



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 – September 8, 2025

Attendees:

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

Attending by ZOOM: Kathleen Waslov

Director: Kimberly Grad

Absent: John Williams

Meeting available via zoom

Published agenda:

- L. Approval of August 4, 2025 Minutes/VOTE
- II. Director's report – Staff updates / Project Update / Invoice Approval
- III. Report from the Chair
- IV. FRIENDS UPDATE

Next Board Meeting October 6, 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 8/4/2025. The Motion was seconded and approved by roll call vote:

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

DIRECTOR'S REPORT

Schedule of Service

The library will be closed on October 13 for Indigenous People's Day.

Staff Updates

- We are accepting applications for the part-time custodian position as the position has opened up again.

- The Circulation Supervisor position is also open, and we are accepting applications, as the staff member who held the role has accepted a higher-level position as Head of Access Services at the Frederick Berry Library at Salem State University.
- The Town of Marblehead is conducting a pay and classification study in which employees were invited to fill out a Job Analysis Questionnaire. Surveys are currently being evaluated by MGT. Some staff members will be interviewed by MGT during the weeks of September 22 and September 29. A report should be available by mid-to-late October.
- August 14 - Staff Development Day - The Team Building exercise hosted by Massachusetts Library System (MLS) Consultant Michele Eberle was a success. We had beautiful weather for the whale watch in Gloucester but only saw one whale as the trip was cut short due to a malfunctioning engine.

Financials

- FY25 Financial Report to MBLC October 3, with completion target for signatures of September 29, 2025.
- Town of Marblehead Budgets are due November 30th.
- Second Century Fund - Meeting date has changed from September 30 at 4:30 pm to October 14 at 4:30 pm

Building Updates: Summer Projects in Progress

- Open/ Closed signs
- Drapes - soon to be in production for Makerspace - approvals needed
- Contacted Annese about front lawn light repairs
- Maintenance

Database acquisition:

We have acquired the following GALE databases to give middle and high school students more options as these particular items are no longer available through MBLC:

1. Peterson's Test Prep
2. Gale in Context: Biography
3. Gale in Context: US History
4. Gale in Context: Science
5. Gale Health & Wellness

Fundraising/ projects with the Abbot Public Library Foundation:

- The Pflaster family acquired the naming rights to one of the memorial benches at the front of the library - near the book drops - in honor of Joan Rich. The plaque has been produced and installed.

- Three additional plaques are in production and will be installed by mid-October. This includes the Jacobsen tree plaque and the Maclaren memorial bench in the Courtyard and the Scully Salon plaque.

Requesting the Following Motions for Approval:

Accept \$ \$14,430.00, as a grant from the Shattuck Memorial Fund which is to be spent for the following purposes:

- Bulletin boards made of sound-proofing material (OnBoard Interiors): \$6,610.00
- Sound-proofing draperies (Simply Windows): \$6,567.16
- Makerspace cart by Gratnells (Hertz Furniture): \$1,619.00

Purchases using the Override Fund:

- \$318 - Ikea - includes shipping - for 2 small bookshelves, extra furnishings for the Technical Services Department.
- \$390.00 - Bartlett Tree Experts - 2 treatments for trees damaged during the renovation
- \$1,686.00 - Britt Decker, Salty Dogwood for Scully Salon plants
- \$634.15 - National Business Furniture for the Event Center stacking chair dolly.

Allow the Library's Event Center to be scheduled for meetings on Tuesday and Thursday nights between 6 and 9 pm. This will be possible once we have hired a new part-time custodian.

Declare the following items as surplus as they are no longer needed for municipal purpose and are available for disposition in accordance with MGL Chapter 30B and the Town's policy on surplus equipment:

- (4) green cushion-topped benches
- Interior awning
- Bust of Tennyson
- (2) Human Scale grey office chairs (Human Scale)
- HP LaserJet P3005dn b&w printer
- Brother HL-3170CDW color printer
- (2) TN221BK Toner cartridges for the Brother HL-3170CDW color printer
- (1) TN221 3 pack of Cyan/ Magenta/ Yellow

The Director will consider researching options for 2-3 benches for the Carten Gallery and Lower-Level Lobby for the next Shattuck Memorial Fund Grant opportunity.

Allow the Director to consider the following funding options from the Second Century Fund:

- Hotspot renewal program (22 in service)
- Overdrive Funding - NOBLE
- iPads for circulation via the Library of Things
- Replacement desktop computers for staff and patron use

In the Carten Gallery:

Linda Lea Bertram's colorful seascape exhibit closes Friday, September 12. This will be followed by the installation of the work of Don Hammontree the next day. Don's exhibit officially runs from September 22 to October 31, with a meet-the artist reception on October 15 at 7 pm.

Summer Reading Program Highlights:

Teen Room

As part of her mitzvah project, library regular and high school freshman Maya asked to partner with the library. At the beginning of August, she dropped off 15 crochet kits as part of a community initiative, inviting people to make toy octopuses (octopodes?) for preemie babies. Participants have until mid-September to bring their finished projects back to the Teen Room. As of August 30, there are only three kits left! We're hoping to see lots of completed toys return.

"You know it's a good manga when the book is as long as your thumb! Is this new? Am I the first person to read this? Sick." - Feedback on new Manga addition, [Cells at Work!](#)

In person programs were sleepier than usual this month with lots of students away for the summer. Despite this, lanyard freebies were still extremely popular, and the basket hit empty more than once! The keychain fidget program only had three attendees during the scheduled time, but several middle grade visitors caught a glimpse of some examples after the fact and returned later to make their own.

Children's Room:

A total of 213 children signed up for the Summer Reading Program. Every time a child finished reading 10 books, they received a prize of a free book to keep from our prize cart. 280 free prize books were given away! Several parents told us that the free book incentive was the "only thing keeping them reading" this summer. 53 children turned in reading logs and their names were entered into the raffle for gift certificates from Saltwater Books. 2,803 books were read in total during the summer by participants.

A 12-13 year old video gamer at our public PCs came running up the last week before school and threw his arms around me and gave me a great big hug. He had been at camp for 7 weeks and said "I missed you"!

Adult Summer Reading highlights:

We had record numbers of participants this year. 150 Adult Summer Reading Cards were ordered. 100 were given out. 70 were filled out and returned.

FY2025 Data for Massachusetts Annual Report Information Survey (ARIS)		
	FY25	FY24
Holdings: Total Physical Materials	65,466	63,481
Total Print Book Circulation	120,844	85,674
Use of Electronic Material	67,832	44,917
Total Collection Use	205,087	217,536
Total hours open to the public	2,501	1,984
Total number of programs	486	421
Total program attendance	8,840	8,505
Number of registered borrowers	9,241	10,254
Number of Public Internet users	3,276	1,196
Number of times meeting rooms were used	2,826	262

Abbot Public Library General Statistics (2025)								
General Statistics	01/25	02/25	03/25	4/25	5/25	6/25	7/25	8/25
Number of patron cards	9,671	9,451	9,250	9,126	9,011	8,966	8,959	8,933
Books added to collection	316	398	274	716	605	211	268	416
Circulation of in-library materials	11,065	10,057	11,828	11,359	11,349	11,320	13,337	12,736
Circulation of digital materials	5,303	5,226	5,155	6,591	6,508	6,984	5,236	6,566
# of programs	47	55	54	51	60	49	29	46
Program attendance	804	1,011	906	987	1,004	955	532	1205*
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)	6,767 total (3,961 lower & 2,806 main)

Discussion of Director's Report

Three interviews are scheduled for the custodian position. Circulation position will be first posted internally. Work will begin on organizing for upcoming strategic planning. A review possibly will need to be incorporated in the budget as result of town classifications.

There was a Motion for approval was made to accept \$14,430.00, as a grant from the Shattuck Memorial Fund as described in the director's report. The Motion was for seconded and voted as approved.

There was a Motion for approval of invoices by director of \$3,028.15 to be funded by override account.

The Motion was seconded and voted as approved. Roll call vote:

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

There was a Motion for approval to allow the Library's Event Center to be scheduled for meetings on Tuesday and Thursday nights between 6 and 9 pm. This will be possible once we have hired a new part time custodian.

The Motion was seconded and voted as approved. Roll call vote:

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

There was a Motion to declare the described items in Director's report as surplus as they are no longer needed for municipal purpose and are available for disposition.

The Motion was seconded and voted as approved. Roll call vote:

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

There was a Motion to approve up to \$1,500 for Director's travel for Caldecott Youth Media award process committee meeting in January, 2026 meetings in Chicago and funded by Sorenson Fund. It was noted that the books submitted to Caldecott Award committee member will be donated to library.

The Motion was seconded and voted as approved. Roll call vote:

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

The Director will consider researching options for 2-3 benches for the Carten Gallery and Lower-Level Lobby for the next Shattuck Memorial Fund Grant opportunity.

The Director is working on signage on reference and circulation desks and will also review an approach for pricing and costing for the copy machine usage. Director will consider a social get together.

CHAIRMAN'S REPORT

The draft Town Charter link will be shared and comments should be returned before Oct 6th.

The Town of Marblehead is hosting Open Meeting Law Workshop on Wednesday, October 15, 2025 from 5:00 pm – 6:00 pm for all town employees, elected officials and appointed members of boards, committees and commissions.

FRIENDS REPORT

The next book sale is 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. Renewal membership next steps are being initiated.

APLF

Their meeting is in September next month. Research is ongoing on the past naming of the Marblehead room. The Director will be presenting a budget of items to request.

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

The meeting was adjourned at 7:40 p.m.

End of Meeting Minutes