

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
March 5, 2018**

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The meeting was called to order by President Stephanie Najjar at 7:30pm. 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  
Frances Bisazza-Gallugi  
Stephanie Najjar  
Dianne Caputo  
Thomas Pappas  
Wes Merrill

**Absent**

Margaret Tierney  
Jean Ahearn  
Kate O'Brien

President Najjar noted that Sandra Fecteau had emailed the Board to let them know she would be returning to town on March 15<sup>th</sup> and would be sworn in as a Trustee upon her return.

**Approval of the minutes from the previous meeting**

A **MOTION** was made by Don McAllister to approve the minutes of the February 5, 2018 meeting as presented. The motion was seconded by Frances Bisazza-Gallugi. 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 a thank you card from Foundation Director Martha Holden.

**Director's Report**

*Staffing:* Library Director Melissa Robinson reported that the vacant aide positions at the Circulation Desk, the South Branch and Teen Room had been posted. Director Robinson expected to begin interviews next week.

Director Robinson reported South Branch Library page Zachary Stark had resigned. The Library would begin the hiring process for the position that week.

In response to a question from the Board, Director Robinson stated she and Assistant Director Guyote both spent a significant amount of time dealing with personnel issues, turnover and the hiring process.

**Buildings & Grounds:**

- City Solicitor Michael Smerczynski, Assistant Director Guyote and Director Robinson met with Louis Karamas on Thursday, March 1<sup>st</sup> and let him know that his services as Clerk of the Works would end on Friday, March 9<sup>th</sup>. He was not expected to complete any additional project related working during that time but would remove any of his personal property from the Library before that date and return his building keys. Any remaining project work would be overseen by Library administration and the Facilities Department. Director Robinson requested the Board vote to ratify those actions.
- At the aforementioned meeting, the Clerk of the Works presented them with several building related items that he believed were areas of concerns. The Director of Facilities and Director Robinson would be looking at those items and taking care of needed corrections.
- **BMS Conversion:** Viking Controls performed onsite work on February 14, 15 and 16. They converted the units in the boiler room, and second floor units. The FCU was almost completed as well. Viking expected to complete the anti-icing programming for the FCU at the next visit. The next unit to be converted was the roof top unit. Viking was scheduled to be on site Thursday, March 8<sup>th</sup>. At that time, they would meet with Director Robinson and two staff members from the Facilities Department to make sure they were up to speed on all areas of the project.
- **Elevator:** City Elevator replaced the scavenger pump in the elevator in February.

**Space Reorganization:** Director Robinson provided the Board with a working floor plan for the Main Reading Room for their review. Director Robinson reported there was consensus among administration and Senior Librarians that the new configuration would improve public service and provide easier access to more of the Library's collections, which would hopefully also improve circulation. The floor plan was also being distributed to all Library staff. Director Robinson stated she looked forward to the Trustees' feedback and theirs. Director Robinson stated she was happy to show any Trustees who were interested around the Main Reading Room at the conclusion of the evening's meeting.

**Budget:** Director Robinson provided the Board with a budget to date for review. Director Robinson reported the gasoline budget line was not reflective of what the Library had used for gasoline for the van that year because of problems with the City garage's billing system. Director Robinson stated they hadn't been billed in months for gasoline.

**Programs/Activities:** Director Robinson provided the Board with a copy of the spring events brochure for their information. Director Robinson stated the Board would notice that the increase in programming for children and families at the Main Library continued and it was being very well received by the community. To go along with the increased programming, Head of Children's Services, Al Hayden, had launched an e-mail

newsletter focused on children's events at all three libraries, similar to the popular one the Library sent out featuring adult events.

Director Robinson reported the Library continued to see great interest in wellness and mindfulness programming. The West Branch was launching a monthly aromatherapy program and some of the best attended programs at the West and Main Libraries continued to be the adult and children's yoga classes, the Tai Chi for healthy aging program, and the new Mindfulness Book Group. Director Robinson reported Senior Reference Librarian, Sara Kelso, was exploring ways to use that interest in wellness to connect patrons with the Library's electronic resources.

Director Robinson reported the book-based early literacy Play Labs funded by the Mind in the Making grant were up and running at all three libraries. Staff were observing a great deal of enthusiasm amongst children who visited the Library for those open-ended play options.

Director Robinson reported that in April, the Teen and Children's Departments would be working with Tillie's Farm and the Peabody Garden Club to run a raised bed gardening program. The raised bed would be constructed by YouthBuild in the front courtyard and would be tied in with Teen and Children's programs throughout the spring and summer, including the Summer Lunch program.

Director Robinson reported planning for the second annual PILCon comic book convention on Saturday, May 19<sup>th</sup> was underway. Director Robinson reported that due to popular demand, staff were increasing programming for children at that year's event. Since space was already at a premium on that day, children's programs would be moved to the Teen Room. Director Robinson stated that unless the Board had an objection, they wished to use the Trustees Room for board games, provided by and supervised by Castle Board Games Café from Beverly. Director Robinson stated she also wished to request the Trustees approval to once again allow the local artists to sell their creations (pieces of art, drawings, etc.) to patrons who wished to support their work. Director Robinson explained those artists were volunteering their entire day to work with their patrons (well over 300 people were expected that year), and the vending of items was a popular part of PILCon last year. Each artist came with their own payment system in place (i.e. cash, Paypal, etc.). Director Robinson stated that all events at PILCon were free to the public but adding that opportunity for the public to support the generous and creative artists enhanced the event for all.

Archives: Director Robinson reported the sale of the books formerly in the Sutton Room was completed on February 14<sup>th</sup>. Brattle Books picked up the books and delivered a check to the Library. Director Robinson reported the Finance Department at City Hall had established the new trust fund account in accordance with the Board's motion at last month's meeting. The new trust fund would be on next month's budget report.

The Board reviewed the working floor plans for the space reorganization as presented by the Library Director. Director Robinson clarified several points of interest for the Board during the review. In response to a question from the Board, Director Robinson stated the circulation desk was now being called the public service desk and was being moved closer to the middle of the room to increase visibility and functionality. The large

print collections were all being moved to the main level. Director Robinson explained that the large print was chosen because they wanted to increase accessibility to the collection. Director Robinson stated that historically many of the people who used the large print collection had mobility issues so to ask them to access the collection on the second floor, in the back, then to expect them to check the book out on the first floor seemed unreasonable.

In response to a question from the Board, Director Robinson stated she understood that the moveable shelves could be moved by two people based on what they planned to put on the shelves (mostly paperbacks and DVDs). Director Robinson stated that once they received feedback from the Board and the Library staff, they would order the bookshelves which should take 6-8 weeks to arrive. They would plan on beginning the reconfiguration at that time.

A **MOTION** was made by Don McAllister to accept the report of the Library Director as presented. The motion was seconded by Anne Quinn. 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:** As Committee Chair Jean Ahearn was absent, there was no new report from the Committee.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Anne Quinn reported on the following upcoming events –

- Reception for window sponsors: March 23<sup>rd</sup>.
- George Peabody Medal Ceremony: May 16<sup>th</sup>, 5:30pm.
- *Novel Arrangements* flower arranging event at the West Branch Library on May 17<sup>th</sup>.

Trustee Quinn reported the event planning committee was still working on the plans for the George Peabody dinner as discussed at previous meetings. Trustee Quinn stated they were considering moving the dinner to 2020 in order to have it coincide with George Peabody's 225<sup>th</sup> birthday.

The next Foundation meeting was scheduled for Wednesday, April 11<sup>th</sup> at 6pm.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Liaison Dianne Caputo stated there was nothing new to report. The Friends next meeting was scheduled for Wednesday, March 7<sup>th</sup>.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Tom Pappas stated that the next event hosted by the Historical Society was a lecture called “Don’t Go Down to the Sea!” given by historian Anne Barrett about 17<sup>th</sup> century clairvoyant, Molly Pitcher on March 11<sup>th</sup> at 2pm.

A **MOTION** was made by Wes Merrill to accept the committee reports as presented. The motion was seconded Dianne Caputo. A vote was taken.

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

### **Old Business**

President Najjar reported that Trustee Anne Quinn drafted a letter to Steven Howlett offering the Board’s congratulations on his recent honor as discussed at the previous meeting. President Najjar asked the Board to review the letter and provide feedback. Once the letter is edited, President Najjar would print the letter and bring it to the April meeting for everyone’s signature.

Trustee Anne Quinn reported she took the picture of the Trustees that was taken in December to Michael’s Arts and Crafts to have the portrait matted and framed. The picture would be ready in a couple of weeks. The cost of the matting and framing was \$200.

The Board discussed payment for the portrait framing. President Najjar stated that the City would be adding a Trustees’ business budget line to cover such costs. The addition of this line item would be discussed in more detail with Director Robinson during the budget review.

Director Robinson stated that in the instance of the portrait framing, where it was going to be hung in the Library, she might be able to pay for it out of the Library budget. Director Robinson stated she would look into that possibility and report back to the Board.

### **New Business**

A **MOTION** was made by Richard Shruhan to authorize the termination of Louis Karamas as Clerk of the Works for the Library as of Friday, March 9<sup>th</sup>. The motion was seconded by Frances Bisazza-Gallugi. A vote was taken.

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

A **MOTION** was made by Don McAllister to authorize Director Robinson to allow local artists to sell their creations during PILCon on May 19<sup>th</sup>. The motion was seconded by Anne Quinn. A vote was taken.

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

A **MOTION** was made by Don McAllister to allow the Trustees’ Room to be used during PILCon for board games given proper supervision. The motion was seconded by Richard Shruhan.

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

A **MOTION** was made by Frances Bisazza-Gallugi to move the start time of the Library Trustees' meeting to 7:00pm from 7:30pm.

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 Wes Merrill. The motion was seconded by Tom Pappas. A vote was taken.

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

The meeting was adjourned at 8:10pm.

Submitted by,

Allison M. Lytle  
Recording Secretary