



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 – March 2, 2026

Attendees:

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

Director: Kimberly Grad

Attending by Zoom: Kathy Barker

Absent: None

Meeting was available via zoom

Published agenda:

- L. Approval of February 2, 2025 Minutes/VOTE
- II. Director’s report – Staff updates / Project Update / Invoice Approval
- III. Report from the Chair
- IV. FRIENDS UPDATE

Next Board Meeting April 6, 2025.

CALL TO ORDER

The meeting location at the Library and held by zoom was called to order at 6:03 pm. Motion to approve the Minutes for the meeting on 2/2/2026. 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 Hours

A change in service hours is requested for the Children’s Room.

Staff Updates

- Teen Librarian on leave from February 16 through May 11

- 3 Part time openings: Custodian, Youth Services Library Assistant, and Page - on hold until FY27

FY27 Budget

- The FY27 balanced budget and scenarios for an Override will be announced at the Select Board meeting on **March 4, 2026**. Please see the Town of Marblehead website for details.
- The library's balanced budget will include a \$100,000 cut to the materials budget.
- We will need to seek alternative funding in order to meet the State Aid Materials Expenditure Requirement (MER) depending on whether or not an override passes.

Strategic Planning

- Reminder: Focus groups for staff and community members will take place on **Thursday, April 2, 2026**. The meeting will be facilitated by Massachusetts Library System (MLS) Consultant Michelle Eberle in the morning, followed by a meeting with selected community members at 6 pm. Sandwiches will be served
- The invitation list for the community focus group is in progress.
- See list of possible questions for the community survey.

March programs

- WinterFest will now take place on **March 7, 2026** due to the February 7 storm-related cancellation. 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
 - 3 programs in the Makerspace
 - A book swap in the Gallery
 - Games, Puzzles and Coffee in the Scully Salon
 - Two additional programs will be taking place: a writing workshop and the Seacoast Quilt Guild reception
- 15 programs scheduled for adults (Writers and Readers Open Mic, Cookbook Club, our first classes in 3D printing in the Makerspace, a program on the future of renewable energy co-sponsored by Sustainable Marblehead, Marblehead Municipal Light Department, and the League of Women Voters of Marblehead.)
- 2 programs for Teens, including 3D printing and a grab and go activity
- 27 programs scheduled for children including storytime, crafting programs like beading and origami, a new writing workshop, and chess.
- 2 different drives - children's books and the Bruin's sponsored PJ Drive
- Return of the Seacoast Quilt Guild with their "Almost Spring Show"
- Friends of Abbot Public Library Book Donation Day on Thursday, **March 26**, 12pm to 4pm followed by the Book Sale on Saturday, **March 28**, 10am to 4pm.

Building Updates

- Waiting to hear back from the Town about a contract with a plumber and an electrician.
- Sprinkler repair - Rustic Fire Prevention - in the process of scheduling
- Fence repair may be necessary in Max's Garden due to snow piles - will coordinate with Fairwind Learning Center.
- Driftwood Garden proposal for Max's Garden; Funding proposal will be presented at the next APLF meeting on **March 18, 2026**.
- The new photographs for the Scully Salon are ready for pick-up. Gary and Kathy will hang them on Saturday prior to Winterfest.

Requesting the following motions for approval:

1. Approval of invoice for Marblehead Frame & Art for \$1,787 from the Carten Gallery Fund.
2. Change the service hours in the Children's Room on Mondays, to close at 6 pm.

STATISTICS

This is an informal snapshot of monthly activities. Note that formal data is collected annually for State Aid Certification. Meeting Room use is not included here. Winter program statistics were affected by weather related closures and conditions. Teen programs were cancelled in February as our Teen Librarian was out of the office on FML.

Abbot Public Library General Statistics (2026)														
General Statistics	02/25	03/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	2025 monthly averages	1/26	2/26
Number of patron cards	9,451	9,250	9,126	9,011	8,966	8,959	8,933	8,950	9,207	9,290	9,327	9,186	9,328	9,294
Books added to collection	398	274	716	605	211	268	416	235	466	498	595	417	678	671
Circulation of in-library materials	10,057	11,828	11,359	11,349	11,320	13,337	12,736	11,003	11,017	10,770	10,335	11,348	11,038	9,684
Circulation of digital materials	5,226	5,155	6,591	6,508	6,904	5,236	6,586	5,185	5,316	5,071	5,000	5,678	6,825	6,152
# of programs	55	54	51	60	49	29	46	40	56	47	63	50	48	43
Program attendance	1,011	906	987	1,004	955	532	1,205* *includes Summer Reading attendance: 213 Children, 100 Adult, 25 Teen	671	851	859	1,050	802	704	546
Door count	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)	6,264 total (3,562 lower & 2,702 main)	6,566 total (3,458 lower, 3,108 main)	6,483 total (3,443 lower, 3,040 main)	5,869 total (3,081 lower, 2,788 main)	6,447	6,601 (3,508 lower, 3,093 main)	5,159 (2,658 lower, 2,491 main)

Discussion of Director's Report

The change in service hours for the Children’s room is based on limited attendance, and no programs are planned at that time. Access can be provided if necessary. Evaluation continues on scheduling approaches due to staff absence with overtime and temporary staff may fill in the afternoons. Town Administration advised while there is no official freeze, department heads have been requested to hold off on filling.

Meetings with town administration first advised to submit level funded budgets but then later advised that the budget will have at least a \$100,000 cut. It is expected this will be applied as reduction to the \$168,000 materials budget to now be reduced to \$68,000. Materials include not only books but ebooks, databases etc. A review of the budget of salaries (\$1,196,836) and expenses (\$269,669) was discussed. A review of the state measurements of Service hours (50), MAR, MER requirements and TAMI were discussed. While funds are expected from the Second Century fund, LMEG and some limited Special Funds, there will be a shortfall to cover expenses. The Director has advised the APLF. Initial discussions with MBLC could allow a 45 hour service level as an accommodation and a waiver process, albeit onerous, is available. There were indications that overall an override process may be triggered to fund the town shortfalls. Dates for upcoming town meetings were outlined. An outreach program and strategy will be developed to support and address these budget pressures. There was discussion on seeking participants in focus groups for beginning of the strategic plan – examples to ask for representatives may include COA, realtors, Chamber of Commerce, League of Women Voters, Cultural Council, Rotary Club, SPUR, Friends of Schools and Festival of Arts etc

There was a Motion for approval of Marblehead Frame & Art invoice for \$1,787 and to adjust hours for Mondays in children’s room from 9:30am – 6:00pm

The Motions was seconded and voted as approved.

ROLL CALL VOTE

Gary Amberik	Yes
Kathy Barker	Yes
Marjorie Norman	Yes
David Ross	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:

- March 18 Book Donation Day
- March 20 Book Sale Setup Day
- March 21 Book Sale
- April 11 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
David Ross	Yes
Kathleen Waslov	Yes
John Williams	Yes

The meeting was adjourned at 7:22 p.m.

End of Meeting Minutes