



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 – February 2, 2026

Attendees:

Trustees: Gary Amberik, Marjorie Norman, Kathleen Waslov, John Williams

Director: Kimberly Grad

Attending by Zoom: Kathy Barker

Absent: David Ross,

Meeting was available via zoom

Published agenda:

- L. Approval of January 5, 2025 Minutes/VOTE
- II. Director’s report – Staff updates / Project Update / Invoice Approval
- III. Report from the Chair
- IV. FRIENDS UPDATE

Next Board Meeting March 2, 2025.

CALL TO ORDER

The meeting location at the Library and held by zoom was called to order at 6:08 pm. Motion to approve the Minutes for the meeting on 1/5/2026. The Motion was seconded and approved.

ROLL CALL VOTE

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

As one member is attending by Zoom, roll call voting is required.

DIRECTOR’S REPORT

Service Schedule

We will be closed on Monday, February 16 for Presidents Day.

Staff Updates

- February 5, 2026 - Staff training on community friendship with Dottie Foley of Northeast Arc.

- 2 openings: Part time custodian and Part time Youth Library Assistant.
- Both Jane Wolff and I will be attending the ALA Annual Conference June 25-29, 2026 in Chicago.

FY27 Budget

- January 28 - State of the Town Address: We were asked to provide a level-funded budget for salaries and operations to the Town of Marblehead in November. We are now learning that the Town is struggling to meet those numbers. We may need to be prepared for some difficult financial challenges, although a potential override would change that outlook quite a bit.
- Over the next 13 weeks, I'll be meeting with Town Administrator Thatcher Kezer, Finance Director Aleesha Benjamin and the Town's Finance Committee to work through the next steps. The goal is to have a balanced budget ready for the May 4 Town Meeting.

Abbot Public Library Foundation update

- The annual appeal did not get sent as planned in December 2025. They are planning to send an appeal in February that will include a call for advocacy volunteers to help plan the 150th Anniversary campaign.
- The next meeting will take place on March 18 at 6:30 pm in the Marblehead Room.

WinterFest, Saturday February 7, 2026 - 10 am to 4 pm

- Volunteers from the APLF, Friends and Trustees will attend. Programs will include:
 - Imagination Playground in the Event Center
 - Games and activities in the Children's Room
 - A book swap in the Gallery
 - Games, Puzzles and Coffee in the Scully Salon

2026 Legislative Breakfast: Friday, February 27

- The Northeastern Massachusetts Libraries Legislative Breakfast will take place on 8 to 9:30 a.m. Friday, February 27th at the Melrose Public Library, 69W Emerson Street in Melrose. Please RSVP to legislative@noblenet.org by February 24th. Please see the attached invitation.
- Parking is available in our primary parking lot on West Emerson, and a small back lot on Lake Avenue. Parking is also freely available on West Emerson and the surrounding streets, as well as a municipal lot behind Memorial Hall (about 1/2 block away).

Strategic Planning:

- **Thursday, April 2, 2026** – Note new date for focus groups is April 2, 2026 (Staff will meet with Massachusetts Library System (MLS) Consultant Michele Eberle in the morning, followed by a meeting with selected community members in the evening.

- I plan to attend the following MLS sponsored community chats:
 - April 17 - Mission and vision statements
 - May 8 - Strategic priorities, goals, objectives, and actions
 - June 12 - Community Chat: Graphic design and setting your plan into action

Building Updates

- Annese front lawn light repairs were successful. Next steps include following up with Apex and an electrician.
- Sprinkler repair - Rustic Fire Prevention - to be scheduled

Requesting the following motions for approval:

1. We currently have the following remaining in the Shattuck Fund: \$3,172.00 of \$10,250.00 for Imagination Playground blocks and \$371.47 of \$14,430.00 remaining in Shattuck Fund for Makerspace/Soundbooth Improvements. Since there is not enough in this particular award to fund the approved Makerspace Cart, which went up in price for a total of \$1969, we would like to request approval to use the extra funds from the above Imagination Playground award.
2. We currently have \$ 5,062.25 remaining in the Sorenson Fund. I would like to request approval to use these funds for Kimberly Grad's and Jane Wolff's ALA conference attendance in the following amounts: up to \$2500 for Kimberly Grad and up to \$1,000 for Jane Wolff.
3. Removal of the following items: 5 keyboards, 7 PCs and 2 printers

Discussion of Director's Report

The Director provided an overview of the Caldecott Committee participation. There was discussion on the Town advising of a hiring freeze impacting the replacement of the part time custodian and one staff member. Alternative staffing models was discussed but also with an evaluation the impact to funding if there is not an adherence to minimum servicing levels. More information will be obtained on timing of potential budget impacts after discussion with the Town management. Input will be provided for upcoming survey to include meetings with staff. Recommendations are sought for focus group participants from the community to achieve a cross section of the community's input. There was an update on the photography project for the Sully Fireplace room. Work is being done to frame local artists work with Marblehead Frame Shop with an expected estimate of \$1,700 that will be presented for approval upon receipt of invoicing that will be funded from the Carten Fund. The sound panels are installed and working to minimize noise in Teen space.

There was a Motion for approval of up to \$3,000 from the Sorenson Fund for Kimberly Grad's and Jane Wolff's travel costs to attend the ALA conference In June in Chicago. There was a Motion to approve the removal of the following items: 5 keyboards, 7 PCs and 2 printers for the town to declare as Surplus. There was also a Motion to approve the use the funds of \$1,597.53

from the Imagination Playground award to cover the increased costs Makerspace/Soundbooth Improvements.

All three Motions were seconded and voted as approved.

ROLL CALL VOTE

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

CHAIRMAN’S REPORT

See points above on upcoming Finance committee meetings and building repairs.

FRIENDS REPORT

Upcoming events in the spring:

- February 19 Friends Board Meeting with Allissa Wyant (Adult Services)
- March 18 Book Donation Day
- March 20 Book Sale Setup Day
- March 21 Book Sale
- April 9 Friends Board Meeting prior to Pam Peterson’s *Marblehead in 1776* presentation on April 18.

The Friends plan to support the Winter Fest by serving at a book swap table for children (bring a book, take a book) in the Carten Gallery.

APLF

Work continues on a campaign funding request and upcoming Library anniversary.

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

ROLL CALL VOTE

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

The meeting was adjourned at 7:13 p.m.

End of Meeting Minutes