

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
January 10, 2018**

The meeting was called to order by President Richard Shruhan at 7:35pm. President Shruhan 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
Kate O'Brien
Jean Ahearn
Frances Gallugi
Stephanie Najjar
Dianne Caputo
Thomas Pappas

Absent

Wes Merrill
Jean Ahearn

President Shruhan introduced newly elected Trustees Tom Pappas, Kate O'Brien and Frances Gallugi who were in attendance. Newly elected Trustee Sandra Fecteau was unable to make the meeting that evening and had still not yet been sworn in.

A **MOTION** was made by Don McAllister calling for the suspension of the rules of the Board in order to elect officers for the January 2018-January 2019 term. The motion was seconded by Dianne Caputo.

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

President Shruhan stated that while under the suspension of rules, the Board would proceed with the election of officers for 2018. President Shruhan stated that Recording Secretary Allison Lytle would run the elections.

Recording Secretary Allison Lytle called for nominations of the President of the Board of Trustees. A **MOTION** was made by Don McAllister nominating Stephanie Najjar as President of the Board. The motion was seconded by Anne Quinn.

As there were no additional nominations, a **MOTION** was made by Don McAllister to close the nominations for the President of the Board of Trustees. The motion was seconded by Richard Shruhan. A vote was taken.

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

Recording Secretary Lytle called for a vote of the nomination. The nomination of Stephanie Najjar as President of the Peabody Institute Library Board of Trustees for the

January 2018 – January 2019 term was unanimously approved by the Trustees in attendance by a voice vote.

Recording Secretary Allison Lytle called for nominations of the Treasurer of the Board of Trustees. A **MOTION** was made by Stephanie Najjar nominating Don McAllister as Treasurer of the Board. The motion was seconded by Richard Shruhan.

As there were no additional nominations, a **MOTION** was made by Jean Ahearn to close the nominations for the Treasurer of the Board of Trustees. The motion was seconded by Dianne Caputo. A vote was taken.

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

Recording Secretary Lytle called for a vote of the nomination. The nomination of Don McAllister as Treasurer of the Peabody Institute Library Board of Trustees for the January 2018 – January 2019 term was unanimously approved by the Trustees in attendance by a voice vote.

Recording Secretary Allison Lytle called for nominations of the Secretary of the Board of Trustees. A **MOTION** was made by Richard Shruhan nominating Frances Gallugi as Secretary of the Board. The motion was seconded by Don McAllister.

As there were no additional nominations, a **MOTION** was made by Don McAllister to close the nominations for the Secretary of the Board of Trustees. The motion was seconded by Jean Ahearn. A vote was taken.

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

Recording Secretary Lytle called for a vote of the nomination. The nomination of Frances Gallugi as Secretary of the Peabody Institute Library Board of Trustees for the January 2018 – January 2019 term was unanimously approved by the Trustees in attendance by a voice vote.

Record Secretary Lytle moved that the Board begin selecting seating assignments for the 2018 term. The selection process commenced.

The seating assignments for the 2018 term are as follows:

Trustee	Seat #	Trustee	Seat #
Wes Merrill	1	Dianne Caputo	7
Richard Shruhan	2	Frances Gallugi	8
Don McAllister	3	Kate O'Brien	9
*Sandra Fecteau	4	Thomas Pappas	10
Jean Ahearn	5	Anne Quinn	11
Margaret Tierney	6	Stephanie Najjar	12

*Trustee Sandra Fecteau will be assigned Seat #4 when she is sworn into the Board.

A **MOTION** was made by Don McAllister to resume the normal rules of the Board. The motion was seconded Frances Gallugi. A vote was taken.

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

Following the election of the new Officers for the Board, newly-elected President Stephanie Najjar assumed the Chair. President Najjar thanked the Board for electing her to the office.

Approval of the minutes from the previous meeting

A **MOTION** was made by Frances Gallugi to approve the minutes of the December 4, 2017 meeting as amended. 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 reported the Board received thank you notes from Linda Quigley and Martha Cavanaugh.

Director's Report

Staffing: Library Director Melissa Robinson reported Sunday Reference Librarian Unelia Videira returned from medical leave on January 7th. Director Robinson reported Cate Merlin was scheduled to return from her leave on February 5th.

Director Robinson reported the American Federation of Teachers and the City of Peabody reached an agreement regarding the collective bargaining rights of the Library Aides. The Library membership voted to ratify that agreement. Director Robinson reported the memorandum of agreement was signed on January 3rd by the Mayor and the President of the Board of Trustees. Under that agreement, Library Aides were recognized as members of the collective bargaining unit. Aides who had been employed for more than six months were exempt from serving the six-month probationary period usually required of new union members. Director Robinson reported aides would not be covered by the articles of the current contract that dealt with working conditions, performance evaluations, promotions/reassignments, compensation, supplemental benefits or leaves. Their salary schedule was as follows: from the date of the signing of the MOU, all aides would receive a \$1/hour raise. After that, aides would receive a \$0.50/hour raise on the anniversary date of their hire until they reached the cap set by the City Council's last ordinance. Director Robinson explained that put all aides in the new range set by the Council of \$13-\$17/hour. Director Robinson stated that pay increase would need to be covered by the Library's current wages budget. The MOU would be in effect until August 31, 2018, when the current contract for all staff expired. Director Robinson stated any additional issues might be addressed in future bargaining.

Director Robinson reminded the Board that the next all staff professional development meeting was Monday, February 5th from 9am – 11am. The Main Library would be closed during that time and the branches would be closed 9am- noon.

Director Robinson reported last Wednesday evening, an incident with a patron escalated into a personnel issue that was currently under investigation by Library

administration and the City. A library aide had been placed on paid administrative leave until the matter was resolved.

Director Robinson reported Head of Children's Services, Al Hayden, was notified that her application to become a certified Professional Development Provider for teachers was approved. Library staff, under Ms. Hayden's supervision, could now offer workshops on literacy and information services for which teachers could earn professional development credit. Director Robinson stated staff were developing a menu of such workshops.

Buildings & Grounds:

- Huntington Control Lawsuit: Director Robinson reported the trial date with Huntington Controls was scheduled for February 5th in Dedham. The background of the lawsuit was as follows: Huntington Controls was contracted to do work at the Library as part of the HVAC replacement project. The Clerk of the Works, Library Administration and the city contend that the work was not done properly or completely. Other contractors were solicited to repair and finish the work, but no contractor was willing to take on the project knowing there would be litigation involved. Huntington returned and did additional work per the original agreement, but a portion of the work remained undone. Huntington billed the City for \$14,986; after reviewing the work, the city paid \$5,000. The remaining \$9,986 was the subject of the lawsuit. The city offered an additional \$3,500 as a settlement; Huntington's counter offer was \$9,800. Director Robinson had spoken with the city's legal team and they believed that should the trial proceed, it would be short and there was a good chance the city would have to pay significantly less or nothing of the \$9,986 balance.
- BMS conversion: Director Robinson reported Viking, the Library's contractor, was making some changes to the process of converting to a new system to regulate the heating and air conditioning system at the Main Library due to the weather conditions that time of year. Viking expected short outages while making the change-over. To lessen the duration of any outages, they planned to reuse as much of the existing wiring as possible. The Clerk of the Works was securing some additional parts for that change. Once the conversion began, phase one should take about 30 days and phase two an additional 45 days.
- Elevator: Director Robinson reported they placed a non-emergency service call to City Elevator on January 2nd. The elevator was making a loud noise when descending from the third floor. City Elevator responded to the call and treated that visit as their January maintenance visit. The noise was related to the alignment of the car in the elevator car housing. As the car was descending it was making contact with the housing. The issue was fixed. The tech also reported that the oil level was low and turning brown, which indicated it might be time for replacement. City Elevator would add more oil in February. At their February visit, she would readdress the issue of whether a low oil level could indicate some type of leak, which had been an ongoing area of discussion over the past year.
- During the extreme cold temperatures, the Main Library's boilers were giving low air flow alarms and were on and off line. Limbach came out and determined that the pipe that brought outside air into the system was clogged with snow and ice. They fixed the problem and showed custodial staff how to handle that issue if it

occurred again. Limbach also did their regularly scheduled PM visit the following week. They replaced two damaged air filters and reported no other issues.

- West Branch PTAC replacement: Director Robinson reported a demonstration PTAC heating and cooling unit for the West Branch was installed by Griffin and Merrow on December 22nd. No dimensional issues were encountered with using the existing casing, but G&M was unable to connect the unit to power. The unit was providing some heat to the building via gravity. An electrician was needed to resolve the wiring issue, but the Library's electrician had been unavailable due to the recent extreme weather.
- Three of the heating and cooling units at the South Branch continued to experience problems. Limbach installed new programmable thermostats several weeks ago, but there continued to be issues which appeared to be stemming from incorrect wiring and communication with the units' fans. During the recent extreme temperature, Director Robinson placed an emergency service call to Limbach when the community room reached a temperature of 55 degrees. The technician advised the Library staff to temporarily turn the fans to "on" instead of "auto" to heat the room, and to avoid a safety concerns and possible burst pipes. That solution did cause overheating of the room, however, so the Director of Facilities would be working with Limbach to resolve those issues.
- The front doors at the West Branch Library had been fixed and now locked properly.
- The West Branch roof experienced a small leak after the last storm. Custodial staff cleared paths and gutters on the roof in an attempt to prevent further leaks due to the impending melting and rain.
- The city had requested a capital improvement plan for the next 5 years. Director Robinson would be working with the Director of Facilities and the Buildings and Grounds Committee to complete that plan by the end of January. Capital expenditures Director Robinson anticipated needing in the next five years included: The Main Library's roof restoration, a new library van, carpeting for the branches, a roof for the West Branch, new and additional security cameras and repairs to the Sutton Room ceiling.

Space Reorganization: Director Robinson reported staff had been moving ahead with the planning for reorganizing the Main Library's space. To recap the working plan, the Library would be moving several departments and collections around. Director Robinson stated it was her belief that the move was necessary to fulfill their mission of creating services and spaces that met the community's needs and created lifelong learning opportunities. The Library's specific goals were:

1. To better serve readers and increase the Library's circulation by making their collections more accessible and visible.
2. Provide a larger and more family friendly children's library.
3. Create a more flexible and accessible program and public meeting space.

Director Robinson provided the Board with an outline of what would be in each new space after reorganization. Director Robinson stated some of the benefits of the new configuration were:

- Allowing patrons to "ask anyone" for assistance with basic requests. That would reduce barriers to service, reduce patron frustration and meet evolving expectations for good public service.

- Increasing circulation. Staff in the Main Room were often asked “are these all your books?” The reconfiguration would make much more of the Library’s collection visible and appealing.
- Meeting the changing needs of families in the community and allowing for much-needed expansion and growth in the Children’s Library.
- Better utilizing the many talents of the Library’s staff at all levels and providing more opportunities for staff training and growth.
- Displaying the Library’s core commitment to literacy for all ages.
- Providing much requested and much needed quiet study space.
- Increasing space for Library programs; increasing flexibility in the type of programs that could be run at the Main Library and providing a more accessible program space for patrons with mobility limitations.

Director Robinson stated that as much as possible within their budget, the Library would be using mobile furniture so that spaces could be reconfigured for flexibility, event planning and future community needs. Should any Trustees be interested, Director Robinson stated she would be happy to offer a walking tour of their plans during or before the February meeting.

Budget: Director Robinson provided the Board with a budget for the Board’s review.

Director Robinson stated there was currently \$20,000 earmarked for technology upgrades in a capital budget account for the Library. Department heads were submitting plans to Director Robinson for their departments’ technology needs. Director Robinson reported priorities included replacing all public computers when they were relocated to the second floor, updating the technology in the Children’s Library to better meet the needs of students and parents in their new space and purchasing and updating laptop computers and tablets that were currently used for technology education and Creativity Lab programs.

Programs/Activities: Director Robinson reported the lecture on history of the Jordan Marsh Department Store at the West Branch Library last night was a great success. Over 60 people attended, including many residents from Brooksby Village, who were eager to attend more events at the West Branch in the future.

Director Robinson reported Community Relations and Public Programming Librarian Kelley Unger had developed a Mail-a-Book pilot program that the Library would be testing out in the next month or two. The program was designed to fill the Library’s obligation to homebound patrons. Director Robinson stated they received a fair number of requests for book delivery. Director Robinson explained the former homebound delivery program was extremely labor intensive for staff and not feasible for volunteers. The Mail-a-Book program would be a free service through which patrons who were unable to access the Library for any reason could borrow and return Peabody-owned books and audiobooks by mail. Director Robinson reported the service would be open to any Peabody resident who was unable to access the Library. Users of the service must fill out an application, and must rescind the use of their regular library card in favor of Mail-a-Book use exclusively. A Mail-a-Book card could be canceled and a regular library card reissued at any time. Director Robinson stated during the initial stage of the pilot, the program would not be advertised widely, but rather offered to

patrons who called and inquired. Once the procedures had been refined and costs could be better predicted, the Library hoped to adopt a formal policy and expand the program. The initial program costs would be covered by the Library's postage budget. If demand required it, staff would seek grant funding to supplement that service in the future.

Director Robinson reported Assistant Director Gerri Guyote was expanding the Library's Museum Pass Program on a trial basis that year to offer patrons more options for discounted cultural and educational venues. The new passes that would be available that calendar year were:

- Plimouth Plantation
- The Edward Kennedy Institute
- Mass Audubon sanctuaries
- Harvard Museums of Science and Culture
- Harvard Art Museums
- The Cape Ann Museum
- Tower Hill Botanic Garden
- Children's Discovery Museum
- New England Wildflower Society and Orchard House

Director Robinson stated those passes were chosen on the basis of patron requests and anticipated community demand. Assistant Director Guyote and the Circulation Staff were working on a plan to promote those new passes.

Director Robinson reported the Library would host a "Fun in the Making", which was an all-day literacy festival for families with activities, sing-a-longs, play spaces, a visit from author Cathryn Falwell, community resources for parents and much more. The event was tentatively scheduled for April 28th. Director Robinson stated the festival was part of the Playful Library project focusing on children ages 0-6 and part of the Library's new early literacy campaign "Talking is Teaching".

Director Robinson reported that as also part of the early literacy campaign, the Library was partnering with the Health Department on their new mom visiting program. A Peabody public health nurse would be offering free visits to all new moms in Peabody to connect them with resources around the community. Director Robinson reported that visit would include information on the importance of talking, reading and singing to babies and a literacy kit funded by the Library Foundation. Each kit would consist of a tote bag, a board book, a CD, literacy tips for parents and information on Library programs for young children and library card applications for parents.

Archives: Director Robinson reported Archivist Erik Bauer would like to purchase a collection of 30 legal deeds and papers that belonged to William Sutton, the father of Eben Sutton. Those deeds showed original property lines and document transactions between William Sutton and a number of well-known Peabody families, including the Osbournes. Director Robinson stated she and Mr. Bauer believed those deeds and papers would be of interest to genealogists and researchers interested in property history. Additionally, they expected they would provide insight into the lives of the Sutton family beyond what they currently knew. Director Robinson reported the cost of those papers was \$535, which included shipping from California. Director Robinson stated

she was requesting that the Board approved the use of funds from the Sutton General Trust for that purchase.

Director Robinson reported Mr. Bauer had been contacted by a resident of Lynn looking to donate to the Library a large portrait of Eben Dale Sutton and some of his school papers, including some from when Eben Dale was studying Chinese. The resident's family were close friends with the Sutton family and wished to make those items available to the public through the Peabody Institute Library. Director Robinson stated Mr. Bauer would continue working with the potential donor on that matter.

In response to a question from the Board, Director Robinson explained that the Library wanted to purchase mobile furniture as their budget allowed in order to be able to move shelving, etc, to accommodate various programs and events in the Library space to the best of their ability. The Library Foundation that evening had just approved some funding for the purchase of mobile shelving units.

Trustee Dianne Caputo inquired as to how the self-check out would work and whether or not the Library had ever tried it before. Director Robinson stated the Library had a self-check out in the Children's Room that was never used. However, the new self-check out would be more user friendly and in a better location so she anticipated it would be utilized more. At the self-check out the patrons could check out books, pick up holds, etc., but they would not be able to pay fines.

Trustee Anne Quinn inquired as to the likelihood of a resolution with the ongoing issues with the elevator oil. Director Robinson reported that they would be readdressing the issue with City Elevator in February and she hoped to be able to provide a complete report after that visit.

In response to a question from the Board, Director Robinson clarified that the new museum passes would be provided in addition to the ones which were already a part of the program. The Library would reassess at the end of the year and see how the new passes were received and how often they were requested.

President Najjar inquired as to whether or not the Library would be paying for return shipping for books received by patrons during the Mail-a-Book program. Director Robinson reported that the Library would be providing prepaid postage for the return when the books are shipped. Postage costs should be covered by the Library's postage budget during the pilot program and should the program expand subsequent to more widespread publicity, the Library would look into grants at that time should need be. Participants in the program would limit the number of books patrons could have out to one at a time.

Trustee Anne Quinn inquired as to whether or not the one-desk model had been piloted at other libraries and whether or not it had been successful. Director Robinson stated that the one-desk model was the new trend in libraries; including both small and large libraries. Director Robinson reported that most libraries that implemented the one-desk model had found it successful and that it created a lot of good will for patrons. Director Robinson stated the Library had a lot of talented staff whose abilities go underused so

she felt that the one-desk model would also be beneficial for them and would better utilize all of their skills and talents.

A **MOTION** was made by Don McAllister accept he report of the Library Director as presented. The motion was seconded by Margaret Tierney. A vote was taken.

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

Reports of the Committees

President Najjar stated that she wanted to review the Committees as they were currently constituted and make changes and adjustments as necessary. The Committees were:

- Buildings & Grounds
- Audubon Prints
- Personnel
- Policies & Procedures
- Liaison to the Peabody Institute Library Foundation
- Liaison to the Friends of the Peabody Institute Library
- Liaison to the Peabody Historical Society

Buildings & Grounds: Wes Merrill was the chair and Richard Shruhan was also a member.

Audubon Prints: Richard Shruhan would become the new Committee Chair.

Personnel: Don McAllister would remain the Committee Chair.

Policies & Procedures: Jean Ahearn would remain the Committee Chair.

Liaison to the Peabody Institute Library Foundation: Trustee Anne Quinn would become the new Liaison to the Foundation.

Liaison to the Friends of the Peabody Institute Library: Trustee Dianne Caputo would remain as the Liaison to the Friends.

Liaison to the Peabody Historical Society: Trustee Tom Pappas would become the new Liaison to the Historical Society.

President Najjar encouraged anyone who was interested in joining any of the Committees to let her know.

Reports of the Committees

BUILDINGS & GROUNDS: As Committee Chair Wes Merrill was absent there was no report from the Committee in addition to the updates 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 nothing to report in addition to the report provided by the Library Director.

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

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Liaison Anne Quinn reported the event planning committee of the Foundation continued to work on planning the next fundraising events. The next meeting of the committee was scheduled for Wednesday, January 17th at 6pm and anyone was welcome to attend. Trustee Quinn reported they were looking at planning several smaller events as well as a big fundraising event in 2019. Trustee Quinn reported they were hoping to recreate a Victorian-era dinner such as ones that were hosted by George Peabody. They were beginning to speak to chefs that they knew regarding the menu and were also looking into having the Queen sitting at one end of the table and George Peabody at the other.

Trustee Jean Ahearn suggested they could even have tie-ins with the Creativity Lab and teach sewing.

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

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Former Liaison Anne Quinn stated there was nothing new on which to report.

A **MOTION** was made by Margaret Cavanaugh 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.

Old Business

President Najjar stated there was no old business on which to report.

New Business

Trustee Anne Quinn inquired as to whether or not there were any discussions amongst the local libraries regarding the support of the Phillips Library in Salem. Director Robinson stated that while the local libraries were aware of the issue, there was no organized action being taken regarding the closure.

In response to a question from the Board, Library Director Melissa Robinson explained that the Phillips Library in Salem was closed recently because they were going to renovate the building. The Library held the archives on the history of Salem. The building was now owned by the Peabody Essex Museum. They have since decided not to reopen the Library but rather use the building as office space and to instead leave the historical materials in storage in Rowley.

The Board discussed the issue and the possibility that some of the documents that were currently being housed in storage were relevant to them as they were from when Salem was part of Peabody. The Board agreed that if the documents were going to stay in storage in Rowley, perhaps they could look into the possibility of housing the documents at the Library instead.

A **MOTION** was made by Don McAllister requesting the Library Director ask Archivist Erik Bauer to explore the issue of the possible relevant documents from the Phillips Library as discussed. The motion was seconded by Margaret Tierney. A vote was taken.

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

Trustee Anne Quinn circulated the official photograph of the Board of Trustees that was taken before the December meeting.

President Stephanie Najjar stated she wanted to discuss an issue which was recently raised regarding retiring Board of Trustees members.

The Board of Trustees recently had three members who did not seek reelection and retired from the Board. At the December Board of Trustees meeting the Board gave each of the retiring Trustees a thank you gift which was ultimately paid for privately. President Najjar stated that subsequent to that meeting, at the inauguration, other elected officials who were retiring were recognized by the Mayor and given a plaque for their service; however, the retiring Trustees were not acknowledged. President Najjar stated that she thought it would be appropriate to speak with the Mayor's office to make sure they were aware that Trustees were elected officials and ask that they recognize any departing Trustees as they do any other departing elected official. President Najjar stated she thought it was just an oversight. The Board agreed that President Najjar should communicate directly with the Mayor's Office regarding that issue.

President Najjar reminded the Board of Trustees that they were responsible for organizing the celebration for George Peabody's birthday which was February 18th. The birthday celebration would be held on Saturday, February 17th at 11am at the Library in the Sutton Room. President Najjar invited everyone to attend and noted the event was also open to the public.

President Najjar reported former Library Trustee Tracy Valletti's father passed away recently so she would send a card on behalf of the Board.

President Najjar inquired as to whether or not anyone on the Board would be interested in participating in the committee who was working on the building of a George Peabody statue in downtown Peabody should they be asked for representation on the committee. Trustee Fran Gallugi stated she would love to be part of the committee. President Najjar suggested they reach out to the Historical Commission to gather additional information on the statue and to find out about possibly joining the committee.

A **MOTION** was made by Don McAllister to approve the expenditure of \$535 from the Sutton General Trust for the purchase of the collection of 30 legal deeds and papers that belonged to William Sutton. The motion was seconded by Jean Ahearn. 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 Don McAllister. The motion was seconded by Dianne Caputo. A vote was taken.

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

The meeting was adjourned at 8:50pm.

Submitted by,

Allison M. Lytle
Recording Secretary