



DIRECTOR
KIMBERLY A. GRAD

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KATHY BARKER

Abbot Public Library Board of Trustees
Meeting Minutes - October 2, 2023

Attendees:

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

Director: Kim Grad

Guest: Kathleen Waslov (Friends of APL)

CALL TO ORDER

Meeting location was the Eveleth facility and via Zoom and was called to order at 6:06 pm.
Motion to approve the Minutes for 9/11/2023. Motion was seconded. All approved.

DIRECTOR'S REPORT

Service Hours:

- Due to temperature and humidity index (THI) readings of 81 degrees in the building we closed on September 8 and closed early on September 5,6,7 and 9.
- Upcoming closures:
October 9 for Indigenous Peoples Day
November 10 and 11 for Veteran's Day
November 22 (5pm), November 23 and 24 for Thanksgiving

Staff Update/ Professional Development:

- On October 3 with a staff training, we will begin the process of updating our Events and Room Reservation Management plug-ins, with a goal of going live on our website November 1.
- Kerry Neenan, Community Resource Specialist, will be joining us at our staff meeting on October 5 to deliver an adaptive toolkit that she has developed for local libraries that includes tools such as noise dampening headphones, fidgets, adaptive scissors, page magnifiers, etc. The idea with this initiative is to provide tools and resources for libraries to create more accessible programming. She will also provide a resource guide for libraries with information on ADA requirements, universal design, social stories, sensory spaces, etc.
- We are conducting a staff training in circulation best practices/ customer service on October 12.
- To be scheduled: "Everyone Serves Youth" Training.

- Our Head of Technical Services Lisa Taranto has resigned and is leaving library work to take a position at Labthink, a multinational technology company with headquarters in Jinan, China, and Boston. Her last day is October 11, and she will be the guest of honor at the staff meeting and breakfast on October 12.
- On October 14-15, Assistant Director Morgan Yeo and I will go to Springfield to present “Renovations in Progress: Historic New England Town Saves its Library, at the New England Library Association Conference”. The presentation takes place at 12:30 pm on Sunday, October 15. We will also stop at the East Forest Park branch of Springfield Public Library to view some of the furnishings we are planning to purchase for 235 Pleasant Street. For this trip, we request a total of \$900 to cover expenses (accommodation, meals, and transportation).
Motion to approve this cost. Motion was seconded. All approved.

3 Brook Road – Maintenance:

- Air ionization was started September 15 and will conclude during the first week of October.
- A second DIY Mold Armor test sponsored by the MMEU will be conducted after the ionization is completed. Initial tests confirmed common mold types.
- During the weeks of September 18 and September 25, Combustion Services visited to provide maintenance to the boiler/ heating system. In order to address a steam leak in the boiler they will be installing a new steam trap. Todd Bloodgood confirmed that the School Department will cover this expense. They also checked the unvented blowers and now we have 8 of the 9 working. One of them (in the gym) does not contain a motor, but we do not want to invest in the repair right now.

Funding:

- The Shattuck Fund Fall 2023 application was accepted for \$12,000 toward the purchase of two outdoor book return bins.
- The Second Century Fund approved funding for three self-check scanning stations (\$5,300) and two digital signage screens (\$8,250).
- The Abbot Public Library Foundation’s new website launched last week and has been integrated into abbotlibrary.org.

Renovation Projects:

- Calculations for lineal footage measurements for collection development planning.
- Procurement for maker space, meeting rooms, digital signage, donor walls, memorial benches.

Budget Season:

During the last two weeks of October, I will be concentrating on the FY24 budget via ClearGov, which currently is due November 13 for review by the Finance Department. Additional key dates:

January 24 - State of the Town

January 28-April 1 - Fin Com liaison meetings and budget hearings

- May 6 - Town Meeting

Programs:

- On October 4, 2023, at 6:30 pm, we will host an Introduction to Intellectual Freedom program in partnership with the League of Women Voters.
- Staff members Kara Gallagher and Sandy Sprague have volunteered to participate in the Marblehead October 14 Scarecrow Stroll with an Abbot Public Library-themed scarecrow.
- Sustainable Marblehead Book Club on October 11 followed by Building Local Solutions to Biodiversity Loss: One Pollinator Pathway at a Time on October 14.
- To accommodate our move back to 235 Pleasant Street, our last day of programs/meeting room reservations will be Saturday, April 13.

Outreach:

- Children's Librarian Marcia Cannon and I visited the Brown School on Parent's Curriculum Night on September 14, visiting with about thirty families and making connections with teachers for future class visits.
- Adult Services Librarian Rachael Meneades and Megan Donoghue attended the Council on Aging Health Fair on September 28, visiting with about 72 community 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
number of patron cards	9,525	9,774*	9,841	9,947	9,985	10,025	10,141	10,196
books added to collection	327	687	599	442	915	334	520	689
circulation of in-library materials	8,656	9,198	9,610	9,933	11,038	11,447	12,467	10,435
circulation of digital materials	3,975	4,394	4,208	3,897	3,965	4,256	4,839	4,578

**11,180 including academic libraries with Marblehead patron zip codes.*

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

CHAIRMAN'S REPORT

Renovation Updates:

- Courtyard drainage and lighting, HVAC ductwork, sprinkler system, general lighting, and drywall on-going. The iron gates have been fabricated.
- Trustee Chair (Gary) working with Foundation Chair (EuRim) on \$1M check presentation to the Town from the Foundation around the end October/early November. Guest list being worked.
- A photographer from the Marblehead Weekly News visited last week. A newspaper article planned.
- There will be a fund-raiser request in the local newspapers in the next couple of weeks.

Reviewed the most recent invoice: LD Russo for September - \$444,537.49

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

Friends Update

- Members reception on 10/18 from 6-8 pm. Trustee Chair (Gary) will be speaking on the renovation: photos, what's new, status, budget, schedule, etc.
- Membership Drive this fall. There is a new head of membership (Linda Friedman).
- There will be a mini-Book Drive the weekend of 19th, 20th, 21st. Desirable books are hard-covered fiction, gently used and less than 10 years old.
- Anne McGreevy and Meave Hartney are co-heading the Programs Committee.
- The contact for social media is Whitney Wilkinson.

Foundation Update

- Another event, or small events, are under discussion along with Donor Tours of the Pleasant Street location.

Motion to adjourn. Motion seconded. Approved unanimously at 6:59 p.m.

End of Meeting Minutes