



OBSERVER REPORT

ABBOT LIBRARY BOARD OF TRUSTEES: February 1, 2021 LWVM Observer: Brigitte Lagoutte

Members in attendance: Nancy Arata (Chair) Phyllis Smith, Ann McGreevy, Gary Amberik, David Ross, Laurie Flowers (Treasurer), EuRim Chun, Wayne Stemmer, Patti Rogers. Meeting on zoom and open to the public

Abbot Library Fund, Inc (ALF) (Wayne Stemmer)

- New ideas presented: No reason to submit a financial report of the ALF every month. Would like to do it quarterly instead. Some Trustees oppose the idea. The Treasurer, Laurie Flowers who supports the quarterly submission says that there is not much activity. She can also generate a financial report at any time if one of the Trustees requests it.
- Each of the offices should define their task. Should we have a Chart of the Account? There are not too many categories for expenses. There are going to be new changes from now on: definition for each role (President, Treasurer etc.). We should have a meeting about this. As we go forward with the foundation, there will be more activity, and therefore more to report.
- Even if we release a report on a quarterly basis, we will have access to information. Therefore, no financial report for the next month, but we'll have one in April which will give more of an understanding of what it looks like.
The vote on quarterly reporting was suspended to allow members to review the bylaws

Also, on a positive note, Wayne Stemmer was contacted an attorney letting him know that a private donor wants to give \$100,000 to the ALF.

ALF meeting was adjourned and Wayne Stemmer left the meeting.

Director's Report (Patti Rogers)

Thursday morning a repair person is supposed to come to check the sensors and the basement sum pump. Malfunction of the sensors has affected the temperature in the building which varies from room to room: 65 to 49 degrees. Staff members have to work with their coats and hats on. Curb side pick-up service is still going on. Today 50 appointments fulfilled, but staff had to leave at 1pm because of the lack of heat. Library will be closed tomorrow (Tuesday) because of the coming storm.

The estimate cost of the repair is under \$5,000. **Vote approved** to keep the library closed Tuesday, Wednesday, Thursday this week because of heat problem. Staff will be back on Friday and Saturday to provide curbside pick-up service.

There is also a pipe freezing problem. Patti has been in touch with Jason (Town Manager). We don't have enough town support. The janitor is the only person who receives the alarm via texting when there is a problem out of his working hours. If he not available nobody is alerted. The alarm should be sent to a second person or place. Perhaps the fire department? Perhaps Jason? This past Friday 3 alarms were sent. The sensors are malfunctioning. We need a back-up system but it has never been put in place. We also need to be part of the town telephone tree.

Due to Covid we have zoom meeting with staff. It's been hard to follow the school schedule because Marblehead Schools are now hybrid. Fear of Covid is high due to the mutation of the virus. No browsing is currently allowed inside the library. We need to extend the curbside pick-up service.

We get positive feedback from the public about the great work of the library staff. They are supporting many teachers with their curriculum by providing them with books.

The library website needs improvements as it is more used during the pandemic. It's an expensive job. We need to add telephone numbers on the website to be able to respond to the different issues people may have.

Selection Committee update (EuRim Chun)

They received a number of good applicants for the Head of Library job. The posting of the position for Library Head is receiving good feedback and has been copied by other library hiring people.

They are still in the gathering of applications phase.

Massachusetts Board of Library Commissioners update (Ann McGreevy, Sue Ball)

Friends of the Library have made money donations during the pandemic. They are looking for more donations.