at the BRC meeting.

The goal is for work to start on 9/30 with coordination on the ongoing water main replacement on Maverick St. The plan calls for work to be completed by the end of Oct or early Nov for deadline of Dec 1<sup>st</sup>.

Invoices approval L

CHA \$6,000.00

LD Russo \$74,639.55

Some part of these bills are paid through APLF funds. These amounts are covered in the additional funds raised by APLF of approximately \$500,000.

There is \$17,000 being held for finalization of punch list.

The date for the next Trustee meeting is October 7th.

Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned to 7:07 p.m.

End of Meeting Minutes