



DIRECTOR
KIMBERLY A. GRAD

TRUSTEES
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DAVID ROSS

Abbot Public Library Board of Trustees

Meeting Minutes – April 7, 2025

Attendees:

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

Absent: Deb Payson

Director: Kimberly Grad

Published agenda:

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

Next Board Meeting May 8 (to be confirmed with town meeting), 2025.

This will be a virtual meeting

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 3/3/2025.

Motion seconded and approved.

DIRECTOR'S REPORT

Scheduling

- The Library is closed April 21 for Patriot's Day.
- May meeting - to be scheduled

Staff

Rachael Meneades, Head of Technical Services, resigned on March 31. Her last day will be April 12. The position will be filled as soon as possible.

Building updates: Spring Projects

- Lighting programming

- GGD/ water hammer question is still open.
- Clean-up of the storage room and Max's Garden will be scheduled for the last week of April.
- The Children's Room will be closed Saturday, April 26 - May 2 for installations.
- Repair of the light poles on the front lawn will be scheduled for mid-May
- We have a RFQ with Onboard Interiors for sound-proof curtains and bulletin boards for the Thompson Makerspace and Tech/ Sound Studio.
- The Town of Marblehead is arranging to install fiber optic cables and accomplished the first step for our building on April 2.
- The Driftwood Garden Club is gearing up to make enhancements to the front lawn and courtyard landscapes with clean-up during the third week of April and new plantings in early May.
- On April 9, I will seek approval from the Select Board to have the Highway Department install two National Library signs in Marblehead.
- Invoices:
\$1,525 - Shamrock Shiners - for cleaning the week of March 17 and emergency carpet cleaning of Children's Room.
\$75 - Marblehead Festival of Arts scholarships for youth literary contest

Building Safety

- Chief Jason Gilliland conducted a CPR/Narcan training on March 27.
- Chief Gilliland also reviewed our Fire Safety Evacuation plan calling it "one of the most Comprehensive safety plans [he has] reviewed.

Incident Reports/ Patron complaints

- Discontinued reference material (Value Line Investment Survey)
- Full appointments at AARP tax assistance service

Professional Development

- Adult Services Librarian Wesley Sueker will be attending the Massachusetts Library Association, May 19-20.
- Circulation Supervisor Jeremy Mele will attend the Anime Boston Conference on May 23. Jeremy is our designated selector for purchasing Graphic Novels, Manga and Anime for adults.

FY26 Budget update/ Funding

- Next Fin Com meeting is Warrant Hearing on April 7. The Library's FY 26 budget was approved with the following (in addition to COLA and Step changes): higher amounts for materials and maintenance contracts, plus the approval to hire a part time custodian (MMEU).
- The next meeting with the Second Century Fund is scheduled for April 22, 2025

Program Highlights

Children's Department:

- Updates to the Children's Room are scheduled for the end of April. The room will be closed to the public from Saturday, April 26-April 29.
- We will have our kickoff meeting for the May Imagination Playground programs in May.
- Steve McClure's Stop Motion Movie program was so popular that we will likely repeat the program in the Summer.
- New displays will be added to include award winners such as Newbery and Caldecott.

Adult Department:

- We joined Lynnfield Public Library in a virtual program featuring bestselling author of *Circe* Madeline Miller.
- The Marblehead Conservancy hosted a program with wildlife photographer Rick Cuzer that attracted the largest audience we have seen since opening the building in July. 72 attended in person and another 20 on Zoom.
- Jane Wolff is offering a monthly book group at the Mariner residence in Marblehead. In The March session was attended by five individuals who had a lively conversation about *After Annie*, by Anna Quindlan. They are appreciating the book selections that challenge them and bring them out of their comfort zone.

Teen Department:

- Three spontaneous programs included one group of friends that asked ahead of time if they could make buttons together at the library on a specific afternoon.
- Two regulars brought a third friend by to show him the teen room, and then asked if they could make pride pins together - "ALL the pins on my bag are from the library."
- First gaming program using the new Nintendo Switch was a success with 9 attendees! Monthly gaming programs to follow.

General Statistics	09/24	10/24	11/24	12/24	01/25	02/25	03/25
Number of patron cards	10,117	10,128	10,094	9,939	9,671	9,451	9,250
Books added to collection	617	719	248	461	316	398	274
Circulation of in-library materials	11,737	11,991	12,058	10,461	11,065	10,057	11,828
Circulation of digital materials	4,484	4,973	4,924	5,203	5,303	5,226	5,155
# of programs	36	57	49	46	47	55	54
Program attendance	699	1,502	934	791	804	1,011	906
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	7,289 total 3,443 lower 3,846 upper

Discussion of Director's Report

The Director will be working with the Compensation committee on replacing Rachel and working on an interim assignment of responsibilities. The library is on the Select Board agenda for approval of the placement of the National Library signs. Children's room plans as detailed in report are on target. The director will revisit quotes for potential soundproof and privacy options between the Makers Space and Teen room. It may be possible to fund from alternative funds. Director and Chair were attending the warrant meeting. Budget discussions proceed with level funding, increased materials budget, approval for part time library assistant and funding initial year of roofing 5 year plan. For National Library Week, there will be a social media post that directs patrons to the MBLC website for more information. Also at the suggestion of MBLC, we are in the process of calculating the Return on Investment (ROI) our library gives back to its community, and can communicate this in the lead-up to Town Meeting. We also plan to do a press release about the work that is being done on the children's room. The director in attending the ALA this summer will attend seminar on anniversaries which will assist in developing plans for the 150th year of APL (1877-2027), the sesquicentennial.

The following invoices were reviewed and discussed with Motion to approve as detailed below:

\$1,525 - Shamrock Shiners - for cleaning the week of March 17 and emergency carpet cleaning of Children's Room.

\$75 - Marblehead Festival of Arts scholarships for youth literary contest

The Motion was seconded and all approved.

CHAIRMAN'S REPORT:

Two board members are not running for re-election. One new candidate is running with another possible considering.

FRIENDS REPORT:

The book donation day and sale date went well raising approximately \$ 1,100. The date of the Annual Meeting is April 28, 2025 from 5:30 -7:30 which will include officer elections and presentation by APLF.

Programming work continues with May 31st 2PM for Janet Parnes event of historical portrayal of Deborah Sampson Revolutionary war hero. The Road Scholars national speaker's featuring Doris Kearns Godwin by live zoom was well attended on April 3. The Friends is holding a book sale at the COA on May 5th. Work continues on strengthening book sales.

APLF Report:

A fundraising event will be held in the courtyard on July 6th at the end of Marblehead arts festival and will include a silent auction. Funds invested are approximately \$1,000,000 of which \$55,000 are restricted. The Foundation incurred \$17,000 in audit fees.

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

The meeting was adjourned at 6:57p.m.

End of Meeting Minutes