

**DIRECTOR**  
KIMBERLY A. GRAD



**TRUSTEES**  
GARY J. AMBERIK, CHAIR  
JOHN WILLIAMS, VICE  
CHAIR JENNIFER JEWELL  
DEB PAYSON  
DAVID ROSS  
KATHY BARKER

Abbot Public Library Board of Trustees  
Meeting Minutes - December 12, 2023

**Attendees:**

Trustees: Gary Amberik, John Williams, David Ross, Jennifer Jewell (Zoom), Kathy Barker

Director: Kim Grad

Guest: Brigitte Lagoutte (League of Women Voters)

Absent: Deb Payson

**CALL TO ORDER**

Meeting location was the Eveleth facility and via Zoom and was called to order at 6:05 pm.

Motion to approve the Minutes for 11/6/2023. Motion seconded. All approved.

**Roll Call Vote**

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

**DIRECTOR'S REPORT:**

**Service Hours:**

- Upcoming closures: December 25, 2023, and January 1, 2024
- 2024 Holiday Schedule (consider closing early on Wednesday, July 3 and Thursday, November 27)

**Staff Update:**

- Adult Services Librarian Rachael Meneades has been promoted into the role of Head of Technical Services as of December 4, 2023.  
We are accepting applications for the Adult Services Librarian position.
- FY25 Budget: Requesting two Part Time positions: custodian and reference librarian.  
These positions will be discussed at the December 20, 2023, meeting of the Compensation Committee meeting.

**3 Brook Road - Maintenance:**

- We are in the process of purchasing new vacuum cleaners.

**Renovation Projects:**

- Procurement for makerspace items, meeting rooms, digital signage, donor walls, memorial benches, outdoor return bins, and A/V equipment.
- We have also started to purchase furniture.

**Policy Review:**

- We have made a minor change to the Borrowing Policy to allow 1 renewal for DVDs. Motion to approve this change. Motion seconded. All approved.

**Financial:**

- We are in the process of reviewing the private funds as we prepare to use specific funds for purchasing items such as furniture and equipment for the renovation.
- Currently preparing reports on how we currently utilize private funds and what our wish list is for contributions from the APL Foundation.
- Key dates for FY25 budget:
  - January 24 - State of the Town
  - January 28-April 1 - Fin Com liaison meetings and budget hearings
  - May 6 - Town Meeting

**Programs:**

- We are in the process of planning programs at 3 Brook Road through April 13.
- We plan to resume programs at 235 Pleasant Street the week of June 17, 2024.
- The application for exhibits at the Carten Gallery will open in January or February 2024.
- We have submitted end-of-the year recommendation lists to Will Dowd at the *Marblehead Current*.

**General Statistics Report:**

*(Note that this is an estimate for discussion only. Official statistics are gathered for the ARIS report at the close of each fiscal year.)*

<b>Statistics for Monthly Director's Report</b>	<b>Feb. 2023</b>	<b>Mar. 2023</b>	<b>April 2023</b>	<b>May 2023</b>	<b>June 2023</b>	<b>July 2023</b>	<b>Aug. 2023</b>	<b>Sept. 2023</b>	<b>Oct. 2023</b>	<b>Nov. 2023</b>
Number of patron cards	9,525	9,570	9,613	9,684	9,769	9,797	9,906	9,963	9,987	10,037
Books added to collection	327	687	599	442	915	334	520	689	426	417
Circulation of in-library materials	8,656	9,198	9,610	9,933	11,038	11,447	12,467	10,435	9,640	9,189
Circulation of digital materials	3,975	4,394	4,208	3,897	3,965	4,256	4,839	4,578	5,043	5,203

<b>Programs and Attendance</b>	<b>Mar. 2023</b>	<b>April 2023</b>	<b>May 2023</b>	<b>June 2023</b>	<b>July 2023</b>	<b>Aug. 2023</b>	<b>Sept. 2023</b>	<b>Oct. 2023</b>	<b>Nov. 2023</b>
# of children's programs	29	13	19	28	16	21	21	23	21
Attendance at children's programs	432	275	527	1,476	331	815	567	677	491
Children's room walk in attendance	1,369	1,227	1,303	1,810	1,601	2,065	1,096	1,422	1,195
# of teen programs (structured)	4	3	2	3	3	2	2	2	0
Attendance at teen programs	19	4	3	50	3	8	3	0	0
Passive teen programs	3	3	3	5	4	5	4	4	1
Passive teen program engagement	42	62	44	117	42	28	14	66	12
# of adult programs	22	18	20	18	11	15	22	14	19
Attendance at adult programs	283	244	263	110	53	111	147	54	117
Summer Reading Kickoff Event				250					

## **CHAIRMAN'S REPORT:**

### **Renovation Updates:**

- Gary shared photos showing the status of the atrium area, meeting room ceiling light fixtures going in, the “Hub” area, the paved parking lot, the tiling floor in the Carten Gallery, the new metal gates for the garden and the paving.
- The following have been agreed: finishes, carpets, millwork, counter tops, accent wall, furniture finishes, study desks, chair and cushions, lounge chairs, fireplace room chairs, tables and chairs for the meeting rooms, the “Make-a-Space” metal tables with butcher block tops, and adjustable desks for the staff area.

#### **Invoices:**

Reviewed the most recent invoices:

- LD Russo for this month - \$738,414.16.  
Major items this month: supervision management, construction manager’s fees, labor, sitework, driveway paving, landscaping, roofing, cupola, fiber-glass guttering, stone, hardware for the glass meeting rooms, acoustic tile gridwork, dry-wall finishing, fire protection, plumbing, HVAC radiant heating panels, cupola insulation, pads for book drop-boxes.
- CHA for Nov/Dec \$14,200.
- Wakefield (storage) - \$700.

Motion to approve the invoices. Motion seconded. All approved.

#### **Roll Call Vote**

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

#### **Work Completed and Cost to Date:**

As of the past week we are ~64% complete, and on schedule and on budget.

#### **FRIENDS UPDATE:**

- The December Book Sale brought in ~\$700.
- Donations for the gift basket brought in ~\$350.

#### **FOUNDATION UPDATE:**

- Donor Wall: Donors who have given \$5K or more are being contacted to confirm details for the plaque.
- The Summer Gala netted \$175K.
- The *Marblehead Weekly* insert netted \$14K.
- The APLF is working on the strategic plan with a goal of \$10M.
- A gala for the significant donors is planned for Friday, June 14<sup>th</sup> at the Pleasant Street library location.
- A *Little Library* “Run/Walk” is planned for Sunday, June 16<sup>th</sup>.

The date for the next meeting is 1/9/2024.

Motion to adjourn. Motion seconded. Approved unanimously at 7:33 p.m.

**Roll Call Vote**

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

End of Meeting Minutes