

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
January 14, 2019**

The meeting was called to order by President Stephanie Najjar at 7:00pm. 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
Dianne Caputo
Wes Merrill
Jean Ahearn
Thomas Pappas
Kate O'Brien

Absent

Frances Bisazza-Gallugi
Sandra Fecteau

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 2019-December 2019 term. The motion was seconded by Jean Ahearn.

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

President Najjar stated that while under the suspension of rules, the Board would proceed with the election of officers for 2019. President Najjar 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 Richard Shruhan.

As there were no additional nominations, a **MOTION** was made by Jean Ahearn to close the nominations for the President of the Board of Trustees. The motion was seconded by Anne Quinn. 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 2019-December 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 Anne Quinn. 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 2019-December 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 Bisazza-Gallugi as Secretary of the Board. The motion was seconded by Wes Merrill.

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 Kate O'Brien. 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 Bisazza-Gallugi as Secretary of the Peabody Institute Library Board of Trustees for the January 2019-December 2019 term was unanimously approved by the Trustees in attendance by a voice vote.

Recording Secretary Lytle recommended that the Board begin selecting seating assignments for the 2019 term. The selection process commenced.

The seating assignments for the 2019 term are as follows:

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

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, re-elected President Stephanie Najjar assumed the Chair. President Najjar thanked the Board for electing her to the office for another year.

Approval of the minutes from the previous meeting

A **MOTION** was made by Don Mcallister to approve the minutes of the December 3, 2018 meeting 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.

Receipt of Communications

President Najjar stated there was no communication on which to report.

Director's Report

Director Melissa Robinson presented the following report and provided a written copy for the record and to the Trustees in attendance.

Director's Report to the Board of Library Trustees **January 2019**

Staffing

On Monday, January 7th, former teen library aide Monique Jayroe started as the 24 hour a week library assistant at the Public Service Desk. The hiring committee for this position was impressed by Mo's passion for reader's advisory and the flexibility and excellent public service skills they have demonstrated over the past two years as a library aide. I have begun the process of a hiring a replacement teen library aide.

Library aide Cynthia Matos has resigned effective January 20th. Ms. Matos recently moved and found the commute to work too long for a 12 hour a week position. Her job is currently posted.

Peabody Fire Chief Steve Pasdon will offer a training for library staff on Wednesday, January 16th on managing aggressive behaviors. Training in de-escalating tense situations is often requested by library staff and this training comes highly recommended by the City's Human Resources Department and the Health Department, who offered this training to all of their public health nurses.

Senior South Branch Librarian Morgan Yeo has completed her final semester in her master's degree program. She has submitted the necessary paperwork to be reimbursed \$500 towards one of her fall classes. I am asking the Board to vote to release these funds tonight. The reimbursement comes out of personnel budget.

It has come to my attention that Senior Public Services Librarian Cate Merlin completed two classes towards her master's degree in 2014 and 2015 while she was employed here full time that she was not reimbursed for, as allowed in the librarian contract. At the time, Cate was unaware of this benefit. Although the contract does state that this benefit requires prior approval from the Trustees and Director, it is my belief that in fairness to Cate, the library should

reimburse her for these classes, so I am requesting the Trustees vote this evening to release \$1,000 from the personnel budget to reimburse Cate Merlin for two semesters worth of classes.

Public Services Librarian Sharon Janus has enrolled for the spring semester in classes that she needs to complete her bachelor's degree. Since a bachelor's degree is needed for Sharon's job, she is also eligible for reimbursement for \$500 for the semester, provided she meet the other contractual requirements. I would like the Board to vote this evening to give the required prior approval for Sharon's reimbursement, which will likely be paid in May or June. I will request that the Board formally release the funds at that time.

Library assistant Yahaira Cosme is currently out on parental leave. She is expected to return to work in June.

We will be posting the temporary librarian position to cover the three parental leaves we have this spring later this week.

Interviews are currently underway for the Senior West Branch Librarian position.

In December, I requested that all library staff begin wearing nametags with their first names on them while at work. This request was the result of feedback I received from both Trustees and patrons and from my own belief that nametags would be beneficial to both public service and security in the library. One or more staff members expressed safety concerns to the union about having their names visible to the public. The union and I came to agreement that staff could chose to have their job title on their tag instead of their first name. Only a few staff have chosen this option. I am pleased to report that I think the nametags are helping patrons identify and approach staff for assistance, particularly when staff are not behind a desk.

I also want to mention to the Board that three of our library staff who have moved into new positions over the past six months are truly excelling in their new jobs. Senior Public Services Librarian Cate Merlin, Senior Teen and Special Projects Librarian Aubrey Apodaca and Public Services Librarian Sharon Janus have gone above and beyond in responding with flexibility, a positive attitude and enthusiasm to the challenges of their new positions. All three have had to manage some difficult staffing and public service issues and have done so professionally and promptly. I am extremely pleased and grateful to them for assisting Assistant Director Guyote and me during what has been a time of transition.

Building & Grounds

Griffin and Merrow has installed all of the new heating and cooling units at the West Branch. Three of these units still need to be wired by Bay State Electric. That should happen next week.

On December 31st, custodial staff reported to me that the Main Library's twenty-one year old water heater had a significant leak. After the New Year's holiday, McLaughlin Plumbing came in and determined that the heater needed replacement. The work was completed that day.

The Main Library's Roof Top Unit, which heats the new building, has not be turning on in the morning and has required restarting most days in the past week. We placed a service call to Limbach today about the problem and they will be here tomorrow.

The elevator at the Main Library passed re-inspection in December, but we have had a series of issues with it since that time. On December 27th, I received a call from Senior Librarian Aubrey Apodaca at closing time reporting that custodian Dave Farley was trapped in the elevator. City Elevator came for an emergency call and got Dave out of the elevator. They returned in the morning to investigate the problem and discovered that the connection pads on the third floor were worn out and replaced them.

Over the past month, however, the smell of the elevator oil has gotten increasingly strong and today was noticeable all over the building. Director of Facilities Jim Hafey and I have both spoken with City Elevator about it and they came to take a test of a sample of the oil last week. At this time, there is disagreement about the type of oil that is currently in use, which is delaying the oil test. Jim Hafey and I continue to be in touch with City Elevator and with each other to try to resolve this. This afternoon, after reports from staff about feeling ill from the smell of the oil, I instructed custodians to shut down the elevator and communicated the need to discover a quick resolution to this matter.

This afternoon a patron at the West Branch Library had a car accident that knocked over the fence and damaged some bushes in the parking lot. No one was injured. I will file the appropriate insurance paperwork, but since this is the third accident in a short period of time involving those fences, I plan to discuss with the Facilities Department possible alternatives to fencing in that area.

Budget

Budget numbers for this fiscal year so far are available for review and questions, if any. My only area of concern remains the Outside Services budget. Just to give the Board a quick sense of the largest, non-routine Outside Services costs we have encountered this fiscal year, we've spent over \$11,000 on replacement of two return fans and a glycol leak in the Main Library HVAC, \$1,600 for HVAC repairs at the South Branch, over \$2,500 for elevator repairs (not including recent and current service problems) and over \$3,500 in plumbing and masonry repairs for the second floor bathroom at the Main.

I am requesting that the Board vote to release \$2,000 from the Dorothea Osbourne book trust for children and teen summer reading books.

Program and Activities

At the invitation of Mayor Bettencourt, this past weekend, Senior Public Services Librarian Cate Merlin, South Branch Librarian Morgan Yeo and I attended a two day training on Reflective Structured Dialogue, which is a process used to convene and encourage civic conversations about issues of public importance. The City and local churches have identified a goal of bringing together local residents and stakeholders to engage in civil discourse. In keeping with our goal from our long-range plan to support civic engagement, the library will be playing a key role in these community conversations.

A reminder to the Board that the George Peabody Birthday concert will take place on Friday, February 22 at 7pm in the Main Reading Room and will feature Celtic harpist Aine Minogue. The Foundation will acknowledge and thank its major supporters during that event.

Archivist Erik Bauer has an intern starting this month from the Salem State University Geography Department who will begin an interesting process of georeferencing some of the maps in the local history collection. Georeferencing is the process that takes a historical map and over lays it on top of a current Google map, allowing the viewer to use a slider to see how an area has changed over time. This first test of georeferencing our maps will include 5-10 maps, as the process is time consuming. If this goes well, we hope to continue to work with the SSU Geography Department to georeferenced additional maps from our collection.

Audubon

On December 20th, USArt packed and transported the Carolina Parakeet Audubon print to the Peabody Essex Museum. PEM is currently having the print framed for display. For Trustees who may be interested in viewing the print while it is on display, the Nature's Nation exhibit opens on February 2nd.

Other

To help address the Board's questions from last month about salaries, I reviewed a salary survey conducted by another NOBLE library in 2018.

Staff Level	Average Local Pay Scale	PIL Pay Scale
Senior Librarians	\$53,000-\$63,000	\$51,769-\$52,809
Librarians	\$44,000-\$52,000	\$47,429-\$48,383
Library Assistant	\$38,000-\$45,000	\$42,400-\$43,253

As I mentioned in December, Peabody librarians and library assistants are paid comparable to other local libraries, but our senior librarians' salaries are not keeping pace.

There is no reasonable way to compare salaries of library aides, as many libraries do not use that title or have staff at that level. However, Peabody's library aides are currently hired at \$13.00 and with the state minimum wage increasing to \$12.00 an hour in January, it is my belief that library aides not being paid competitively.

It is worth noting that the PIL pay scales do not take into consideration any pay increases that may be negotiated in the current contract negotiations that are ongoing.

The other salary that is worth pointing out to the Board is the Assistant Director salary. Assistant Director salaries in the area vary widely depending on town size and budget. Looking at local libraries with similar budgets and population size, Assistant Directors earn an average of \$75,000. The Assistant Director salary here is \$62,777. I had requested in the FY19 budget an increase in this salary to \$70,000 with an additional increase to \$75,000 in FY20. Although it was approved in the budget process, the position is an ordinance level position, so a raise requires City Council approval, which has not yet happened.

The Board inquired as to what the disagreement was with regards to the type of oil in the elevator. Director Robinson reminded the Board that the elevator contractor in January 2017 had suggested the Library switch the type of oil used in the elevator from vegetable oil to hydraulic oil. Director Robinson stated she believed the change was

made at that time by Associated Elevator (their previous elevator contractor). City Elevator was now stating that the oil in the tank was vegetable oil; however, the tank was labeled hydraulic oil. Director Robinson stated she was working to clear up the confusion and get the issue resolved as quickly as possible.

The Board discussed the provided information on the staff salary comparisons. In response to a question from the Board, Director Robinson stated that certain staff levels had educational requirements – Librarians were required to have Bachelor’s Degrees, or in the process of pursuing a Bachelor’s Degree and the Senior Librarians were required to have Master’s Degrees or in the process of pursuing a Master’s Degree. Director Robinson explained the Library Pages received minimum wage and the Library Aide positions were part-time positions. Director Robinson clarified any changes made to the salary ranges of the union positions were made through contract negotiations; however, increases in pay for non-union positions (i.e. the Assistant Director and Library Director) needed to be approved through the City Council. Director Robinson reported the requested increase in the salary of the Assistant Library Director had not yet been scheduled on the City Council agenda. Trustee Ahearn requested Director Robinson let the Board know when it was scheduled so they could show their support.

A **MOTION** was made by Kate O’Brien to accept the Director’s Report as presented. The motion was seconded by Jean Ahearn. A vote was taken.

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

Reports of the Committees

President Najjar requested the liaison and committee chairs remain in place from the previous year, as followed:

- Buildings & Grounds – Chaired by Wes Merrill
- Audubon Prints – Chaired by Richard Shruhan
- Policies & Procedures – Chaired by Jean Ahearn
- Personnel – Chaired by Don McAllister
- Liaison to the Peabody Historical Society – Thomas Pappas
- Liaison to the Peabody Institute Library Foundation – Anne Quinn
- Liaison to the Friends of the Peabody Institute Library – Dianne Caputo

The Trustees agreed to the aforementioned appointments.

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.

President Najjar reminded the Board that as Margaret Tierney resigned from the Board when she relocated, there was now an open position on the Board. The position, which

would be for the remaining two years of her term, would be filled during the November elections should any Trustee know anyone who was interested in running for it.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION BOARD OF DIRECTORS: Liaison Anne Quinn reported that the next meeting of the Foundation Board of Directors was scheduled for January 16, 2019. At that meeting they would make a decision on whether or not they would be moving forward with the planning of the George Peabody dinner gala that had been discussed. Trustee Quinn reported there were concerns regarding the expense of putting on that type of dinner. Trustee Quinn stated they also didn't have a hook yet for the event which they could use to promote it.

Trustee Quinn reported Director Robinson provided her with all of the files from *For the Birds* and *London Calling* in order to provide her with a more complete picture of the costs and revenue generated from the previous galas. For the Board's information, *London Calling* netted \$22,000 – the total income was \$32,000 and the expenses were \$10,000. Of that income, 63% came from sponsorships and about 30% came from ticket sales.

Using those numbers as a guide, Trustee Quinn estimated what they would need to generate for revenue through sponsorships and ticket sales in order to hold a successful gala. Trustee Quinn stated she estimated the cost of the event at approximately \$50,000; therefore they would have to generate approximately \$150,000 in revenue with approximately \$60,000 of that number in sponsorships, which was double what they had for *London Calling*.

In response to a question from the Board, Trustee Quinn stated they hoped to net at least \$25,000 in profit as they netted \$22,000 from *London Calling*. The Board expressed concern about the ability to obtain that much in sponsorship and also whether or not it was worth it in order to raise only \$25,000. Trustee Quinn stated they would be reviewing all of the figures and making a decision on whether or not it was feasible to move forward at the Foundation meeting on Wednesday. Trustee Quinn stated she would provide an update at the February meeting.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Tom Pappas reported he reached out Historical Society President Dick St. Pierre to see if a Library Trustee could participate as a judge in the third-grade George Peabody essay contest. Trustee Pappas stated he would let the Board know when he was able to discuss it with Mr. St. Pierre.

A **MOTION** was made Don McAllister to accept the Committee reports as presented. The motion was seconded Anne Quinn. A vote was taken.

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

Unfinished Business

Library Director Melissa Robinson reported that as requested at the previous meeting, Trustee Fran Bisazza-Gallugi spoke with the City Solicitor regarding whether or not there was any recourse for the Board should they have an issue with Trustee

attendance. Trustee Bisazza-Gallugi was informed that as they were elected officials, there was nothing they could add or amend in the bylaws regarding such an issue.

Trustee Jean Ahearn stated she believed they should have a procedure in place should a Trustee miss a certain number of meetings in a row, even if they could not add it to the bylaws.

The Board discussed the issue and agreed that should attendance be an issue for any Trustee, the President would reach out to that Trustee directly to address the issue. The Board agreed that expectations regarding attendance should be discussed with new Trustees at the beginning of their terms.

New Business

A **MOTION** was made by Richard Shruhan to authorize the expenditure of \$2,000 from the Dorothea Osbourne book trust for children and teen summer reading books. The motion was seconded by Jean Ahearn.

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

A **MOTION** was made by Don McAllister to approve the reimbursement of \$1,000 to Librarian Cate Merlin for classes taken towards her Master's Degree in 2014 and 2015. The motion was seconded by Wes Merrill. A vote was taken.

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

A **MOTION** was made by Don McAllister to approve the reimbursement of \$500 to Librarian Morgan Yeo for classes taken towards her Master's Degree. The motion was seconded by Kate O'Brien. A vote was taken.

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

A **MOTION** was made by Don McAllister to pre-approve the reimbursement of \$500 to Librarian Sharon Janus for the successful completion of a class for her Bachelor's Degree. The motion was seconded by Kate O'Brien. A vote was taken.

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

A **MOTION** was made by Anne Quinn to approve the expenditure of up to \$50 for a gift for recently departed Trustee Margaret Tierney. A vote was taken.

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

Director Robinson reminded the Board they would be holding a concert with harpist Aine Minogue on Friday, February 22nd to celebrate George Peabody's birthday and to also honor the window sponsors. Director Robinson reported the Main Room could accommodate 100 people and they did expect 100 people to attend; the sign up sheet was almost full. Prior to the concert Don McAllister would talk about George Peabody and his birthday, then during intermission they Foundation would recognize and thank the window sponsors.

Trustee Anne Quinn reminded the Board that former Library Director and current PIL Foundation President Martha Holden was being honored the next night as Peabody's Person of the Year. Library Director Melissa Robinson stated that she and Assistant

Library Director Gerri Guyote were attending as was Trustee President Stephanie Najjar along with several additional Trustees.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Richard Shruhan. The motion was seconded by Jean Ahearn. A vote was taken.

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

The meeting was adjourned at 8pm.

Submitted by,

Allison M. Lytle
Recording Secretary