

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
May 7, 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
Thomas Pappas
Wes Merrill
Kate O'Brien
Jean Ahearn
Margaret Tierney
Sandra Fecteau

Absent

Frances Bisazza-Gallugi

President Najjar reminded the Board that they were not able to hold an official meeting in April because the meeting was not posted 72-hours prior; therefore, they could review the notes from the previous meeting but they would not be voting on their approval. President Najjar stated they still needed to review and approve the minutes from the March meeting.

Approval of the minutes from the March 2018 meeting

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

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

Receipt of Communications

President Najjar reported the Trustees received a copy of a notice of trespass which was given to a patron that month. Library Director Melissa Robinson would provide more information on the matter during her report.

Director's Report

Staffing: Director Melissa Robinson reported the three vacant aide positions were filled in April. New library aide Kaylee Steele began working at the South Branch on April 10th. Aubrey Apodaca started in the Teen Room on April 17th and Melissa Giacobbe started at the Circulation Desk on April 24th. Director Robinson reported their supervisors were all very pleased with their training so far and report that all three were quick learners with strong customer service skills.

Director Robinson reported interviews were currently underway to fill the vacant page position at the South Branch Library.

Director Robinson reported that Children's Room Library Assistant Kate Hamilton had submitted her resignation in order to accept a full-time position at the Salem Public Library. Director Robinson would begin the process to fill that vacancy as soon as possible in order to ensure coverage for the busy summer season in the Children's Room.

Director Robinson reported the next all staff meeting date was Monday, June 11th. Since the Library had received no negative feedback from the public about the timing of the last two trainings and since most staff were able to attend on Monday mornings, they would follow the same schedule as in the past. Director Robinson reported the Main Library would be closed from 9am-11am and the branches would be closed from 9am-noon. Library staff would begin publicizing the schedule change within the next week. Director Robinson stated the purpose of the all staff meeting would be to solicit staff input for the Library's long-range planning process.

Buildings & Grounds:

- **Huntington Controls lawsuit:** Huntington Controls had been renamed Stellar Technologies. The trial date for their lawsuit against the City was scheduled for Monday, June 4th; the Mayor, the City's legal team, the Director of Facilities and Director Robinson were having ongoing discussions on the merits of taking it to trial versus attempting to reach a settlement. The outstanding amount that Stellar was seeking was \$9,986 of the original \$14,986. The last offer the City made was for \$3,500. Since the Board would not meet again until the evening of June 4th, Director Robinson stated she would like to recommend that the Board vote that evening to authorize the City's legal team to use their discretion to negotiate a settlement in that matter, up to the amount that Stellar claimed they were owed. Director Robinson explained those funds were already encumbered in the Library's capital project account, so the payment had been accounted for.
- **BMS conversion:** Viking completed the switch of all systems over to the new BMS computer system and provided a training session for Assistant Director Guyote, two library custodians, a member of the Facilities staff and Director Robinson. Director Robinson reported that so far, the new system appeared to function significantly better than the old BMS, although some glitches were still being worked out. A second staff training would take place in the upcoming weeks.
- **HVAC:** During their work on the conversion of the BMS, Viking discovered that the return fan for the Main Reading Room needed a new controller. They had

submitted a quote for that work and Director Robinson asked Limbach to prepare a second quote. Additionally, last week with the onset of warm weather, it became apparent that the Main Library's chiller was not functioning properly, which led to the overheating of several spaces. Director Robinson placed an emergency call to Limbach and they were able to get the chiller functioning at a level sufficient to cool the Library. They returned on Friday to further inspect the equipment. It was the technician's opinion that some equipment might need to be replaced but additional diagnostic work was needed to confirm that.

- Elevator: A tech from City Elevator met with Director Robinson, the custodians and the Director of Facilities to show the Library the leak in the piston packing that they proposed the Library replace. The Director of Facilities agreed that there was a small leak, but felt that it was by no means an urgent fix and could remain relatively stable and fully functional for the foreseeable future. He advised that the Library schedule its replacement at the end of that fiscal year or even the end of next fiscal year if money remained in their outside services budget. Director Robinson stated she would have a better sense of whether that could happen before July once the scope of the work on the chiller had been determined.

President Najjar inquired as to whether or not the Library had to pay for the emergency call they placed to Limbach with regards to the HVAC system. Director Robinson stated that they had an emergency rate that was negotiated as part of their maintenance contract.

Space Reorganization: Director Robinson reported Library staff had begun moving existing collections and furniture on the first floor. Several collections were in temporary locations in order to free up shelving. The Library had received a tentative delivery date for the new mobile shelving of Thursday, June 21st. The Library planned to close the Main Reading Room when the new shelving was delivered and installed. During that time, the Library would reconfigure the public service desks and relocate the public computers. Director Robinson stated they anticipated that would take a day to a day and a half. During the time that the Main Reading Room was closed, circulation would take place in the Teen and Children's Rooms and the public would have access to computers in the Teen Room. Director Robinson stated they would do their best to minimize the inconvenience to the public, but some services, such as photocopying and faxing, might be temporarily unavailable. The work of moving collections to their permanent homes would take another two to three weeks after the room was reopened. Since the furniture company had indicated that the delivery date was quite tentative, they might have to make adjustments to the schedule. Director Robinson would keep the Board informed via e-mail if things changed.

Budget: Director Robinson provided the Board with an up-to-date budget for their review.

Director Robinson stated that as she mentioned last month, the Library received the second payment of State Aide to Public Libraries in the amount of \$32,124.36; which put the Library's total for the year to \$63,029.75. The total was \$2,029.75 more than expected. Director Robinson requested the Board vote to allocate that money for staff development and training. That money would be used to fulfill contractual obligations to

reimburse staff for tuition or to fund training for staff in areas that library administration identified as crucial.

Director Robinson reported two library staff members had completed courses and they were seeking reimbursement as was stipulated in the union contract. Senior Reference Librarian Sara Kelso had completed her second semester of a graduate certificate program in Local Government at Suffolk University. Senior Branch Librarian Morgan Yeo completed a course towards her Master's Degree in Library Science from the University of Rhode Island. According to the contract, Ms. Kelso and Ms. Yeo could each receive a \$500 reimbursement. Director Robinson suggested the Board approve the use of \$1,000 from the State Aide money overage for those reimbursements. In the past those expenses had been covered by Library trust funds, but those funds no longer had sufficient funds to cover tuition reimbursement.

Programs/Activities: Director Robinson reported on the following programs and activities –

- The summer events brochure was now available.
- On Saturday, April 28th, the Children's Department hosted an early literacy festival: Fun in the Making. Over 60 children and caregivers attended performances and appearances by singers and authors, explored the Library's new Play Labs and met with representatives from family-serving community organizations.
- The raised bed garden was delivered and installed in the courtyard of the Main Library last week. The gardening programming would begin within the next two weeks.
- That year's PILCon event was Saturday, May 19th. Advance registration suggested that the event would be well attended.
- Head of Children's Services Al Hayden had scheduled her first professional development workshop for teachers on May 29th or June 10th on the topic of Matching Kids with Books. That topic was chosen after surveying teachers about their professional development needs. Flyers were available for interested Board members.

Long Range Planning: Director Robinson reported that every five years the Library must submit a strategic long-range plan to the Massachusetts Board of Library Commissioners. The next plan needed to be submitted by October 1, 2018, so the Board would need to approve the plan at their September meeting. Director Robinson reported that past long-range plans were compiled with input from a community survey and a 12-person committee with representatives from Library staff, Trustees and the community. In order to solicit input from a wider spectrum of community members, Director Robinson stated she was planning to use a broader strategy. The strategy would include focus groups with Library department heads, Library staff, Trustees, Foundation and Friends and community groups, as well as one-on-one conversations with City Officials and the Library's community partners. Library staff would also conduct outreach to solicit responses to surveys from both users and non-users.

Director Robinson proposed that the focus group for Library Trustees, Foundation Directors and members of the Friends of the Library take place on Wednesday, May 23rd from 6-8pm.

In response to a question from the Board regarding the planned focus group for Foundation Directors and Trustees, Director Robinson stated that should someone be interested in participating and could not attend, they could submit their ideas and feedback. She would have planned questions prepared they could review. President Najjar requested Director Robinson send out the notice of the May 23rd focus group to the Foundation Directors and Board of Trustees.

In response to a question from the Board, Director Robinson stated that there would be at least one teen-specific focus group as part of the long-range planning.

Grants: Director Robinson reported Teen Librarian Cate Merlin had applied for the following grants to support summer programming:

- From Cell Signaling Technologies, she requested \$1,000 for the ROBOWeek teen program.
- From Salem Five Charitable Trust, she requested \$1,800 for the two-week Comic Book Creation program.
- From North Shore Workforce Investment Board's First Jobs program, she requested three teen summer interns to staff the Summer Eats program and assist with Creativity Lab programming.

Director Robinson reported that in conjunction with the Peabody Cultural Collaborative, the Library was applying to the Essex County Community Foundation for two \$30,000 grants to fund a pop-up children's museum in downtown Peabody.

Archives: Director Robinson reported archivist Erik Bauer continued to make progress on the collection inventory the Board requested two years ago. The Art Collection, Object Collection, Manuscript Collections, Archival Collections, Photograph Collection, Postcard Collection and Vertical File Collection were all complete. Director Robinson explained the inventory process included updating catalog records, creating new finding aids, cataloging previously non-cataloged items, and photographing or scanning necessary materials. Director Robinson stated the last remaining collection to be inventoried was the rare book collection, which Mr. Bauer was in the process of doing.

Director Robinson reported other archival and local history projects that were underway included: updating the history of the Danvers Mechanics' Institute, which was the precursor of the Peabody Institute Library, digitizing the local newspaper collection and creating a new exhibit featuring political materials from the archives. The majority of the non-bound newspapers would be digitized and available through the Internet Archive by the end of the year, while the new exhibit would debut in the fall of 2018.

Director Robinson stated that since she received several additional inquiries from Board members about the possibility of working with the Peabody Essex Museum to arrange the storage or loan of relevant local history documents from the Phillips Library, she asked Archivist Erik Bauer to contact the PEM's Library Director John Childs. Mr. Bauer did so in April, but they had not yet received a response.

Director Robinson stated that one of the items in the Library's current archives collection was a set of ten negatives of photographs of the 1938 construction of Route 114 in Peabody. Mr. Bauer would like to have those negatives digitized by the Northeast

Document Conservation Center, which would cost approximately \$640. Additionally, Mr. Bauer and Director Robinson had agreed that they would like to display more items from the local history archives. In order to do that, they would need to purchase appropriate exhibition supplies. To cover the cost of the digitization and exhibition supplies, Director Robinson was requesting that the Board approve the expenditure of \$2,000 from the new Brattle Books Trust that was created by the recent sale of deaccessioned books from the Sutton Room.

Trustee Don McAllister inquired as to whether or not it would be beneficial for the Library to purchase the equipment necessary for the digitization that the Director discussed in her report. Director Robinson stated that it would not be cost-effective to purchase the equipment because the amount of times they needed to digitize that particular type of media was not very often; it would not be worth the cost. Director Robinson stated the Library did have the ability to digitize certain items just not the type that they looking to digitize at that time.

Other: Director Robinson reported that on April 5th in consultation with the Peabody Police Department, Director Robinson issued a Notice of Trespass to Mr. Bryan McCrea for theft of library property. The Peabody Police secured the return of 89 media items that had been taken from the West Branch Library, but the Notice of Trespass remained in effect.

Director Robinson reported the Directors of the Library Foundation were considering dates for a fundraiser in 2020 that could potentially take place in the Main Reading Room. In the past, the gala fundraisers had required the Library to be closed the day of the event for set-up. The Foundation had requested that the Board discuss whether a Friday or a Saturday evening event would be preferable. It was Director Robinson's opinion that a Friday evening event would have less impact on public service since the Library was only open a half a day on Fridays and Saturdays provided important access for individuals and families who worked Monday-Friday.

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 reported the last meeting of the Friends was held on May 2nd. The Friends discussed the following issues –

- The Friends donated \$2,000 for the Library Pass Program and \$3,000 for Library wishes.
- Earned \$42 at the Fun in the Making Festival.
- Put in an application for the International Festival – will sell whoopee pies and water.
- Giving two scholarships of \$250/each – one to Talia Molle, West Branch Page and one to Kristen Crowe, Main Branch Page.
- Discussing memorandum of understanding which will outline the set of guidelines to separate the fundraising goals of the Friends from the PIL Foundation. The mission of each organization is completely different so the memorandum would outline the fundraising goals of each.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Liaison Anne Quinn reported the Event Planning Committee held a meeting prior to that evening's meeting. The committee discussed the final details for the flower arranging event *Novel Arrangements* which was scheduled for May 17th and which was almost completely sold out. Director Quinn stated it appeared the event would be profitable.

Director Quinn stated they also spoke briefly about *Starry, Starry Night* and needed to work on it more over the summer. The committee planned to discuss ways to improve on the event.

Director Quinn reported the big event they discussed that evening was the George Peabody birthday dinner which they planned to hold in the Spring of 2020. For the period dinner they needed to identify around a half dozen caterers who could submit bids for the event. Director Quinn stated that once they received the bids from the caterers they would have a better idea on what they needed to charge, what the cost of the caterer would be, and what venue they needed to plan.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Tom Pappas stated that he reported at the April meeting that he had spoken with Historical Society President Richard St. Pierre regarding George Peabody's 225th birthday in 2020 and possible events both organizations were planning. Mr. St. Pierre stated there would be no problem coordinating events and there would be no issues with competing events as well. He was also excited about the possibility of doing some sort of joint event. Trustee Pappas reported he also spoke to Mr. St. Pierre about the possibility of having a Trustee participate as a judge in the third-grade George Peabody essay contest and that would be encouraged.

Trustee Pappas reported the Historical Society was planning the following events –

- "Play Ball: The Story of Sports in Peabody" – Exhibit Opening Reception on Sunday, May 20th at 1pm, held at 33 Washington Street, Peabody, MA.
- Afternoon Tea at the Felton Jr. House on June 13th from 1pm-3pm, doors opened at 12:45pm.
- Annual Membership dinner on Wednesday, May 16th. Trustee Pappas was invited although he was unsure if he could attend.

A **MOTION** was made by Don McAllister to accept the committee reports as presented. The motion was seconded Kate O'Brien. A vote was taken.

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

Old Business

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

New Business

A **MOTION** was made by Richard Shruhan to authorize the City's legal team to use their discretion to negotiate a settlement with regards to the Huntington Controls lawsuit. The motion was seconded by Jean Ahearn. A vote was taken.

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

A **MOTION** was made by Tom Pappas to allocate the \$2,029.75 overage from the State Aide for staff development and training. 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 Jean Ahearn to approve the expenditure of a total of \$1,000 from the State Aide overage to Senior Branch Librarian Morgan Yeo and Senior Reference Librarian Sara Kelso (\$500 each) for the contractual reimbursement of their completed courses.

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

A **MOTION** was made by Tom Pappas to approve the expenditure of \$2,000 from the Brattle Books Trust for the digitization of ten negatives of photographs of the 1938 construction on Route 114 in Peabody and exhibition supplies. The motion was seconded by Richard Shruhan. A vote was taken.

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

Trustee Anne Quinn stated there was a meeting held recently on the North Shore regarding library safety and inquired as to whether or not Director Robinson attended. Director Robinson stated that the meeting was at the Rockport Library which was not a part of the Peabody Library consortium so they were not invited to attend. Also, as the meeting was so well attended, there was not an opportunity for the public to attend.

Director Robinson reported that library safety was at the forefront and she had spoken with the Peabody Police Department recently about additional training including the possibly of holding a de-escalation training. Trustee Dianne Caputo inquired as to whether or not their emergency manuals had been updated. Director Robison reported that Assistant Director Gerri Guyote had updated the contact information but had not done an extensive update as the agency who published the emergency template was releasing a new template in the fall. The Library planned to do more extensive updates once the new guidelines were released.

Trustee Jean Ahearn reported that after Director Robinson sent out the bylaws for everyone's review she met with President Najjar and Director Robinson to discuss a plan for updating the bylaws which hadn't been done in quite some time. Trustee Ahearn provided for the Board with proposed changes to the bylaws for their review. Trustee Ahearn requested the Board review the bylaws prior to the next meeting. Trustee Ahearn provided both a draft of the new bylaws and a mark-up copy of the bylaws which highlighted the changes. Trustee Ahearn reported she had spoken with both the legal department and Beth O'Donnell in Human Resources with regards to respective relevant changes.

Trustee Anne Quinn reported the City was currently looking into the City charter. In the City charter there was only one paragraph discussing the Library Trustees and it didn't really say much about the Library itself. Trustee Quinn stated she thought perhaps the Trustees should be described in more detail in the charter in order to gain more attention from the City.

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 8:00pm.

Submitted by,

Allison M. Lytle
Recording Secretary

Next meeting June 4th 7pm.