



## OBSERVER CORPS REPORT

### **ABBOT LIBRARY BOARD OF TRUSTEES – November 6, 2023**

Hybrid Meeting

LWVM Observer: Brigitte Lagoutte

Members in attendance. Gary Amberik (Chair), John Williams, David Ross, Jennifer Jewell, Kathy Barker, and Kim Grad (via zoom)

#### **Director's report:**

Library was closed on October 28 due to low staffing (illness)

Upcoming closures: November 10 and 11 for Veteran's Day

November 22 (5pm), November 23 and 24 for Thanksgiving.

November 25: TBD due to possible short staffing.

On January 18, 2024 there will be a training for "Everyone Serves Youth".

The Library is interviewing for the Head of Technical Services position, vacant since October 11.

The temporary Library is still having a problem with the boiler, Combustion Services are called at least once a month, and have been responsive when minor adjustments need to be made.

The Library needs procurement for makerspace items, meeting rooms, digital signage, donor walls, memorial benches, outdoor return bins.

Decisions about the A/V (Audio Visual) systems need to be made soon regarding a vendor.

The budget for the year 2024/25 is due Monday November 13 for review by the Finance Department and the following items needed are:

- a part time custodian
- a part time reference librarian
- an increase of about \$12,000 in the Technology budget
- request will be made to the CIP (Capital Improvement Plan) to replace one section of the roof at 235 Pleasant Street.

**Reminders of additional key dates:**

January 24, 2024: State of the Town

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

May 6: Town meeting

**Outreach Programs and Website:**

The Library participated in the Scarecrow Stroll on October 16, and Pumpkin Illumination at the Lee Mansion on October 26.

As a reminder, in order to accommodate our move back to 235 Pleasant Street, our last day of programs/meeting room reservations will be Saturday April 13, 2024.

October Teen highlights include getting 34 survey responses from MHS teens while they attended a Team Harmony training and volunteered separately for the MHS Day of Service. There is a great interest in movie screening 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 1st.

**3. Chair's Report:**

A Trustee training is being offered by the Commonwealth of Massachusetts Board of Library Commissioners twice a year for the new Trustees; the CMBL also publishes A Trustee Handbook full of information regarding the "library funding and advocacy, and the major issues that impact libraries".

The Chair also reminded that the Trustees are required to take an online "Conflict of Interest" training every two years.

**4. Building Renovations Committee update:**

Renovations at the Library are on schedule.

Outside the building, by November 16 the re-paving of the parking lot will be done, lights will be installed, as well as the irrigation for the garden.

Inside the building, drywalls will be installed in the coming weeks, as well as two new broilers, and a ceiling grid for light fixtures.

A security vendor is being searched for camera surveillance.

**5. Friends of the Library:**

There will be a book sale in December. Date TBD.

Next meetings: Tuesday December 12, 2023 at 6pm (not on a usual Monday  
Monday January 8, 2024