

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
June 4, 2018**

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
Kate O'Brien
Jean Ahearn
Sandra Fecteau
Frances Bisazza-Gallugi

Absent

Thomas Pappas
Margaret Tierney

Approval of the minutes from the April 2, 2018 meeting

A **MOTION** was made by Don McAllister to approve the minutes of the April 2, 2018 meeting as presented. The motion was seconded by Wes Merrill. A vote was taken.

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

Receipt of Communications

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

Report of the Library Director

Staffing: Library Director Melissa Robinson reported interviews were underway for the vacant Library Assistant position. Director Robinson stated she hoped to have the position filled by mid to late June in order to have sufficient coverage for the summer.

Director Robinson reported that on May 21st Jake Malioneck started work as the new page at the South Branch Library.

On May 24th, West Branch Library aide Russell Grossman went on unpaid paternal leave. Director Robinson stated he planned to take six to eight weeks of leave. The Library anticipated his return in July.

Director Robinson reported they were currently working with City Hall to arrange for summer college interns. Generally, the Library had six interns who would work 12 hours a week at Circulation, the Children's Room, at the branches and in the Creativity Lab for 6-8 weeks. They primarily performed circulation and desk coverage during the busy vacation season and offered some program support.

Director Robinson reported on May 16th, Community Relations and Public Programming Librarian, Kelley Unger and Director Robinson presented at a NOBLE program. Mr. Unger spoke about Mindfulness programs and Director Robinson gave an overview of the Creativity Lab.

Director Robinson reported Head of Children's Services Alysa Hayden presented at the Massachusetts Library Association conference in May on the BISAC system of classification that the Library had implemented at the branches and in the Children's Library. Ms. Hayden also recently reviewed an article on rearranging small spaces in children's library space for the peer-reviewed journal, *Children and Libraries*.

Director Robinson reported Sara Kelso, Yunan Guo and Gerri Guyote were currently conducting staff training sessions to prepare all staff for the new one desk model. Ms. Kelso was training staff on effective catalog and database searching techniques, Ms. Guo was reviewing basic troubleshooting for public computers and frequently asked technology questions and Ms. Guyote was training Reference staff on Circulation policies and procedures.

Director Robinson reminded the Board that the next all staff meeting date was Monday, June 11th. The Main Library would be closed from 9am-11am and the Branches from 9am-noon. The purpose of the all staff meeting was to solicit staff input for the Library's long-range planning process.

Buildings & Grounds: Director Robinson reported on the following Buildings & Grounds issues:

- Huntington Controls lawsuit: As authorized by the Board at the last meeting, the City's legal team negotiated a settlement with Stellar Technologies, formerly known as Huntington Controls. The settlement was for \$5,500 out of the total \$9,986.
- HVAC: Director Robinson received a second quote from Limbach for the replacement of the return fan in the Main Reading Room. Based on their quote, the Library was moving forward with their recommendation to do further diagnostic work on the return fan and to replace the TXV valve on the McQuay chiller.
- West Branch PTACs: The demonstration PTAC unit at the West Branch Library was now fully functional. Director Robinson would be working with the Director of Facilities to move forward with the replacement of additional units in the coming months.
- Main Library Roof: The Director of Facilities arranged for drone footage to be taken of the Main Library Roof on the east side, which was particularly difficult to assess. Based on that footage, it was his belief that repairs and a full inspection should be arranged as soon as possible. It was Director Robinson's

understanding that the Mayor intends to request capital funding from the City Council for the roof work sometime that month. The City's purchasing agent had begun research on architects who would be qualified to work on a historic slate roof.

- Plumbing: The toilet in one of the bathrooms on the second floor started to come away from the wall, which caused a small leak. The Library consulted with two plumbers, who both agreed that the mounting fixture on the wall was not stable and would need to be secured before the toilet was rehung. There might be masonry associated with that repair. It might be a large expense.
- The Peabody Garden Club was planting additional flowers at the South Branch and Main Library.
- For the past several years, the Fire Station on Lowell Street next to the West Branch Library requested that Library Administration allow the bin to be moved to the West Branch Library. Planet Aid paid the host sites \$0.05/pound on items collected in their bins, so hosting the bin would act as a fundraiser for the Friends of the Library. Director Robinson contacted the Fire Chief and the principal of a Peabody public school that also hosted a bin to confirm that Planet Aid did a good job of maintaining those bins so that they did not create any problems on Library property. Director Robinson stated she agreed to allow the bin's presence at the West Branch, provided that it did not prove to be a maintenance issue of any kind. The Friends of the Library would raise around \$1,500 a year from Planet Aid.
- The Peabody Garden Club and several staff members had expressed an interest in having a patio of bricks installed on the lawn of the Main Library in the area that was under the tent during the summer months. The suggestion was that the Library institute a "buy a brick" program through the Foundation. The area would be approximately 20 feet by 20 feet. That idea had generated lively discussion between those on staff who believed it would make the area, that was currently unkempt and dusty/muddy, more attractive and functional for the summer food program and those who were reluctant to take away "green space" in downtown Peabody. Before the discussions went any further, Director Robinson would like the Board to weigh in on the matter.

Trustee Wes Merrill inquired whether or not the Mayor was discussing funding for just the inspection of the roof or the repair of the roof. Director Robinson stated that it sounded like the Mayor was trying to secure the funding for the entire project which would cost over \$300,000. The east side of the roof needed to be replaced and the west side needed to be repaired. Trustee Richard Shruhan requested that the Library Director let the Board know when the matter would go before City Council so the Board could attend to show their support.

Space Reorganization: Director Robinson reported the work of moving collections for the reorganization of the Main Room was proceeding on schedule. They had moved the date of the furniture delivery for the new shelving to Tuesday, June 19th in order to ensure adequate staffing levels for both the move and the re-opening of the room. The Main Reading Room would be closed to the public that day on Wednesday, June 20th. Director Robinson stated they still planned to offer circulation from the Teen and Children's Rooms and the public would have access to computers in the Teen Room on those two days.

Collections: Director Robinson reported Community Relations and Public Programming Librarian Kelley Unger was piloting a “Library of Things” collection. Director Robinson explained a current trend in libraries was to circulate various special items or kits based on community interest. Director Robinson reported that for several years the Library had circulated disc golf sets, so it would be an extension of that. The first “things” that would be added to the collection were ukuleles, turntables, mindfulness kits, electricity usage monitors, Instax cameras, a scanner that converted slides and negatives into digital photos, and color-blind corrective glasses for Red-Green blindness.

Budget: Director Robinson provided the Board with an updated budget for its review. Director Robinson stated they anticipated underspending the personnel budget by a significant margin and coming out right on target with the operations budget.

Director Robinson stated the Board needed to vote that evening to authorize the expenditure of the FY19 State Aid to Public Library funds that the Library would receive. The Commonwealth was still in the process of finalizing and approving the FY19 budget. Director Robinson stated indicators showed that State Aid to Public Libraries line item would likely remain stable. Based on awards from the last few fiscal years, Director Robinson proposed the Board approve the following breakdown of spending with an estimated total of \$63,000. If the actual amount changed, the percentages of spending would remain the same.

Over the past two years due to low energy costs and increased energy efficiency in library equipment, the Library had not needed the full \$10,000 designated for utilities. Since State Aid money rolls over between fiscal years, the Library currently had \$17,800 in that line item, so Director Robinson was proposing that the Board put \$5,000 towards utilities for FY19 and reallocate the other \$5,000 by putting an additional \$3,000 in Building and \$2,000 in Staff Development.

Director Robinson proposed the following breakdown:

Utilities	\$5,000	8%
Operating	\$10,000	16%
Books	\$16,400	26%
Audubon	\$11,000	18%
Programs	\$10,000	14%
Building	\$8,600	14%
Staff Development	\$2,000	2%

Director Robinson reported the Mayor had released his recommended FY19 City budget. The City Council would hold the budget hearing for City Departments on Thursday, June 7th starting at 6pm. Director Robinson would be present at that meeting in order to answer any questions the Council had about the Library budget.

Programs/Activities: Director Robinson reported PILCON was a great success – over 250 people of all ages attended, which was an increase in attendance from last year. Director Robinson stated the programming was very well received. The event required

a lot of time, energy and creativity from staff across the Library. Director Robinson announced the third annual PILCON would take place on May 4th of 2019.

Trustee Jean Ahearn stated she was very impressed with PILCON, particularly the artists who were very involved in teaching the attendees and not just trying to sell their artwork and creations. Trustee Ahearn stated it was great event.

Long Range Planning: Director Robinson reported the Library had completed three focus groups for the Long-Range Planning Process. For any Board member who could not attend the focus group on May 23rd, Director Robinson had the dates available for the four upcoming focus groups for library patrons at the Main Library and branches.

Audubon: Director Robinson reported on May 31st, TKM studios returned the Audubon prints that were out for restoration to the Library. The prints that were returned numbered 251-271, excluding print number 256, which was previously restored. The conservator from TKM commented on the beautiful condition of the Library's Audubon prints, particularly the vividness of the colors. Director Robinson reported the work on those prints came to \$24,750; \$11,000 of that had been paid from the State Aid to Public Libraries account and the remainder would be paid by the Foundation. Director Robinson stated she had electronic versions of before and after photos available for interested Board members. Director Robinson reported TKM Studios took the next 20 prints in the series (numbers 272-291) with them to begin restoration work. The treatment of those prints would cost \$20,850.

Director Robinson reported that TKM Studios stated they would host a tour of the studio for the Trustees should they be interested. The Board agreed they would love to see the space and go on a tour.

Archives: Director Robinson reported that the Library currently had in storage in the West Branch basement was a Chickering baby grand piano that the Trustees purchased in 1919 for use in the Lyceum. Director Robinson stated she had asked archivist Erik Bauer to get a quote for the cost of restoring that piano. If possible, Director Robinson would like to put that piano in the Main Reading Room so it could be used for after-hours events, Foundation fundraisers, etc. The cover to the keyboard would be locked during regular library hours.

A **MOTION** was made by Don McAllister to accept the report of the Library Director 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.

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 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 FRIENDS OF THE PEABODY INSTITUTE LIBRARY: Liaison Dianne Caputo stated there was nothing new on which to report. The next meeting of the Friends was scheduled for Wednesday, April 4, 2018.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Liaison Anne Quinn reported that the recent event *Novel Arrangements* was sold out; however, she did not have the final numbers yet so she could not provide a report on how many attended and what funds were raised.

Trustee Quinn reported the next meeting of the Foundation Board was scheduled for Wednesday, June 14th. At that meeting the Board would further discuss the planning of *Starry, Starry Night* which would be held in October. The Event Planning Committee also continued to work on the plans for the George Peabody Birthday Dinner but the planning was currently in a holding pattern as they worked on soliciting bids from caterers. Trustee Quinn reported they had information on thirteen high-end caterers to whom they would send out letters to solicit their interest. Trustee Quinn stated they hoped to have those letters out by the end of the summer. Trustee Quinn reported she also spoke with the person who ran Hamilton Hall and she got some information on the cost of holding such an event and what that could mean with regards to ticket pricing. Trustee Quinn stated the Board would have to have serious conversations about what they think they could charge for the event.

Trustee McAllister stated they would also be looking for sponsors for the event once the time came.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: As Liaison Thomas Pappas was not present, there was no new report.

A **MOTION** was made by Anne Quinn 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

Trustee Jean Ahearn inquired as to whether or not the Board had any feedback or changes to the proposed revisions to the Bylaws which were distributed at the April meeting.

Trustee Wes Merrill suggested the Board consider changing the following:

Page 5, Section 3 – Agenda, First Paragraph: (on the draft)

A written agenda of matters to be considered at each meeting of the Board of Trustees shall be compiled by the Library Director and shall be **mailed** to each Trustees along with the notice of the meeting.

-TO-

A written agenda of matters to be considered at each meeting of the Board of Trustees shall be compiled by the Library Director and shall be **sent** to each Trustees along with the notice of the meeting.

Trustee Merrill stated that he thought as most of the correspondence was done via email it was better to change the word “mailed” to “sent”. The Board agreed with that change, which was recorded by Trustee Ahearn.

Trustee Anne Quinn stated that she was uncomfortable with the dissolution of all of the committees. Trustee Quinn stated she felt having standing committees seemed to keep structure and did not like the idea that all of the committees would then be ad hoc committees.

Trustee Ahearn stated that the rationale behind removing the section defining the committees was that if they were written into the bylaws, they have to have them no matter what. If they removed the committees, they could have whatever committees were necessary at that time; they could form or disband any committee at any time. As they currently functioned, they were in essence creating each committee every year and appointing a chair. The change to the bylaws would just mean there were no mandated committees.

Trustee Quinn stated she thought the Board should have an Executive Committee that could take action when it was not possible to meet. Director Robinson stated that when reviewing the bylaws, they discussed the fact that they didn’t really need an Executive Committee because they were able to conduct business via email. The Board agreed.

Trustee Quinn stated she had concerns with how the bylaws were written with regards to the position of Secretary. Trustee Quinn stated that it seemed like the bylaws were giving a lot of responsibility to the designee, who was not an officer. Trustee Quinn stated that the designee was ultimately responsible even though they were not an officer.

Trustee Ahearn stated that in the past the Secretary of the Board would volunteer and take the minutes of the meeting. The Board had since hired a Recording Secretary who was deemed the designee. The Board discussed the language of the bylaws and how to change them to alleviate the appearance of the designee having the ultimate responsibility for the minutes. The Board agreed to make the following change –

The Secretary or designee shall prepare minutes of each Board of Trustees meeting and shall send a true copy of said signed minutes to each Trustee and Library Director for approval at the next meeting.

-TO-

The Secretary or designee shall prepare minutes of each Board of Trustees meeting and shall send a copy of said minutes for approval at the next meeting.

Trustee Quinn stated she felt that they should not change the word “shall” to “may” on Page 7, Section 2 - Duties Relative to the Board of Trustees

The bylaws read:

The Board of Trustees **shall** evaluate and assess the performance of the Library Director in conjunction with the evaluation process of the City of Peabody.

The proposed change would edit the bylaws to read:

The Board of Trustees **may** evaluate and assess the performance of the Library Director in conjunction with the evaluation process of the City of Peabody.

Trustee Quinn stated she felt that it was the duty of the Board to evaluate the Library Director’s performance; therefore, the word “shall” was more appropriate.

Trustee Ahearn stated that the logic behind the change was that if they used the word “shall” they were obligated to formally evaluate the Library Director, whereas if they use the word “may” they could continue with their current format of discussions. The Board concurred that the bylaws should be amended to read “may” instead of “shall”.

Trustee Quinn stated that she felt that the following change should be made to

Page 8, Section 2 – Duties Relative to the Board of Trustees, Paragraph 2: (on the mark-up)

The Library Director shall **be** apprised of all legislation, regulations or ordinances which affect the Peabody Institute Library and shall report to the Board of Trustees accordingly.

-TO-

The Library Director shall **keep** apprised of all legislation, regulations or ordinances which affect the Peabody Institute Library and shall report to the Board of Trustees accordingly.

Trustee Quinn stated she felt the word “keep” was more appropriate as it was the responsibility of the Library Director to be informed of all such matters. The Board agreed.

Trustee Ahearn stated she would make the changes they discussed that evening and would send the final version to the Board for their review prior to the next meeting. The Board would review the bylaws and vote on the changes at the September meeting.

President Najjar reminded the Board that they had previously asked Finance Director Mike Gringas for an update on the Library's funding in terms of investments. The Board had not yet received the requested information so she inquired further with Mr. Gringas. The Board discussed the issue and agreed they would like to receive information on their endowments such as where the money was being invested and what the performance history of those funds had been for the previous several years. The Board discussed whether it would be more appropriate for Library Director Robinson or Board of Trustees' Treasurer Don McAllister to follow up with Mr. Gringas. Subsequent to the discussion, the Board asked Director Robinson to follow up. Treasurer Don McAllister could further inquire should Director Robinson not receive the report. The Board stated they would like to receive the information in time to review at their September meeting.

The Board discussed the planning for *Starry, Starry Night*. Trustee McAllister reminded the Board that the Trustees each used to donate two bottles of wine for a wine basket raffle. However, they were no longer able to bring outside alcohol to Brooksby Farm. In lieu of donating bottles of wine, the Trustees were now asked to donate two gift certificates of at least \$10 each for the gift card bag raffle.

President Najjar encouraged any Trustee who had ideas for *Starry, Starry Night* or who was interested in helping plan the event to please attend the next Event Planning Committee meeting or the next Foundation meeting which was scheduled for Wednesday, June 13th at 6pm.

New Business

A **MOTION** was made by Don McAllister to approve the disbursement of the State Aid for FY18 as outlined by the Library Director's report.

Utilities	\$5,000	8%
Operating	\$10,000	16%
Books	\$16,400	26%
Audubon	\$11,000	18%
Programs	\$10,000	14%
Building	\$8,600	14%
Staff Development	\$2,000	2%

The motion was seconded by Richard Shruhan.

Trustee Ahearn suggested the motion be amended to add that should the funding amount differ from what was anticipated, the funds would be allocated based on percentage, rather than dollar amount. The amendment was seconded by Richard Shruhan. A vote on the amended motion was taken.

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

The Board discussed the issue of possibly laying bricks on the lawn of the Main Library in the area that was under the tent during the summer months. The Board also discussed the idea of approaching the Foundation regarding a possible buy-a-brick program to fund the laying of the patio. Director Robinson reminded the Board that she was looking for their feedback on whether or not the Trustees' would approve of installing a patio or if they would rather leave the lawn as a greenspace. Director Robinson wanted the Trustees' input before discussion with the staff went any further and the Foundation was approached with the idea.

The Board discussed the merits of keeping the area a green space and the feasibility of implementing a buy-a-brick program. The Board discussed the proposed size of the patio and how it related to the size of the lawn. The Board stated they wished to have further information such as the cost of a patio, how long it would take to sell enough bricks for the patio, and the size of the patio relative to the size of the space.

A **MOTION** was made by Don McAllister requesting the Library Director investigate the possibility of installing a patio (i.e, the cost, how long it would take, the square footage, etc.). The motion was seconded by Richard Shruhan. A discussion ensued.

Trustee Anne Quinn stated she wished to clarify that the Board should be voting on whether or not the Library should keep the space a green space; not necessarily determining the feasibility and cost of installing a patio at that time. The Board requested a roll call vote and stated a vote in the affirmative would authorize the Library Director to move forward with the possibility of installing a patio; a vote in the negative meant the Library Director should not pursue the idea any further and the space would be kept green. A vote was taken:

Wes Merrill	Yes
Richard Shruhan	Yes
Don McAllister	Yes
Sandra Fecteau	Yes
Jean Ahearn	Yes
Dianne Caputo	Yes
Frances Bisazza-Gallugi	Yes
Kate O'Brien	Yes
Anne Quinn	Abstain
Stephanie Najjar	Yes

All in Favor: 9. Any Opposed: None. Abstention: 1. The motion was approved.

A **MOTION** was made by Richard Shruhan that the Board of Trustees not hold meetings in the months of July and August 2018, unless there was a special meeting called by the President of the Board. The motion was seconded by Jean Ahearn.

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

A **MOTION** was made by Richard Shruhan to move the September Board of Trustees meeting to Tuesday, September 11th at 7pm due to holiday conflicts. The motion was seconded by Don McAllister. 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 Richard Shruhan. A vote was taken.

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

The meeting was adjourned at 8:30pm.

Submitted by,

Allison M. Lytle
Recording Secretary