

Library Board of Trustees

February 18, 2025

5:00 PM

Abbott Library

Call to Order

Approval of January 28 Minutes

Approval of January Expenditures

Nonpublic Session

Adjournment

Calendar:

March 25, 2025

April 22, 2025

Abbott Library
Board of Trustees
Meeting
February 18, 2025

MINUTES

Attendance

Trustees: Bev Bjorklund, Jim Harrison, Tim Eliassen, Nancy Berger,
Jim McGraw, Jon Reed
Excused: Sue Johanson

Alternate: Peter Maciaszek

Others: Shannon Martinez, Town Manager
Christie Rice, Human Resources Dir.

Call to Order

Chair Bev called the meeting to order at 4:48 pm

Approval of the Minutes

Bev made a motion to approve the January 28, 2025 meeting minutes. Jim H seconded the motion. Motion passed.

Treasurer's Report

Tim presented the Expenditures by Vendor Report for January totaling \$32,355.63. A motion was made by Bev to approve the expenditures. Jim M. seconded the motion. Motion passed.

Gifts: Tim informed the Board that the Library received a gift from a local philanthropic foundation for \$4,000. The gift was received as a result of a request via a grant application by Kyler Wesner, Youth Services Librarian.

Move into Non-Public Session

Bev moved to enter a non-public session to discuss the selection of a new Director for the Library. Nancy seconded the motion. Motion passed.

Moved into non-public session at 5:07 pm

Return to Public Session

A motion was made by Bev to return to public session. Jim M. Seconded the motion. Motion passed.

Returned to public session at 6:00 pm

Sealing the Minutes from the Non-Public Session

A motion was made by Bev to seal the Minutes from the non-public session. Jim H. seconded the motion. Motion passed.

Adjournment

A motion to adjourn was made by Jon. Nancy seconded the motion. Motion passed. Meeting adjourned at 6:05 pm,

Next meetings:

March 25, 2025 at 5:00 pm

April 22, 2025 at 5:00 pm

Respectfully submitted,
Nancy E Berger
Secretary

Abbott Library
Board of Trustees Meeting
February 27, 2025
Approved Minutes

Attendance:

Bev Bjorklund
Tim Eliassen
James McGraw
Nancy Berger
Sue Johanson via phone (non-voting)
Excused: Jim Harrison, Jon Reed

Bev called the meeting to order at 3:02 pm.

Non-Public Session:

Bev made a motion to move into non-public session. Tim seconded the motion. Motion passed. The Board moved into non-public session at 3:05 pm

Motion to leave non-public session

A motion was made by Nancy to leave non-public session and return to public session. Bev seconded the motion. Motion passed. The Board returned to public session at 4:25 pm.

Bev made a motion and Jim seconded to seal the minutes from the non-public session. Motion passed.

Personnel Topics:

-Assistant Director position - Job Description:

The updated job description for the position was reviewed. Some edits were made.

Bev made a motion to approve the amended job position for the Assistant Director as of Feb 27, 2025.

The motion was seconded by Nancy. Motion passed.

-The Board discussed the merits of having the new Director observe how the Library operates and carries out its mission before proceeding with filling the Assistant Director position. All agreed on the merit of proceeding in this manner.

Adjournment:

Bev moved to adjourn the meeting. Jim seconded the motion. Motion passed.

Meeting adjourned at 4:39 pm

Next Meetings:

March 25, 2025 at 5:00 pm

April 22, 2025 at 5:00 pm

Respectfully submitted,

Nancy E Berger

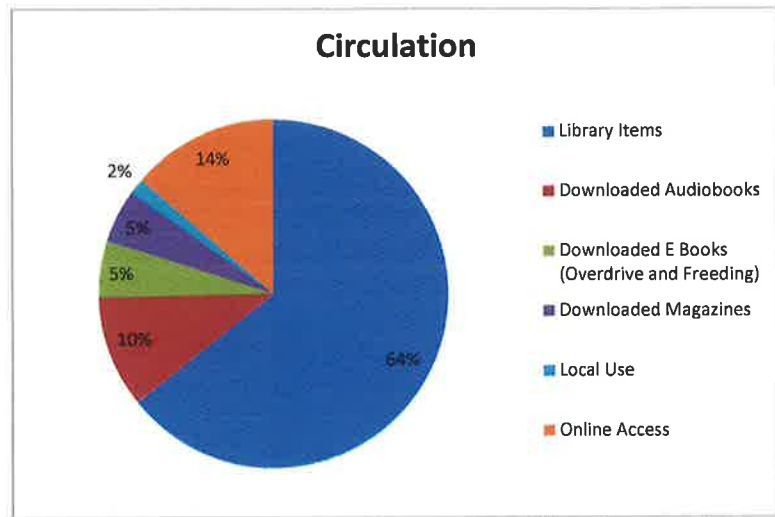
Nancy E Berger

Secretary

Library Use:	Jan 2025	YTD 2025	YTD 2024	% Change	
Library Items	2,754	2,754	2,754	0%	
Downloaded Audiobooks	439	439	454	-3%	
Downloaded E Books - Overdrive and Freading	224	224	325	-31%	
Downloaded Magazines	211	211	214	-1%	
Local Use	63	63	42	50%	
Online Tools Total	586	586	834	-30%	
Breakdown of Online Tools					
Ancestry	0	0	40	-100%	
Kanopy (videos)	99	99	132	-25%	
EBSCO	19	19	2	850%	
Mango	7	7	270	-97%	
New York Times	222	222	251	-12%	* Still awaiting definitive numbers
Hoopla	216	216	139	55%	
BookFlix	10	10	0	0%	
ScholasticGo	13	13	0	0%	
Total Circulation	4,277	4,277	4,623	-7%	
Patron Visits	2,215	2,215	1,939	14%	
New Registrations	13	13	16	-19%	
Internet Sessions (public computers)	131	131	129	2%	
Wireless Usage	554	554	470	18%	
Program Questions	40	40	60	-33%	
Regular Reference	78	78	67	16%	
Extended Reference	4	4	9	-56%	
Readers' Advisory	19	19	22	-14%	
Tech Help	26	26	45	-42%	
Extended Tech Help	2	2	8	-75%	
Total Reference	169	169	211	-20%	
Website	Jan 2025	YTD 2025	YTD 2024	% Change	
Visits	1,615	1,615	1,374	18%	
Unique Visitors	1,237	1,237	0		
Avg Visits per Day	52.0				
Programs This Month	Adult	Child	Adult YTD	Child YTD	
Number of Programs	6	9	6	9	
Number of Attendees	35	219	35	219	
Meeting Room Usage in Hours	Activities	Conference	Activ YTD	Conf YTD	
	67.5	33.5	67.5	33.5	
Launchpad Checkouts	Jan 2025	YTD 2025			
	3	3			
Volunteer Hours	Jan 2025	YTD 2025			
	209.0	209.0			
Web Chats	Jan 2025	YTD 2025			
	3	3			

January 2023

Circulation	
Library Items	2,754
Downloaded Audiobooks	439
Downloaded E Books (Overdrive and Freeding)	224
Downloaded Magazines	211
Local Use	63
Online Access	586
Total Circulation	4,277



Total Reference 169

Patron Visits 2,215

Abbott Library

Expenditures by Vendor Summary

January 2025

	TOTAL
Adobe, Inc	39.98
Adult Learning Center	350.00
Amazon business	529.87
Bluehost, Inc.	21.17
Canon Solutions America	618.79
Comcast	147.39
Converse Free Library	16.80
Dead River Company	964.03
Demco	17.99
Echo Communications	248.60
Eversource	641.53
Google Services	273.60
Hoopla	509.70
Kyler Wesner	68.03
Library Ideas	1.00
Midwest Tape	324.13
Precision Software Corporation	858.98
ProQuest	750.00
Richards Free Library	658.26
UniFirst Corporation	111.62
USPS	73.00
Not Specified	25,131.16
TOTAL	\$32,355.63

Abbott Library
Statement of Financial Position
As of January 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
B101 Operating Account - 9330	17,065.00
B102 Trust and Fines - 5620	35,265.58
B102.1 Petty Cash - Drawer	45.00
Total B102 Trust and Fines - 5620	\$ 35,310.58
B103 Debit Card Account - 7419	747.02
B201 Cap. Campaign/Donation Account	27,688.75
Total Bank Accounts	\$ 80,811.35
Accounts Receivable	
11000 Accounts Receivable	156.00
Total Accounts Receivable	\$ 156.00
Other Current Assets	
12000 Undeposited Funds	0.00
A18611 Accrued Interest from CD	6,423.36
A303 Accrued Interest from Town Trusts	796.19
Total Other Current Assets	\$ 7,219.55
Total Current Assets	\$ 88,186.90
Other Assets	
A18600 Other Assets	
A18610 Certificate of Deposit	
A18620 Martha Abbott Trust	125,160.00
A18630 Mabel Davies' Funds	115,104.00
Total A18610 Certificate of Deposit	\$ 240,264.00
Total A18600 Other Assets	\$ 240,264.00
A301 Library Gardner Fund	2,636.24
A302 Library General Fund	9,158.77
Total Other Assets	\$ 252,059.01
TOTAL ASSETS	\$ 340,245.91
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	7,976.84
2100 Encumbrances	-121.45
Total 20000 Accounts Payable	\$ 7,855.39
Total Accounts Payable	\$ 7,855.39
Total Current Liabilities	\$ 7,855.39

Total Liabilities	\$ 7,855.39
Equity	
30000 Opening Balance Equity	293,538.96
31300 Perm. Restricted Net Assets	900.00
32000 Unrestricted Net Assets - Retained Earnings	-291,216.55
C303 Capital Campaign Fund Balance - Building Equity	326,756.60
Net Revenue	2,411.51
Total Equity	\$ 332,390.52
TOTAL LIABILITIES AND EQUITY	\$ 340,245.91

Sunday, Feb 16, 2025 09:35:42 AM GMT-8 - Accrual Basis