



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 – May 8, 2025

Attendees:

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

Absent: Deb Payson, John Williams

Director: Kimberly Grad

Meeting held by zoom due to library hours and coordination with Town Meeting

Published agenda:

- L. Approval of April 7, 2025 Minutes/VOTE
- II. Director's report – Policy Update / Programs
- III. Report from the Chair
- IV. FRIENDS UPDATE

Next Board Meeting June 2, 2025.

CALL TO ORDER

The meeting location was held by zoom and called to order at 6:01 pm. Motion to approve the Minutes for the meeting on 4/7/2025. The Motion was seconded and approved by Roll call vote:

Gary Amberik	Yes
Jen Jewell	Yes
Kathy Barker	Yes
David Ross	Yes

DIRECTOR'S REPORT

Scheduling

May 26 - closed for Memorial Day

Staff

- Due to the departure of Rachael Meneades, Head of Technical Services, we took the opportunity to change the administrative structure. On April 14, The Town of Marblehead Compensation Committee approved the promotion of Jane Wolf to Assistant Director.

- We are seeking a new Technical Services Supervisor, which is a new, non-administrative, MMEU role. This will be posted on the Town's website on Friday, May 9, 2025.
- As of May 13, we also have an opening for a Technical Service Assistant. Megan Donohue, who held this position, has accepted an offer at Peabody Institute Library for a higher-level position in technical services.

FY26 Budget update

At last month's Warrant Hearing meeting, we learned that the Library had been awarded a capital improvement funding in the amount of \$373,648 for a partial roof replacement. On April 28, I learned that funding for this and 3 additional town projects (a Fire HQ Bathroom Remodel (\$168,310), Improvements at the Mary Alley building (\$150,000) and Flooring Replacement at the Police Station (\$15,000) had been cut.

Building updates: Spring Projects

- Soundproofing project in the Thompson Makerspace
- Front-lawn lights
- Driftwood Garden club will begin their planting and maintenance schedule in mid-May. Max's Garden will also eventually be restored.
- Defining Accessible parking spot by painting more white lines
- Fence repair
- Decorating ideas for the Fireplace Room (plants, art, curiosity cabinet)
- Keying project for building
- Completed: Children's Room installations (new activity wall, new computer station, and new shelving behind service desk) and clean-up projects
- Spring cleanup in storage room and outdoor areas

Signs and Art

- Art donations from Steve McClure and the Winer Sisters (original library card art)
- National Library Sign installation at the corner of Atlantic and Bubier Road - approved by Select Board April 7, 2025.
- The former outdoor library sign has been donated to the Marblehead Historical Commission Sign Museum
- Brackets for the Open/ Closed signs are in production and will be installed soon.

Outreach and Local Marketing/ Memberships

- Chamber of Commerce Membership
- Rotary Club of Marblehead

Invoices and quotes to approve

Quotes:

1. Onboard Interiors - soundproofing in makerspace
2. Microphones for Event Center

Invoices:

1. Reinstallation of plexiglass at Eveleth School - American Plate and Auto Glass Co, \$1,980.76
2. Spring Lawn Clean up - Dematos - \$2,980 (reduced from original invoice of \$3,480)
3. Spring clean-out - Flannery's - \$580.00
4. Adirondack-style rocking chairs - Polywood - \$1,276.00
5. Deposit for work in Children's Room - Dan the Electrician - \$3,000 (Killam fund)

Children's Programs

- A new Newbery/Caldecott display has engaged patrons.
- COA (Council on Aging) volunteers are very helpful in keeping our stacks in great condition, helping with crafts, displays, and some storage projects.
- Anecdotes: When a four year old was told that we were fixing the room to make it even better, he replied: "How could it be better?"

Teen Programs

- Lots of 5th and 6th graders continue to come into the Teen Room in the afternoons to use the computers or sometimes do homework. They seem to like the open space and freedom to spread their things out at the tables.
- A group of high school students have been coming in semi-regularly and like to play chess. Since I always have board games out (but not chess), I borrowed a chess set from Children's whenever they came in so they could play.
- A new tween patron came in on a Wednesday evening to get her first library card. She had no idea there was a teen room here and said she would "definitely" come by some time after school. The very next day, she brought 3 friends to the Teen Room and they spent some time hanging out and making lanyards together!

Adult Programs

- **Friday coffee:** Many patrons who are self-described to be "not regulars" mentioned they came by specifically for the coffee, most of whom ended up staying for at least half an hour talking to other attendees or sitting to read periodicals.
- **Drop-in tech help:** Most of the patrons who attend end up having multiple questions that can be solved/addressed in one go. This is especially helpful for tech since many issues are interconnected!

- **Tax help:** Incredibly popular and in high demand--even with little to no advertising or mention to patrons who weren't already aware of the program, every slot was filled by mid-March.

General Statistics	09/24	10/24	11/24	12/24	01/25	02/25	03/25	4/25
Number of patron cards	10,117	10,128	10,094	9,939	9,671	9,451	9,250	9,126
Books added to collection	617	719	248	461	316	398	274	716
Circulation of in-library materials	11,737	11,991	12,058	10,461	11,065	10,057	11,828	11,359
Circulation of digital materials	4,484	4,973	4,924	5,203	5,303	5,226	5,155	6,591
# of programs	36	57	49	46	47	55	54	51
Program attendance	699	1,502	934	791	804	1,011	906	987
Door count	2,740 (lower only)	4,025 (lower only)	6,305 (lower only)	5,618 total 3,031 lower 2,587 main	6,323 total 3,008 lower 3,315 main	5,226 total 3,008 lower 2,687 main	7,289 total 3,443 lower 3,846 main	6,826 Total 3,446 lower 3,380 main

Discussion of Director's Report

There is a meeting next week with the Compensation Committee to review the Technical Service Assistant position. Wesley Sueker, Head of Adult Services has given notice with a departure date of June 1st. It was noted at this week's town meeting of the approval of the Library budget and MMEU contract. There was discussion on the presentation of options and funds to address the sound issues in the Maker's space and Teen rooms. It was agreed to start with panels and further discuss drapery and storage options.

The Director will be attending the upcoming MLA conference.

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

1. Reinstallation of plexiglass at Eveleth School - American Plate and Auto Glass Co, 1,980.76
2. Spring Lawn Clean up - Dematos - \$2,980 (reduced from original invoice of \$3,480)

3. Spring clean-out - Flannery's - \$580.00
4. Adirondack-style rocking chairs - Polywood - \$1,276.00
5. Deposit for work in Children's Room - Dan the Electrician - \$3,000 (Killam fund)
6. Approval up to \$6,200 for sound panels for Maker's Space

The motion was amended, seconded and approved to include payment to join the Chamber of Commerce for \$175.

The Motion was seconded and approved by Roll call vote:

Gary Amberik	Yes
Jen Jewell	Yes
Kathy Barker	Yes
David Ross	Yes

CHAIRMAN'S REPORT:

The next meeting will include an executive session to review Director's performance. Performance evaluation information will be shared in advance.

FRIENDS REPORT:

At the Annual Meeting on April 28, 2025 officer changes included Collen Polk as President and Kathleen Waslov as Treasurer with Chris Arren as Secretary. A summary of accomplishments included transition management from Brook Rd to Pleasant St, Funding for museum Pass and Adult programming. While book sales were down the last two 1 day sales netter higher income than the previous 3 day events. Membership is also down. Ending Balance financials at \$9,143 with net cash out of -\$3,137. Goals for 2025 include filling vacant membership Committee head, quarterly donation drives and book sales and deploying new pool of interested volunteers.

The Friends held a pop-up mini book sale at the COA on May 5th. Programming work continues with May 31st 2PM for Janet Parnes event of historical portrayal of Deborah Sampson Revolutionary war hero.

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

The meeting was adjourned at 6:39 p.m.

End of Meeting Minutes