



Abbot Public Library Board of Trustees
Meeting Minutes - November 6, 2023

Attendees:

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

Director: Kim Grad (Zoom)

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 6:02 pm.
Motion to approve the Minutes for 10/2/2023. Motion was seconded. All approved.

DIRECTOR'S REPORT:

Service Hours:

- We closed on Saturday, October 28 due to low staffing (due to illness).
- Open November 25 after filling position
- Upcoming closures:
 - ☐ November 10 and 11 for Veteran's Day
 - ☐ November 22 (5pm), November 23 and 24 for Thanksgiving

Staff Update / Professional Development:

- "Everyone Serves Youth" Training is scheduled for Thursday, January 18, 2024
- We are interviewing for the Head of Technical Services position which has been vacant since October 11.

3 Brook Road – Maintenance:

- We discovered a broken glass window in the program room on Monday, October 16 and it was replaced with plexiglass the next day.
- The boiler continues to be challenging, but Combustion Services has been responsive to our service calls when any minor adjustments need to be made at this point in order to ensure a working heating system.

Renovation Projects:

- Procurement for makerspace items, meeting rooms, digital signage, donor walls, memorial benches, outdoor return bins.
- We will need to make some decisions soon about the A/V systems and the vendor.

Budget:

- The FY25 budget is due Monday, November 13 for review by the Finance Department. We were asked to increase salaries by 2% and to account for the step system of salary increases. In this budget we will be asking for the following:
 - A part time custodian
 - A part time reference librarian
 - An increase of about \$12,000 in the Technology budget.
 - We will add the required information to eventually add to the CIP request to replace one section of the roof at 235 Pleasant Street.
- The APLF has asked for an enhanced Special Funds report included here as a draft for your review.
- Reminders of additional key dates:
 - January 24 - State of the Town
 - January 28-April 1 - Fin Com liaison meetings and budget hearings
 - May 6 - Town Meeting

Outreach, Programs, and Website:

- We participated in the Scarecrow Stroll October 16 and Pumpkin Illumination at the Lee Mansion October 26.
- Reminder: to accommodate our move back to 235 Pleasant Street, our last day of programs/ meeting room reservations will be Saturday, April 13.
- October Teen highlights include getting over 30 (34 total) survey responses from MHS teens while they attended a Team Harmony training and volunteered separately for the MHS Day of Service. There is lots of interest in movie screenings, and many teens would like to see Abbot Library content in the form of Instagram Stories.
- The new versions of the Event Calendar and Meeting Room Reservation systems went live just before November 1.

Trustee Training:

- Our newest trustees, Jennifer Jewell and Katherine Barker, attended an MBLC training for trustees. A handy resource for trustees is the “Trustee Handbook”. This is available at <https://guides.mblc.state.ma.us/trustees/home>.
- All trustees are required to take and acknowledge “Conflict of Interest” every two years. Gary will provide the associated renewal dates to the board members.

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.)

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

Note: After discovering an inconsistency, we adjusted the patron card number for each month to reflect data directly from the NOBLE statistics dashboard.

Programs and Attendance	Mar. 2023	April 2023	May 2023	June 2023	July 2023	Aug. 2023	Sept. 2023	Oct. 2023
# of children's programs	29	13	19	28	16	21	21	23
Attendance at children's programs	432	275	527	1,476	331	815	567	677
Children's room walk in attendance	1369	1227	1303	1,810	1,601	2,065	1096	1422
# of teen programs (structured)	4	3	2	3	3	2	2	2
Attendance at teen programs	19	4	3	50	3	8	3	0
Passive teen programs	3	3	3	5	4	5	4	4
Passive teen program engagement	42	62	44	117	42	28	14	66
# of adult programs	22	18	20	18	11	15	22	14
Attendance at adult programs	283	244	263	110	53	111	147	tbd
Summer Reading Kick off Event				250				

CHAIRMAN'S REPORT:

Renovation Updates:

- Activity coming up is the paving of the parking lot, drainage/grading of that area and light fixture bases. The objective is to complete the paving before 11/15/2023.
- Inside the building there is drywall going on, HVAC system final piping, 2 new boilers going in and piping within the next two weeks. The next milestone is the ceiling grid in and then installing light fixtures over the next 2-3 weeks, and an irrigation contractor will be on-site next week to do the garden and front area.
- We have hired a security vendor we have worked with before. Cameras and wiring have been roughed in.

Invoices:

Reviewed the most recent invoices:

- LD Russo for September - \$801,335.41. This is our single largest to date.
Major items this month: supervision management, construction manager's fees, sitework, soffit and guttering, gypsum wallboard framing and finishing, fire protection (3 floors), plumbing installation and insulation, boilers and accessories, refrigerant piping, temperature controls, electrical, attic work and feeds for the new mechanical equipment, the new generator, floor tile purchased and in storage, stored material charges for millwork and counters.
- Wakefield (storage) - \$700.

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

Work Completed Cost to Date:

Work completed to date is \$4.364M. This is just over halfway done.

We are on schedule and on budget.

FRIENDS UPDATE:

- The Friends member reception event on 10/18 was well attended and included presentations on the history of the library (Kathleen) and a renovation update (Gary) as well as a Q&A.
- By-Laws are being worked.
- The Friends annual appeal has gone out.
- A December Book Sale is planned. The date is the weekend of December 9th.



FOUNDATION UPDATE:

- Kim has a meeting with the Foundation on 11/16 to go over donor signage and memorial benches.
- The \$1M check presentation by the APLF to the town will be on November 14th in Abbot Hall. Trustees are invited to attend.

OTHER BUSINESS:

- Jen Jewell and Kim have recently completed "Open Meeting" training.
- Kim noted that it is wise to include "APL" at the beginning of the title of any email related to ALP or trustee business that is public record. Also recommended is the exclusive use of a unique email for the same.

The schedule for upcoming meetings: 12/12/2023 (not the 11th) and then 1/8/2023.

Motion to adjourn. Motion seconded. Approved unanimously at 7:02 p.m.

End of Meeting Minutes