



DIRECTOR
KIMBERLY A. GRAD

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Abbot Public Library Board of Trustees

Meeting Minutes – March 3, 2025

Attendees:

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

Absent: Jennifer Jewell

Director: Kimberly Grad

Published agenda:

- L. Approval of February 3, 2025 Minutes/VOTE
- II. Director's report – Policy Update / Programs
- III. Report from the Chair
- IV. FRIENDS UPDATE

Next Board Meeting April 7, 2025

CALL TO ORDER

The meeting location was held by zoom and called to order at 6:04 pm. Motion to approve the Minutes for the meeting on 2/3/2025.

Motion seconded and approved.

DIRECTOR'S REPORT:

Holiday Closings

- Next holiday is April 21 (Patriot's Day)

Staff

- We are currently fully staffed.
- Three volunteers with the Council on Aging Tax Work Off program begin working with us this month.

Building updates

- Lighting programming
- GGD/ water hammer question is still open.
- Light poles on the front lawn
- Invoices:
 - Shelving for processing room - Continental Woodcraft
 - Snow Removal - DeMatos
 - Front walkway surveys - Stamski and McNary
 - Cleaning of the building - Shamrock Shiners

Professional Development

- ALA conference reimbursement request (for Director to attend Annual conference in Philadelphia)

Policy Reviews

- Home Delivery Policy - revisited
- Borrowing policy update

FY26 Budget update

- Meeting with Fin Com - to be scheduled

Funding

- Shattuck Memorial Fund February proposal was accepted for enhancements to the Children's Room
- The next meeting with the Second Century Fund is scheduled for April 22, 2025

Program Highlights and Anecdotes

Children's Department:

- In March and April, we will offer a 6-week stop motion movie workshop with Steve McClure of Willie Shaker Gallery
- A parent whose special needs son attended the Hangout Club program said "This is absolutely perfect for him. I am so happy."
- A patron mentioned that her three girls talked about The Poop Museum program after the class on the way to ballet, with another parent on the way home, and to another parent that evening.

Adult Department:

The Adult department had its first multi-part Makerspace program: Log Cabin Quilting: Crafting Tradition, One Block at a Time with Laura Petrovich-Cheney, starting in January and ending

February 24th. The attendees all expressed how much they absolutely loved the program and are requesting more sewing and quilting programs, if possible with Laura Petrovich-Cheney herself. Laura has been a fantastic presenter, not only incredibly knowledgeable but very dedicated to teaching and assisting attendees. They voluntarily dedicated at least 12 additional hours of time outside of the scheduled program hours to come early and stay late to help program attendees one-on-one. Best of all, they're a local artist who approached the library with their idea for a quilt program series. This level of dedication, expertise and quality definitely shows the value of not only paying for outside programmers, but having the flexibility in time and space to allow community members to approach us about hosting programs.

Many of the parents of teen D&D attendees were attendees of the quilting program. The Teen and Adult Departments are looking into more ways to sync/coordinate programs for multiple age groups in the same time slot.

Teen Department:

The Danger Wizard D&D campaign was definitely the highlight of the month with two more attendees joining the group and the program ending in a marvelous finale: The dragon was slain, a slime pet was made, and everyone in the campaign survived! Half of the attendees have already pleaded for more sessions, and tried to sign up for the next installment "even if it's MONTHS from now!" Danger Wizard also said he had a great time and is very willing to return.

Carten Gallery:

- The Seacoast Quilt Guild returns this month
- Next up is the Swampscott Arts Association.

General Statistics	09/24	10/24	11/24	12/24	01/25	02/25
Number of patron cards	10,117	10,128	10,094	9,939	9,671	9,451
Books added to collection	617	719	248	461	316	398
Circulation of in-library materials	11,737	11,991	12,058	10,461	11,065	10,057
Circulation of digital materials	4,484	4,973	4,924	5,203	5,303	5,226
# of programs	36	57	49	46	47	55
Program attendance	699	1,502	934	791	804	1,011
Door count	2,740 (lower only)	4,025 (lower only)	6,305 (lower only)	5,618 total 3,031 lower 2,587 upper	6,323 total 3,008 lower 3,315 upper	5,226 total 3,008 lower 2,687 upper

Discussion of Director's Report

During the upcoming Children's room updates, funded by the Shattuck Fund, the room will be closed for a limited time but access and support will be still be provided.

The Volunteers from the TAX Work off program will help in organization of the Marblehead room. An estimate is being refined for work to the Electrical poles in the front of building expected to be roughly \$5,500 to \$6,000.

There was a review of expenses to date including utilities, some of which were over and under budgeted amounts. These will be reviewed with Town Finance Director at upcoming meeting. There was a brief summary of the budget requested to be discussed at next FINCom meeting possibly on April 7th. Additional discussion was held on remaining items to purchase from balance of the override fund including furniture and plants. The Director shared that the library will participate in the Literary Festival of the Marblehead Festival of Arts with draft dates of the July 3rd and 5th with coordination with Margo Steiner. Positive feedback was shared on the success of the Feb 7th Legislative Breakfast.

The following invoices were reviewed and discussed with Motion to approve as detailed below. The Motion was seconded and all approved.

Continental Woodcraft for shelves in processing room for \$2,097 (with a 50% of that amount) to pay now from the Override budget.

Dematos Snow removal for front iced walkway for \$824 to pay from Override budget.

Shamrock cleaners (Sammy) for \$1,540 for final clean up to pay from Override budget.

Stamki & McNary for walkway surveys of \$1,084.60 to pay from Override budget.

The ALA conference attendance for professional development for fees & travel expenses was reviewed and approved up to \$2,500. This will be paid by the Sorenson Funds. There was a Motion to approve. The Motion seconded and all approved.

Borrowing and Home Delivery Pilot program Policies

There was a review of the borrowing policy updates as well as the pilot program of Home delivery in conjunction with the COA.

Roll Call Vote to approve borrowing policy amendments and Home Delivery as discussed:

Gary Amberik	Yes
John Williams	Yes
Kathy Barker	Yes
Deb Payson	Yes
David Ross	Yes

CHAIRMAN'S REPORT:

As there will be at least one board member not standing for election, there was discussion on canvassing and supporting communication on the opportunity to run and serve on the board.

FRIENDS REPORT:

The Volunteer day on Feb 12th was successful with 15 people interested in participating. A meeting is scheduled for March 6th to work on assigning volunteers to projects.

A book donation day and sale date is scheduled for March 22 from 10 -4. The Director provided a process document on the flow of the days detailing collection on March 20th from 9-1, March 21st from 11:30 – 4:30 for table organization. The date of the Annual Meeting is April 2, 2025 from 5:30 -7:30. Speakers will be solicited.

Programming work continues with May 31st 2PM for Janet Parnes event of historical portrayal of Deborah Sampson Revolutionary war hero. Road Scholars has established national speakers program) and Friends will support the cost to attend a zoom viewing at the library (Events such as Doris Kearns Godwin is scheduled for March 10th). The Friends will investigate holding a book sale at the COA.

APLF Report:

The Foundation's next meeting is March 19th and more information will be provided on fundraising plans to include an event in the courtyard on July 6th at the end of Marblehead arts festival.

There was a Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned at 7:43 p.m.

End of Meeting Minutes