

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Discussion held on April 2, 2018**

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President Stephanie Najjar stated that the Board of Trustees' meeting that evening was not publicly posted 72-hours; therefore, they could not hold an official meeting of the Board. As that was the case, President Najjar requested the Recording Secretary take notes on what was discussed but that no minutes could be taken and no motions or votes could be held that evening.

**Present**

Richard Shruhan  
Anne Quinn  
Don McAllister  
Stephanie Najjar  
Dianne Caputo  
Thomas Pappas  
Wes Merrill  
Jean Ahearn  
Kate O'Brien  
Sandra Fecteau

**Absent**

Margaret Tierney  
Frances Bisazza-Gallugi

President Najjar welcomed newly elected Trustee Sandra Fecteau, who was sworn in earlier in the day.

President Najjar welcomed Cheryl Millard to the meeting. Ms. Millard was the photographer who took the official Trustees portrait that they planned to hang that evening. President Najjar thanked Ms. Millard on behalf of the Board for her time, effort and talent. President Najjar presented the official portrait to the Board. The Trustees then officially hung the portrait in the Trustees' Room.

**Receipt of Communications**

President Najjar reported they had received free tickets to the Garden Brothers Circus which would be held on April 14<sup>th</sup> in Lowell. They would leave the free tickets at the front desk for any interested patrons.

President Najjar reported they received a letter from the Massachusetts Board of Library Commissioners confirming the Library's second award in the amount of \$32,124.36 for the Fiscal Year.

President Najjar reported the Trustees received a copy of a notice of trespass which was given to a patron that month. Library Director Melissa Robinson would provide more information on the matter during her report.

## **Directors Report**

**Staffing:** Director Robinson reported the Library had offered the three vacant aide positions for the Circulation Desk, South Branch and Teen Department to three applicants, who had all accepted. Their paperwork was currently being processed and she hoped they would all have start dates in April.

Director Robinson reported Senior Reference Librarian, Sara Kelso, had developed a staff training on the basics of reference services that she would be providing to staff in the month of April. The training was in preparation for the move to a one-desk model.

### **Buildings & Grounds:**

- **BMS conversion:** After a number of weather-related delays, Viking was onsite on Monday, March 19<sup>th</sup>. They reported that the hot water and chiller systems, air handlers and FCU in the Sutton Room had been converted onto the new system. They spent their latest site visit converting the VAVs and the Roof Top Unit. It would require one more onsite visit to finish the Roof Top Unit, which was scheduled for the next day. They had started some of the remote work that was required. Two training sessions for the Facilities Department staff, Library Director and Assistant Director and two custodians would be scheduled once all work was complete.
- **Elevator:** City Elevator was recommending that the Library replace the piston packing on the elevator. That was an expensive and long debated repair and since the elevator had been fully functional since the last repairs were made, that was not an emergency action item. Director Robinson asked the Director of Facilities to weigh in on that issue and he was scheduling a time with City Elevator to look at the piston packing and determine for himself how concerning the amount of oil leaking out was. If the Library decided to go ahead with a replacement, it was their belief that he could wait until the new fiscal year.

**Space Reorganization:** Director Robinson reported they had ordered the new shelving for the Main Reading Room. The Library was waiting on a schedule from the company to determine when installation and the moving of furniture could happen.

**Budget:** Director Robinson provided the Board with an updated budget for their review.

Director Robinson reported she had submitted a budget for FY19 to the Mayor and Finance Department. Director Robinson had a meeting later that week to review the Library's requests. Director Robinson stated she asked for an increase in the Library's book and materials budget to keep up with rising costs of electronic resources and e-books and an increase in their software/IT services budget due to increased costs from NOBLE.

Director Robinson reported the Library received its second payment of State Aide to Public Libraries in the amount of \$32,124.36. That put the Library's total for the year to \$63,029.75, which was \$2,029.75 more than they expected. At the Board's May meeting, Director Robinson would be requesting the Board vote to allocate that money for staff development and training.

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Programs/Activities: Director Robinson reported on Saturday, April 28<sup>th</sup>, the Children's Department was hosting an early literacy festival: Fun in the Making. That event would feature two of the Library's new Play Labs, performances and appearances by singers and authors, and a community resource festival. Over 10 community organizations would be present that day, providing information on resources for families in the community.

Director Robinson reported also on Saturday, April 28<sup>th</sup>, Teen Librarian Cate Merlin would represent the Library at the Green Peabody festival. Her focus at the festival was to promote the programs and services at the Creativity Lab.

Director Robinson reported that in honor of National Poetry Month, starting Monday, April 9<sup>th</sup>, the Library would be hosting a "Raining Poetry" Community Art Installation. Community Relations and Public Programming Librarian, Kelley Rae Unger and local poet Jennifer Jean would coordinate the installation on the sidewalks in downtown Peabody. Ms. Unger would create laser cut stencils made in the Creativity Lab of selected verses written by participating local poets. Director Robinson reported the stencils would be used to apply poems to the sidewalks using a special, temporary solution. The solution would cause the poetry to appear whenever it rained. The installation would last 6-8 weeks.

Technology: Director Robinson reported that using the capital money allocated for computer equipment upgrades, Technology Librarian Yunan Guo had replaced the twelve public computers in the Main Room four public computers at the South Branch, six computers and two iPads for the Children's Room and five laptops and four replacement hard drives for the Creativity Lab.

Other: Director Robinson reported that on March 23<sup>rd</sup>, in consultation with the Peabody Police Department, she issued a Notice of Trespass to Mr. Bright Amadi for repeated and inappropriate disturbances of library staff, unwillingness to comply with the directives of library staff, and creating an unsafe environment for library staff and patrons.

### **Reports of the Committees**

**BUILDINGS & GROUNDS:** Committee Chair Wes Merrill stated there was nothing to report in addition to the report provided by the Library Director.

**AUDUBON PRINTS:** Committee Chair Richard Shruhan stated there was no new report from the Committee.

**PERSONNEL:** Committee Chair Don McAllister stated there was no new report from the Committee.

**POLICIES:** Committee Chair Jean Ahearn stated there was no new report from the Committee.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Liaison Dianne Caputo stated there was nothing new to report.

**LIAISON TO PEABODY HISTORICAL SOCIETY:** Liaison Tom Pappas handed out information on upcoming events hosted by the Historical Society including An Antique Appraisal Afternoon scheduled for Sunday, April 9<sup>th</sup> at 2pm and a schedule of the events planned for Patriot's Day which was Monday, April 16<sup>th</sup>.

Trustee Pappas reported he reached out to the Historical Society to inquire as to whether or not there was any way the Library could be involved in the 3<sup>rd</sup> Grade George Peabody Essay Contest which was held every year.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Anne Quinn reminded the Board that the George Peabody Medal Awards ceremony would be held on May 16<sup>th</sup> at 5:30pm; everyone was encouraged to attend.

Trustee Quinn reported the event *Novel Arrangements* would be held on May 17<sup>th</sup> at 6pm at the West Branch Library and tickets were \$40/each. Evans Flowers would be providing the instructor and there would be light snacks and drinks served.

Trustee Quinn reported they held the Window Sponsorship reception a couple of weeks ago and attendance was poor. The Foundation would be rethinking the event in an effort to improve attendance. Trustee Quinn reported the Foundation Events Planning Committee was also working on planning *Starry, Starry Night* and was discussing changes that would increase its attendance. President Najjar stated that while *Starry, Starry Night* ran itself and was successful, they had been putting on pretty much the same event for quite a number of years and were looking to make changes this year that would increase participation and enthusiasm.

Trustee Quinn reported they were also working on the planning for the George Peabody Dinner Gala which they planned to hold in the spring of 2020 to coincide with George's 225<sup>th</sup> birthday. Trustee Quinn reported that she and Foundation Director Martha Holden had put together a request for proposals which they would send to caterers in the near future. Trustee Quinn stated they also needed to get an idea on what the Gala would cost as that would advise them in terms of how much money they needed to raise and how the tickets should be priced. Trustee Quinn stated it was imperative that they receive a lot of help from the Foundation Directors and committee members as an event like that required all of the human resources they had in order to ensure its success.

### **Old Business**

President Najjar reported they had prepared a letter to Stephen Howlett offering the Board's congratulations on his recent honor as discussed at the previous meeting. President Najjar stated she had the letter there that evening for everyone's signature; she would send the letter that week.

### **New Business**

President Najjar stated that as most Trustees knew, Google celebrated George Peabody recently with their Google Doodle; the idea was initiated out of an elementary school in San Francisco. President Najjar stated that Trustee Quinn had suggested the

Board of Trustees write the students in San Francisco a letter introducing themselves and the city of Peabody, MA. Included with the letter could be George Peabody's biography and various other items from the City. Trustee Quinn was working on the letter and stated she would continue the draft and would email it to the Board for their comments.

Trustee McAllister stated that he felt the Board should discuss what to do moving forward with the George Peabody birthday celebration and window sponsorship as both recent events were poorly attended. Trustee McAllister suggested the Board consider combining the events.

Trustee Quinn stated she did not feel the Board had enough visibility with local politicians. President Najjar encouraged any Board member who was comfortable calling any of the councilors prior an upcoming event to remind them it's being held to please do so.

As there were no further issues to discuss, the Board ended its discussion at 8pm. The meeting was adjourned at 8:10pm.

Submitted by,

Allison M. Lytle  
Recording Secretary