



OBSERVER REPORT

ABBOT LIBRARY BOARD OF TRUSTEES meeting
Monday November 1st, 2021 - 6:30 pm

LWV Observer: Brigitte Lagoutte

Members in attendance: Nancy Arata, Gary Amberik, David Ross, EuRim Chun, John Williams, Ann McGreevy, Kimberly Grad

The meeting took place in person at the Abbot Public Library

1. The Minutes of the October 4, 2021 meeting were approved

2. Abbot Public Library Foundation- APLF

At their recent meeting, the APLF members discussed the mission (what they want to achieve) and the vision (what they want to become), and formed different committees: Fund Raising, Investment, Communication Media, and Governance.

3. Director's Report and financial report:

- The search for an interim space for the library during renovations continues. The Director will speak in front of the School Committee on November 18 to consider options.
- The mask policies of the library continue to follow the ones established by the Marblehead schools. The Board will review again by January 1, 2022.
- The library needs funding of \$15,000 for new technology (new computers, software update, new copier/scanner). All the items bought would be mobile and transferrable into the library after renovations.
- A proposal was made to the Shattuck Fund requesting an amount of \$40,000 to support the rebranding of the library - new logo, new image on business card, marketing templates, etc. A decision will be made soon.
- Further discussion ensued on how to go forward with the branding/marketing initiative with or without foundation support.
- The museum pass program has been launched.
- The building continues to have maintenance problems: flooding in the basement, failure of one boiler, various leaks in the ceiling.

4. Chairman's report:

- A letter will be sent this week to all levels of donors to the Campaign, as an introductory letter from the Director. The plan, in conjunction with the Foundation, is to follow up in the winter with several house parties for specific levels of donors to continue cultivation and stewardship.
- The Trustees have funded a garden bench in honor of Phyllis Smith, which will be installed on the library grounds when all the renovations are completed in 2023.

-The Board approved by vote to have its January, February, and March 2022 meetings on Zoom rather than in person in the library.

-The Trustees are planning to host a Holiday party for the library staff in December at the library. Executive Comm. of the Friends, and the Foundation Board will also be invited.

5. Building Renovation Committee's report:

The contracts for the OPM (Owners Project Manager) and the Architectural firm Johnson and Roberts should be ready for signature by November 15, 2021.

6. Friends of the Library:

- The book sale was a big success generating \$1,500.

- The Friends have a new President, Kathleen Waslov who replaces Sue Ball.

Kathleen Waslov and Ann McGreevy (Trustee) will meet with the library Director on Wednesday to review the by-laws and discuss how to revive membership in the Friends.

The meeting was adjourned at 7:45pm.

Next meeting on December 6, 2021 at the library.