



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 – February 3, 2025

Attendees:

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

Absent: None

Director: Kimberly Grad

Published agenda:

- L. Approval of January 6, 2025 Minutes/VOTE
- II. Director's report – Policy Update / Programs
- III. Report from the Chair
- IV. FRIENDS UPDATE

Next Board Meeting March 3, 2025

CALL TO ORDER

The meeting location was held by zoom and called to order at 6:03 pm. Motion to approve the Minutes for the meeting on 1/6/2025.

Roll Call Vote:

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

Motion seconded and approved.

DIRECTOR'S REPORT:

Holiday Closings

- Closed on February 17 for President's Day
- 2025 Holiday closing were reviewed and align with other Town departments

Staff

- New Part Time Senior Library Assistant starts this month

Building updates

- Lighting programming is nearly complete with one final adjustment scheduled for March 6th.

- GGD/ water hammer question is still open.
- Clean up projects/ Municibid auctions at - 3 Brook Road - and Storage Room at 235 Pleasant Street

Pleasant Street

- Design and production of outdoor Open/Closed Signs is in progress
- Signage for A-Frame shelves on Main floor also in development
- Light poles on the front lawn?
- Aunt Flow Period products have been purchased and will be installed in all public restrooms
- Shelves ordered for circulation processing room.
- Range finders/ adjustments are underway

Policy Reviews

- Home Delivery Policy
- Meeting Room Policy - revision

FY26 Budget update

- State of the Town scheduled for February 5, 2025
- Meeting with Fin Com - to be scheduled in early March

Town Report

- Due February 7
- Will include a few photos from the newly renovated library

Funding

- Shattuck Memorial Fund proposal due February 7, 2025
- Kim is working on a comprehensive guide to Special Funds history and use restrictions

Programs

- "Grant Memos" have been dispersed to Children, Teen and Adult Departments for general programs, makerspace development, development of memory kits, and support for the deaf and hard of hearing community.

General Statistics	September 2024	October 2024	November 2024	December 2024	January 2025
Number of patron cards	10,117	10,128	10,094	9,939	9,671
Books added to collection	617	719	248	461	316
Circulation of in-library materials	11,737	11,991	12,058	10,461	11,065
Circulation of digital materials	4,484	4,973	4,924	5,203	5,303
# of programs	36	57	49	46	47
Program attendance	699	1,502	934	791	804
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

Discussion on Director's report:

Director shared the update that the MBLC is encouraging libraries in Massachusetts to invite their patrons to share their story of how the library has helped them. As part of the [FY2026 Legislative Agenda](#)'s theme of Empowered by Libraries, their stories will be shared with state representatives and legislators to demonstrate the importance and impact of our Commonwealth's libraries during the legislative budget season and beyond.

The library will no longer have early closure days as the impact to calculating hours/pay changes is too complicated. Work continues on the warranty management so as to ensure all new items are in service and working order before expiration. Positive impact on cost reduction via elimination of separate Comcast billing as NOBLE is agreeing to support building necessary on line support in addition to email and internet servicing.

Director provided an overview of special funds budget management provided to APL librarians to manage the amounts and scope of use of special funds. Financial management remains the same with the Town process and director sign off. More coding will be instituted to best manage and analyze the impact, servicing and marketing of these additional programs.

The Shattuck request letter was reviewed with suggested revisions.

The draft town report was reviewed with additions suggested on noting the Trustees and additional description of library improvements. It was noted that statistics on the library are reported in Clear.gov.

There was a reminder to update trustees' conflict of interest training.
An update was provided on the upcoming Legislative breakfast on Feb 7th.

Policies reviewed

There was agreement to research additional clarification on the draft Home Delivery Service Policy regarding definitions, COA support, town oversight and considering a trial program so as to properly assess impacts to servicing and access.

Revisions to the Meeting Room Policy related to priority setting were discussed with agreement to include Driftwood Garden club as a library group and to enable the Directors' sufficient discretion in allowing earlier bookings as necessary for library business.

Roll Call Vote to approve meeting room policy amendments as discussed:

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

Roll Call Vote to approve invoice for Aunt Flow Period products of \$1,816 via the LMEG state aid fund for the cost of these machines.

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

CHAIRMAN'S REPORT:

A reminder that the Legislative Breakfast is this Friday, February 7th at 8:00am. All Trustees are encouraged to attend if available.

FRIENDS REPORT:

Volunteer day is scheduled on Feb 12. A book donation day and sale date is scheduled for March 22. The date of the Annual Meeting is April 2, 2025.

APLF Report:

The Foundation is working on an event May 18th for Books in Bloom. Communication will be addressed to include Liaison as changes are made within the APLF.

The date for the next Board of Trustee meeting is March 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
David Ross	Yes

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

End of Meeting Minutes