

DIRECTOR
KIMBERLY A. GRAD



TRUSTEES
GARY J. AMBERIK, CHAIR
JOHN WILLIAMS, VICE
CHAIR
KATHY BARKER,
SECRETARY
MARJORIE NORMAN
DAVID ROSS
KATHLEEN WASLOV

Abbot Public Library Board of Trustees
Meeting Minutes – August 4, 2025

Attendees:

Trustees: Gary Amberik, Kathy Barker, John Williams, David Ross, Marjorie Norman

Attending by ZOOM: Kathleen Waslov

Director: Kimberly Grad

Meeting available via zoom

Published agenda:

- L. Approval of July 14, 2025 Minutes/VOTE
- II. Director's report – Staff updates / Project Update / Invoice Approval
- III. Report from the Chair
- IV. FRIENDS UPDATE

Next Board Meeting September 8, 2025.

CALL TO ORDER

The meeting location, held by zoom and at the Library was called to order at 6:02 pm. Motion to approve the Minutes for the meeting on 7/14/2025. The Motion was seconded and approved by vote:

Gary Amberik	Yes
Kathy Barker	Yes
David Ross	Yes
John Williams	Yes
Marjorie Norman	Yes
Kathleen Waslov	Yes

DIRECTOR'S REPORT

Upcoming Schedule & Staffing Updates

- Interviews for the part-time custodian position started today, August 4.
- Reminder: We'll be closed for professional development Thursday, August 14.

Financials

We are currently experiencing delays in processing invoices due to the Town of Marblehead's implementation of a new procurement process (using the Munis platform).

Building Updates: Summer Projects in Progress

- Memorial plaques for named spaces are in production.
- Still waiting for brackets for the outdoor Open/Closed signs
- Drapes are in production for the Makerspace.
- Still working on the front electrical box placement project/ front lawn lights

Policy Review

A revised Borrowing Policy is attached. This was initiated due to NOBLE's updated policy and a change in the Library of Things. A revised Library of Things agreement form is attached for reference

Miscellaneous

- Fourth grader Fletcher Crandall will join us as our SPUR Librarian for the Day on August 6. We will be sure to post on social media.
- New exhibit in the Carten Gallery: Linda Lee Bertrand (Reception is August 9 from 2-4 pm)
- Two budgets were recently shared with staff: FY26 Programming Budget and the FY26 Materials Budget.
- With our new Technical Services Supervisor now on board, we have resumed ordering with Baker & Taylor.
- We have a meeting with the Second Century Fund Board at the end of September.
- Reimbursement request: Simmons University Children's Literature Institute July 25-27, 2025

In Progress

- With funding from the Chun Family Fund, plans for partnership programming with Peabody Essex Museum in honor of their Korean Art Exhibit is in progress.
- I am meeting with Julia Ferreira, Assistant Superintendent of Teaching and Learning to discuss outreach opportunities.
- September programs include a Friends Book Sale on September 20 and a library card drive in honor of ALA's Library Card Sign Up Month.

General Statistics	01/25	02/25	03/25	4/25	5/25	6/25	7/25
Number of patron cards	9,671	9,451	9,250	9,126	9,011	8,966	8,959
Books added to collection	316	398	274	716	605	211	268
Circulation of in-library materials	11,065	10,057	11,828	11,359	11,349	11,320	13,337
Circulation of digital materials	5,303	5,226	5,155	6,591	6,508	6,984	5,236
# of programs	47	55	54	51	60	49	29
Program attendance	804	1,011	906	987	1,004	955	532
Door count	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)	6,241 total (3,163 lower & 3,078 main)	6,612 total (3,312 lower and 2,850 main)	6,912 total (4,127 lower & 3,312 main)

Discussion of Director's Report

The Borrowing Policy was reviewed and discussed with Motion to approve as presented:

The Motion was seconded and voted as approved.

Gary Amberik	Yes
Kathy Barker	Yes
David Ross	Yes
John Williams	Yes
Marjorie Norman	Yes
Kathleen Waslov	Yes

There was a Motion for approval for \$640 as reimbursement to the director for attending the Simmons University Children's Literature Institute "Are We There Yet," in July 2025. This will be funded from the Sorenson fund.

The Motion was seconded and voted as approved.

Gary Amberik	Yes
Kathy Barker	Yes
David Ross	Yes
John Williams	Yes
Marjorie Norman	Yes
Kathleen Waslov	Yes

In addition, there was discussion on progress on cleaning up Max's Garden. Two patrons have taken up the use of the home delivery program. More inquiries are coming in on use of the Carten Gallery space. Discussion have been initiated with PEM on programming possibilities with their current Korean exhibit. The director will talk with staff on reference desk signage.

CHAIRMAN'S REPORT

The Town Charter Committee published a draft and Gary will circulate. Gary will invite the committee to the next board meeting

FRIENDS REPORT

The next book sale is tentatively scheduled for Saturday, September 20, 2025. Book donation drop off will be held on Wednesday, September 17. Set up will be on Friday, September 19, at 10:30 a.m. The last Friends' Board Meeting was dedicated to organizing the storage area in preparation for the September book sale. Programming work continues with Jane O'Neil and Pam Petersen in the spring.

APLF

Their meeting is next month. Research is ongoing on the past naming of the Marblehead room. There was a Motion to adjourn. Motion seconded. All approved.

The meeting was adjourned at 6:54 p.m.

End of Meeting Minutes