



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 – January 6, 2025

Attendees:

Trustees: Gary Amberik, Deb Payson John Williams, Kathy Barker, and Jennifer Jewell

Absent: David Ross

Director: Kimberly Grad

Published agenda:

- L. Approval of December9, 2024 Minutes/VOTE
- II. Director’s report – Policy Update / Programs
- III. Report from the Chair
- IV. Building Renovation Committee Update
- V. FRIENDS UPDATE

Next Board Meeting February 3, 2025

CALL TO ORDER

The meeting location was held by zoom and called to order at 6:05 pm. Motion to approve the Minutes for the meeting on 12/9/2024.

Roll Call Vote	
Gary Amberik	Yes
John Williams	Yes
Jen Jewell	Yes
Kathy Barker	Yes
Deb Payson	Yes

Motion seconded and approved.

DIRECTOR’S REPORT:

Holiday Closings

Closed on January 20 for Martin Luther King Holiday

Building updates

Training on Viking controls is scheduled for 1/16.

Lighting controls are under observance for repair and function. Service is scheduled for 1/9.

Still waiting to hear from GGD regarding their assessment of the water hammer situation. We are evaluating service contract options for the HVAC system with regard to the FY26 budget.

Clean up projects: Eveleth and Storage Room

Design and production of Outdoor Open/Closed Signs is in progress

Policy Reviews

Display Policy

Minor update to Programming Policy

Binders have been assembled for all service points

FY26 Budget update

Scenarios will be reviewed with the Town Administrator and Finance Director the afternoon of January 6, 2025. \$1,148.68 remains in the Override Fund which will be applied to a future invoice related to the Renovation Project.

Programs

January programs will return with a focus on wellness for adults, gaming for teens and early literacy for children (with the addition of a new playgroup for school-age children).

Kim is in the process of developing a budget plan for grant-funded programs.

General Statistics	September 2024	October 2024	November 2024	December 2024
Number of patron cards	10,117	10,128	10,094	9,939
Books added to collection	617	719	248	461
Circulation of in-library materials	11,737	11,991	12,058	10,461
Circulation of digital materials	4,484	4,973	4,924	5,203
# of programs	36	57	49	46
Program attendance	699	1,502	934	791
Door count	2,740 (lower only)	4,025 (lower only)	6,305 (lower only)	5618 total 3031 lower 2587 upper

Discussion on Director's report:

The work of the Building Renovation Committee (BRC) has concluded with responsibilities now moved to the Board. New carpeting and slope correction in front lobby was completed by

Capital Carpets. Invoice of \$4,537 was approved with payments from Discretionary Funds and Override fund.

Roll Call Vote to approve:

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

Policies reviewed

The Display Policy and Programming Policy were reviewed and approved as amended.

Roll Call Vote

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

The Director is having a meeting with Town on 2026 Budget and is requesting additional funding for staff including temporary assistant at front desk, part time custodian and materials to manage to the State funding materials budget requirements.

The Carten gallery will have a new exhibit of work by Robert Hendrix called Splash with an event to meet the photographer on Feb 10th. A quilt show is scheduled for the next display.

There will be a meeting on Feb 13th to solicit Volunteers for library.

CHAIRMAN'S REPORT:

There was discussion on the building items previously mentioned in the Director's report and ideas on possible recognition for the general public's consistent library attendance.

FRIENDS REPORT:

The Friends meeting on Dec 17th reported on progress on membership renewal, work on free little library, sponsorship of the MBLC Legislative Committee breakfast meeting. Work continues to solicit volunteers including discussions with the APLF. A book donation day and sale dates are under consideration for March. The date of the Annual Meeting is April 2, 2025.

APLF Report:

The director and Foundation representatives are meeting with the Town on fund approval from the Killam Fund. The Foundation is working on an event May 18th for Books in Bloom. The next meeting on March 19th will provide an update on financial reporting and fundraising results.

The date for the next Board of Trustee meeting is February 3rd.

Motion to adjourn. Motion seconded. All approved.

Roll Call Vote

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

The meeting was adjourned at 7:05 p.m.

End of Meeting Minutes