



OBSERVER REPORT

Abbot Public Library Board of Trustees
Monday December 6, 2021- 6:30pm
LWVM Observer: Brigitte Lagoutte

Members in attendance: Nancy Arata, Gary Amberik, David Ross, EuRim Chun, John Williams, Ann McGreevy, Kimberly Grad, Kathleen Waslov.
Meeting on zoom and open to the public.

1. **The minutes of the November 1st, 2021** meeting were approved.

2. **Abbot Public Library Foundation - APLF**

The APLF next meeting will focus on the mission and vision of the Foundation.

3. **Director's Report:**

- Financial Report: Recent problems with the boiler have been fixed. Next financial meeting will focus on new union contract which will affect the budget. Also, some capital will be needed for the transition of the former Coffin School building.

- The current library service hours:

- Monday and Wednesday: 9:30am-8pm
- Tuesday and Thursday: 9:30am-6pm
- Friday and Saturday: 9:30am-5pm
- Sunday: Closed

The library will close at 5pm on Wednesday December 23rd and 30th, and will be closed on December 24th and 25th, 2021, and on January 1st, 2022.

Library Attendance has seen a slight increase.

According to the results of the recent General Survey, library attendees enjoy having the late evening hours and the library programs.

- The policy for laptop checkout and security was presented and approved.

- The Shattuck Fund approved giving \$15,000 for redesigning the library website.
- The document describing the Library Strategic Plan is now finished: the goals will be voted on in January 2022. The Library Strategic Plan goals capture what we have been working on (History, vision statement, mission, etc.) mainly the goal of fostering literacy.

4. Chairman's Report:

Mask mandate remains in place unless and until the schools change their policies. In an abundance of caution, the Holiday Party planned for December 9th has been cancelled. Instead, a breakfast will be offered to the staff at the library, sponsored by the Board of Trustees.

The next 3 Board meeting (January, February, March) will meet via zoom. The donor mailing to over 400 donors received a very good response.

5. Building Renovation Committee:

The status of contracts: the OPM contracts (Owner's Project Manager) have not yet been signed by CHA the building and engineering firm. Gary Amberik will be following up on that immediately.

The library Director would like to have a meeting with the library staff and the architect to make sure they are all on the same page regarding the transition to the former Coffin School as soon as possible. This will be scheduled after the first meeting of the Building Renovation Committee.

6. Friends of the Library:

Kathleen Winslov is now the new President of the Friends. Her goal is to try to reach more people in order to increase the membership. Also, she would like to have a book exchange and will need book donations. She reached out for more thoughts or recommendations from the Trustees.

The meeting was adjourned at 8:25pm

Next meeting: January 3, 2022 via zoom at 6:30pm.