

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
December 3, 2018**

The meeting was called to order by President Stephanie Najjar at 6:30pm. President Najjar noted the meeting was being recorded by Recording Secretary Allison Lytle

As there was a quorum present, the roll call was taken:

Present

Richard Shruhan
Anne Quinn
Don McAllister
Stephanie Najjar
Sandra Fecteau
Frances Bisazza-Gallugi
Wes Merrill
Margaret Tierney
Thomas Pappas
Kate O'Brien

Absent

Jean Ahearn
Dianne Caputo

Approval of the minutes from the November 5, 2018 meeting

A **MOTION** was made by Don McAllister to approve the minutes of the November 5, 2018 meeting as presented. The motion was seconded by Richard Shruhan. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Receipt of Communications

President Najjar stated there were no communications on which to report.

Report of the Library Director

Staffing: Library Director Melissa Robinson reported Sharon Janus who had worked at the Library for over 30 years accepted the full-time position of Public Services Librarian. Her first day in the new position was November 12th.

Director Robinson reported Part-time Library Assistant Debbie Deschene accepted the position of full-time Public Services Library Assistant vacated by Sharon Janus. Her first day as a full-time staff member on the Public Service Desk was today. Director Robinson reported she would start the hiring process for her position that week.

Director Robinson reported Senior West Branch librarian Linda Cappabianca resigned as of November 24th to accept a position at a company closer to home. Her position was currently posted. Director Robinson reported Library Assistant Pam Shachook had agreed to serve as Interim Senior Branch Librarian until a permanent librarian was in place.

Director Robinson reported Raquel Valerio had accepted the vacant Library Aide position at the West Branch. Her first day would be Tuesday, December 4th.

Director Robinson reported that as of December 8th, Library Assistant Yahaira Cosme would be on parental leave until June 1st. That spring, the Library would have three extended parental leaves. Director Robinson reported that in order to cover for those, she was arranging with the union to hire a temporary part-time librarian.

Director Robinson reported the all-staff training on November 19th went very well. Community Relations and Public Programming Librarian Kelley Unger presented on Mindfulness at Work, Senior Public Services Librarian Cate Merlin presented on updates to Overdrive and Public Services Librarian Sharon Janus presented on Hoopla.

Buildings & Grounds: Director Robinson reported the installation of the heating and air conditioning units at the West Branch Library had begun. Griffin and Mellow had installed five units and Bay State Electric had wired three of them. Griffin and Mellow was scheduled to install the remaining three units that coming Friday when the building was closed. Director Robinson stated staff were already reporting a major improvement in temperature control in the building.

Director Robinson stated City Elevator reported that a software problem with the elevator's controller technology was the source of the problem that caused the elevator to not pass inspection in October. Director Robinson reported City Elevator believed they resolved the problem with the aid of the manufacturer. The re-inspection would take place on December 12th.

Budget: Director Robinson provided the updated budget to date for the Board's review.

Audubon Prints: Director Robinson reported the Library received the insurance appraisal from Kaminsky Auctions in Beverly for the *Carolina Parakeet* print that they would be loaning Princeton University. The print was appraised at \$85,000. Director Robinson stated Princeton University would provide the appropriate insurance to cover the print during the loan. Director Robinson reported the President of the Board of Trustees had signed the formal loan agreement and she would send it out that week.

Other: Director Robinson stated that since Trustee Dianne Caputo was unable to attend that evening's meeting, the Friends of the Library asked her to remind the Trustees that orders for the Friends annual holiday poinsettia sale must be received at the Library by December 5th.

Trustee Richard Shruhan inquired as to whether or not the Library had to pay to have the elevator inspected again. Director Robinson reported the Library would pay \$200 for the reinspection.

Trustee Anne Quinn inquired as to how the Library's turnover rate compared to that of other libraries as it seemed they were constantly dealing with staff turnover. Director Robinson stated the Library was experiencing a period of high turnover at the moment and the reason was multi-faceted. There were a lot of jobs available at that time in the job market which included full-time jobs. They had part-time staff who left for full-time positions at other libraries. Director Robinson stated that they also have had a lot of retirements so that created a domino effect within the Library where they filled positions from within, thereby creating another job opening within the Library.

Trustee Don McAllister inquired as to where the Library was on the pay scale and asked whether or not that contributed to the attrition. Director Robinson stated it depended on the level of the employee; mid-range and assistant librarians were paid well in comparison while senior librarians were paid less. Director Robinson stated it was a little difficult to get information on the pay in other comparable libraries but there was some information out there she could access. Director Robinson stated she would bring that information to the January meeting.

A **MOTION** was made by Don McAllister to accept the Director's Report as presented. The motion was seconded by Thomas Pappas. A vote was taken.
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

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 nothing new to report in addition to the report provided by the Library Director.

PERSONNEL: Committee Chair Don McAllister stated there was nothing to report in addition to the report provided by the Library Director.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION BOARD OF DIRECTORS: Liaison Anne Quinn reported they continued to work on the planning for the George Peabody dinner gala. Trustee Quinn reported she had spoken with each of the five caterers who had expressed interest and requested proposals by the end of November. Trustee Quinn reported she had not received any proposals to date so she called each of the caterers, who again stated they were still interested in the event. Trustee Quinn stated she hoped to get the proposals by the end of the week. Trustee Quinn reported the next Events Planning Committee meeting would be held at the Library on December 10th at 6pm.

President Najjar reported the Foundation held a wreath-making event on Thursday, November 29th at the West Branch Library. President Najjar reported there were 21 attendees who enjoyed wine, cheese, crackers and wreath-making. President Najjar reported attendees enjoyed the event and it went well.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Thomas Pappas reported the Crystal Lake ribbon-cutting took place on November 15th.

The Historical Society would be hosting its annual Holiday Open House on Sunday, December 2nd from 1pm – 4pm.

POLICY AND PROCEDURES: As Committee Chair Jean Ahearn was not present, there was no new report from the Committee.

LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY: As Liaison Dianne Caputo was not present, there was no report in addition to the reminder of the poinsettia sale given by the Library Director during her report.

A **MOTION** was made Fran Bisazza-Gallugi to accept the Committee reports as presented. The motion was seconded Don McAllister. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Unfinished Business

Trustee Richard Shruhan reported he attended the Active Shooter Training that was recently held at the Library. Trustee Shruhan provided the Board with the following written summary for their information:

Civilian Response to Active Shooter Events

October 25, 2018

Peabody Institute Library, 82 Main Street, Peabody, MA
Instructor: Peabody Police Officer Mark Saia, Training Division
Training: 1 hour and 40 minutes

1. First Active Shooter event 1915
2. Lock Down – 1st system for schools
3. Run-Hide-Fight has evolved into Avoid-Deny-Defend (ADD)
4. Three Stages of Disaster Response: Denial-Deliberate-Decisive Movement
5. Station Night Club Fire: February 20, 2003, Killed 100 and injured 230. No Broken Windows
6. Combat Breathing: Breath-In 4 times, Hold Breath 4 times, Breath Out 4 times
7. Rick Rescorla 9-11. Director of Security for the financial services from Morgan Stanley, **twenty-seven hundred witnesses later credited him with saving their lives by giving them direction**, deeping people calm, and leading them to safety during the chaos and terror.
8. States with most gun control have largest number of Active Shooter Events
9. Active Shooter: 1 kill per every 15 seconds
10. National average for police response is 3 minutes.
11. YOU ARE NOT HELPLESS
12. Priority for Police
 - a. Stop the Killing
 - b. Stop the Dying
 - c. Evacuate the area
13. BLEED CONTROL - #1 lifesaving step

AVOID: Move, run, leave area if safe to do so.

DENY: Lock or block doors, shut off lights, silence cell phones, keep quiet

ADD replaces Run, Hide & Fight

Walmart Avoid Deny & Defend video Link

<http://AvoidDenyDefend.org>

President Najjar thanked Trustee Shruhan for the information and summary.

New Business

President Najjar reported that Trustee Margaret Tierney had submitted her resignation from the Board earlier that day. President Najjar reported Trustee Tierney was moving out of state and would no longer be able to serve. On behalf of the Board, President Najjar thanked Trustee Tierney for her many years of service.

A **MOTION** was made by Don McAllister to hold the January 2019 meeting on the second Monday of the month, Monday, January 14th at 7pm. The motion was seconded by Richard Shruhan. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Margaret Tierney. The motion was seconded by Thomas Pappas. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

The meeting was adjourned at 7pm.

Submitted by,

Allison M. Lytle
Recording Secretary