

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
November 5, 2018**

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The meeting was called to order by Secretary Frances Bisazza-Gallugi at 7:00pm. Secretary Bisazza-Gallugi noted the meeting was being recorded by Recording Secretary Allison Lytle. Secretary Bisazza-Gallugi reported that President Stephanie Najjar was unable to attend the meeting so she was asked to step in and run the meeting on her behalf.

As there was a quorum present, the roll call was taken:

**Present**

Anne Quinn  
Dianne Caputo  
Jean Ahearn  
Sandra Fecteau  
Thomas Pappas  
Frances Bisazza-Gallugi  
Wes Merrill  
Don McAllister

**Absent**

Margaret Tierney  
Richard Shruhan  
Stephanie Najjar  
Kate O'Brien

Secretary Bisazza-Gallugi introduced City Treasurer Julie Daigle and Richard Rogers of Abbey Capital, LLC, who were there to provide an overview of the Library's trust investments and to answer any questions of the Board.

Treasurer Daigle stated she had been with the City for almost 15 years and had been the Treasurer for a little over one year. As City Treasurer she managed a \$180 million operating budget. Treasurer Daigle explained Richard Rogers managed a little over \$35 million in trust funds for the City, including the Library's trust funds. Treasurer Daigle stated the City had over 120 general ledger accounts within the trust fund accounts and she communicated with Mr. Rogers whenever they were buying and selling within those accounts. Treasurer Daigle stated Mr. Rogers had worked with the City for about 20 years.

Mr. Rogers introduced himself and stated he had over 25 years of experience managing trust funds for cities and towns. Mr. Rogers explained that when managing money for municipalities, there were state rules that had to be followed (General Law Chapter 167, Section 15A). Pursuant to this general law, monies from municipalities must be invested in accordance to the "legal list" which consisted of only 22 stocks with no diversification. Mr. Rogers stated that there was only one City within the state that had a variance to that rule and it was the City of Peabody. Mr. Rogers explained that the City Council passed the variance many years ago which allowed the City to invest not just in the legal list but also augment their investments in S&P 100 stocks. Mr. Rogers

stated that the City was therefore very fortunate that they could not only invest in the legal list but they could diversity their funds in technology, oil, etc., as long as they were part of the S&P 100.

Mr. Rogers stated that when considering an investment, the most important thing was security, followed by liquidity, and lastly yield. Peabody was a conservative municipality. Mr. Rogers reported that they purchased equities in 2009 with the goal to gradually increase to 10% in equities. The object was to get unrecognized gain by maximizing their stock investments. The City now had 15% investment in equities and they could go up to 20% in equities but the risk reward in equities was not in the City's favor at that time. Mr. Rogers stated that his mission was to hold onto unrecognized gain as much as he could while managing the positions to stay under 4-5% of the accounts.

Trustee Anne Quinn inquired as to how any gains in the trust funds were reflected in the monthly financial reports they received from the City (via the Library Director). Treasurer Daigle reported that the interest was posted monthly via the general ledger. From there, the gains were broken down into the Library's account based on what percentage the Library (of the general pool) had invested. Therefore, the Trustees could see a fluctuation in the available amount in each trust fund each month.

In response to a question from the Board, Treasurer Daigle stated that the Trustees did not have any input into how the funds were invested; that was solely up to the discretion of the Treasurer.

As there were no other questions from the Board, Secretary Bisazza-Gallugi thanked Mr. Rogers and Ms. Daigle for their attendance at the meeting and for providing the Board with more information on their trust fund management.

### **Approval of the minutes from the October 1, 2018 meeting**

A **MOTION** was made by Anne Quinn to approve the minutes of the October 1, 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**

Secretary Bisazza-Gallugi stated there were no communications on which to report.

### **Report of the Library Director**

**Staffing:** Library Director Melissa Robinson reported that last month she offered the Senior Teen Services and Special Project position to Aubrey Apodaca, who was previously a library aide in the Teen Department. After joining the Library staff that year, Ms. Apodaca quickly became an integral part of the Teen Department and contributed to the success of that year's PILCon and teen summer programs. Director Robinson reported the hiring committee was impressed by Ms. Apodaca's vision for the

department and her dedication to the teens of the community. Her first day in the new position was October 21<sup>st</sup>.

Director Robinson reported the Library had posted the aide position that Ms. Apodaca vacated and would begin interviews as soon as possible. After discussing the position with Ms. Apodaca and with Creativity Lab programming librarian Mike Ahearn, they decided to reassign the aide from the Teen Room to the Creativity Lab. That aide would assist Mr. Ahearn with organization and clerical tasks and be trained on Creativity Lab equipment to assist patrons.

Director Robinson reported the Public Services Librarian position vacated by Jim McGinn was currently posted. They were collecting applications and planned to interview that week. Director Robinson stated she was hopeful that they would have someone in place by the end of November.

Director Robinson reported Jeffrey Spencer had accepted the library aide position at the Public Service Desk. Mr. Spencer was a long-time volunteer with the Library's archives and was considering a career in librarianship. Director Robinson reported his first day would be November 13<sup>th</sup>.

Director Robinson reported West Branch Library Aide Soren Reed had resigned; their last day would be Tuesday, November 6<sup>th</sup>. They had accepted a position as a Library Assistant at the Danvers Library. The aide position had been posted and the Library would begin interviews in the next week or so.

Director Robinson reported Olivia Williams had accepted the offer of the page position at the West Branch. Ms. Williams first day would be November 6<sup>th</sup>. The page positions at the South and Main Branch remained open.

Director Robinson reminded the Board that the next all staff meeting and training was scheduled for November 19<sup>th</sup> from 9am-11am. Training topics were Mindfulness at Work and updates to the Library's collections, including the Library of Things, Hoopla and Overdrive. Director Robinson stated the Main Library would be closed from 9am-11am and the branches would be closed from 9am-12noon.

Director Robinson reported active shooter training took place at the Library on Thursday, October 25<sup>th</sup>. Peabody Police Officer Mark Saia conducted the training for 24 Library staff, four employees from the City's Human Resources Department and Trustee Richard Shruhan. Director Robinson reported the feedback from the training indicated that staff found it informative, albeit disturbing. Director Robinson stated Trustee Shruhan had additional information he wished to share with the Board about active shooter events at a future meeting.

**Buildings & Grounds:** Director Robinson reported the replacement windows for the West Branch had been delivered. They were being stored in the West Branch basement until Joe Mello could begin the installation work, which they expected to start the week of Thanksgiving. Director Robinson reported the eight heating/air conditioning units for the West arrived that day and she had contacted Griffin and Merrow to schedule the install. Director Robinson reported the West Branch roof sprang leaks

during the last two rain storms. Ken Padula repaired the first set of leaks and would be out that week to repair the second set. Director Robinson stated that she, the City Department Heads and a staff member from the Facilities Department were in the process of trying to clean out the West Branch Library basement.

Director Robinson reported they had received a quote from City Elevator to do diagnostic work on the elevator to discover the problem with the fire recall button that caused the elevator to not pass its state inspection. The repair needed to be done before the beginning of December. Director Robinson reported they also had a non-emergency repair call in to City Elevator because the elevator doors in the basement level were periodically not closing properly.

Director Robinson reported when they turned the heat on the in Main Library for the first time in October, a pipe in the lower level began to leak glycol antifreeze. Limbach went to the Library for a service call, repaired the problem, and replaced the glycol.

Director Robinson reported the facilities department and department of public services visited the Library to investigate the cause of the leaking from the courtyard into the elevator lobby that they experienced during every significant rain event. Director Robinson reported they believed there was a pitch issue and were going to have a mason look at it.

Budget: Director Robinson provided the Board with an updated budget for their review and questions. Director Robinson stated her main concern was the Outside Services budget.

Programs/Activities: Director Robinson reported the winter program brochures were now available.

Director Robinson reported the West Branch Library was an early voting location for two weeks in October. During that time, 1,403 Peabody residents voted at the West.

Archives: Director Robinson reminded the Board that in May they had voted to approve funds to digitize fourteen negatives of images of construction on Route 114 in 1938. The digitization was done by the Northeast Document Conservation Center and the original negatives would soon be returned to the Library. Director Robinson reported those originals were nitrate-based negatives. Nitrate-based negatives could be a safety concern as they deteriorated. Director Robinson explained that among other concerns, they were highly flammable and could combust. Director Robinson stated that now that the images were digitized, she was requesting the Board vote to allow the Library to dispose of them. Director Robinson explained that proper disposal of nitrate-based film would be handled by the Peabody Fire Department. Director Robinson stated that there were archival standards for the appropriate storage of nitrate-based film, however, Archivist Erik Bauer and Director Robinson were in agreement that in their situation, it was best and safest to remove those negatives from the collection. Director Robinson stated they did not believe there were any other nitrate-based films in the collections.

Director Robinson reported in October the Library was contacted by the Boston Public Library to let them know that a book from the Sutton Room collection, *Gerard David*:

*Painter and Illuminator* by W.H. James Weale, was found in their book drop. No one at Boston Public Library or at the Peabody Institute Library knew how the book originally left the Library or how it ended up there, but regardless it had been returned to the Library. Director Robinson stated that since the book did not fit into the scope of the Library's collection development policy for the Sutton Room and it had little or no value, she was requesting that the Board vote to deaccession it. Director Robinson stated it would be sent to Better World Books with other Library discards.

Director Robinson reported that in the past month, the Library had digitized all of the recently purchased William Sutton deeds, two of Isaac Bullock's journals, and several maps and plans.

Audubon: Director Robinson reported that on October 24<sup>th</sup> an art appraiser from Kaminsky Auctions in Beverly went to the Library to do the insurance appraisal on *Carolina Parakeet*, the print that the Library would be loaning Princeton University. Director Robinson stated they expected his report in the next week or so, after which she would arrange for the President of the Board to sign the formal loan agreement.

Miscellaneous: Director Robinson reported the Peabody Institute Library Foundation Board of Directors had discussed combining the George Peabody birthday celebration with the window sponsorship recognition event. They planned to host a public concert on Friday, February 22<sup>nd</sup> at 7pm with harpist Aine Minogue to celebrate both occasions. That date was the closest Friday to George Peabody's birthday. The concert would be free and open to the public (they could hold about 100 people). During intermission they would hold a small thank you ceremony for the window sponsors.

Trustee Wes Merrill inquired as to the severity of the roof leaks at the West Branch Library. Director Robinson reported they weren't as serious as some of the leaks in the past but it seemed like whenever they patched the roof, another leak developed. Director Robinson stated that thankfully the roofer gives the Library an extremely good deal.

Trustee Anne Quinn inquired as to why the only trust fund with a differing available balance from the previous month was the Sawitsky Trust. Director Robinson stated that it depended on when the report was populated in the month as to whether or not the reported interest for the month would be reflected in the report. Director Robinson explained that the Sawitsky Trust amount was reflective of the amount they paid out of it for the restoration of the Audubon Prints (to TKM Studios) as voted on at the previous meeting.

In response to a question from the Board, Director Robinson stated they had spent quite a bit of the Outside Services budget on elevator repairs, the units at the South Branch, the roof at the West Branch and the repairs of the toilets on the second floor of the Main Branch. Those major building issues have caused the increase in expenditures from that line item.

Trustee Tom Pappas inquired as to how they Library dealt with an overage in the Outside Services line item should that occur. Director Robinson stated that they could pull funds from other line items in the Operating budget and they also had some state

aid available. Should there still be a problem, they could go to City Council to address the issue.

A **MOTION** was made by Don McAllister 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**

**BUILDINGS & GROUNDS:** Committee Chair Wes Merrill stated there was nothing to report in addition to the report provided by the Library Director.

**AUDUBON PRINTS:** As Committee Chair Richard Shruhan was not present, there was no new report.

**PERSONNEL:** Committee Chair Don McAllister stated there was nothing to report in addition to the report provided by the Library Director.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Tom Pappas stated that he had spoken with Peabody Historical Society President Richard St. Pierre who kept him updated on the Historical Society's upcoming events. Trustee Pappas provided the Board with information on the next Historical Society event "Peabody's Witch Trials Legacy: Giles & Martha Corey" which would be held on Wednesday, November 14<sup>th</sup> at 1pm and hosted by Kelly Daniell, Curator and Historian.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Anne Quinn reported the last Foundation meeting was held on October 10, 2018. At the meeting they reviewed the success of Starry, Starry Night. While she did not have the final numbers from the event, it was more successful than in the past as the event had netted over \$6,000, compared to approximately \$5,000 in the past. Trustee Quinn stated that the increase in success could be partially attributed to large silent auction items and the reverse raffle.

The Foundation would be sponsoring a Winter Wreath Workshop on Thursday, November 29<sup>th</sup> at 6pm at the West Branch Library. Attendees would be decorating 22-inch balsam wreaths. Tickets were \$50/each and were still available for purchase.

Trustee Quinn reported the Events Planning Committee held a meeting prior to the Trustees meeting where they spent most of the time talking about the planning of the George Peabody dinner gala. Trustee Quinn stated the events committee was still enthusiastic and wanted to move forward with the event.

Trustee Quinn reported that she and Foundation President Martha Holden had interviewed five interested caterers over the last month, all of whom were enthusiastic about the event. For an event of that nature they would need to have nice linens, china, candelabras, etc. Trustee Quinn reported they asked for proposals from the caterers by the end of November. They should be able to review the caterers' proposals by the end of the December which would give them a better idea on the cost at which time they

could set a budget. Trustee Quinn reported they were anticipating setting the ticket price at \$200 each.

Trustee Quinn stated that it was important that they start to cultivate sponsors, especially where it looked like the event would be costly to plan. The committee hoped to solicit enough sponsorship to cover all of the costs of the event, then the ticket sales would in turn be the profit from the event. Trustee Quinn suggested everyone begin thinking about potential sponsors for the event.

Trustee Quinn reported the Board needed to figure out what the hook would be for the event to get people to purchase tickets at the price of \$200. What would the money go towards? For an event of that price, the attendees would want to feel they are purchasing a ticket for a good cause.

Trustee Dianne Caputo stated she thought the money raised would go towards the restoration of the Audubon Prints as the funds from previous galas had. Trustee Caputo stated that where the Trustees were responsible for the perpetual care of the Audubon Prints, she felt the gala should raise funds for that purpose. Trustee Quinn stated the events planning committee would discuss the issue.

Trustee Quinn reported the next events planning committee meeting was on December 10<sup>th</sup>. At that meeting, Trustee Quinn planned to discuss the structure for the subcommittees and discuss the tasks that needed to be undertaken and who could work on what part of the event planning (i.e, designing the invitation, promotion on social media, etc).

**POLICY AND PROCEDURES:** 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 no new report as the Friends did not meet in October as their meeting usually would be held the same night as Starry, Starry Night.

A **MOTION** was made by 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**

Trustee Don McAllister reported that former Library Trustee and Foundation Director Richard Tranfaglia recently had to retire from the Foundation Board due to work commitments. Trustee McAllister reported Mr. Tranfaglia had served the Library as a Trustee and then a Foundation Director for almost 16 years so the Foundation agreed they would like to take him out to dinner as a thank you. Trustee McAllister stated they would like interested Trustees to attend the informal event as well. Following a discussion, Trustee McAllister reported he would reach out to Mr. Tranfaglia to see if he would be available on November 26<sup>th</sup> or 27<sup>th</sup> for a 6:30pm dinner at Su Chang's. Trustee McAllister would confirm the date and time with the Board once he is able to confirm with Mr. Tranfaglia.

## **New Business**

Trustee Jean Ahearn reported that she had recently spoken with President Stephanie Najjar and City Clerk Tim Spanos to inquire as to whether or not there were any guidelines regarding Trustee attendance at meetings. Trustee Ahearn reported that there was nothing in the bylaws requiring Trustees attend a certain number of meetings and it was confirmed by Mr. Spanos that there were no rules on the city-level on the matter either. Trustee Ahearn inquired as to whether or not the Board thought they should consider adding language in the bylaws regarding Trustee attendance. By adding language about attendance requirements, there would be a mechanism in place to address attendance issues in the future.

The Board discussed the issue and agreed that Trustee attendance was an important issue; however, where they were elected officials it might not be possible to add or enforce attendance requirements in their bylaws. Trustee Fran Bisazza-Gallugi stated she would discuss the issue with the City Solicitor and follow up at the January meeting.

The Board also discussed the importance of speaking with a current Trustee directly who had not been attending meetings to find out if there were any extenuating circumstances and to encourage future attendance. The Board agreed that the first step was for the President to reach out to a Trustee to discuss the issue.

A Motion was made by Thomas Pappas to authorize the disposal of the nitrate-based negatives as requested by the Library Director during her report. 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 Thomas Pappas to allow for the deaccessioning of *Gerard David: Painter and Illuminator* by W.H. James Weale, per the request of the Library Director. The motion was seconded by Frances Bisazza-Gallugi. A vote was taken.

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

Trustee Pappas reported he attended a Library Trustees training held by the Massachusetts Board of Library Commissioners. Trustee Pappas stated he found the event very informative with a focus on the power that Trustees of libraries had, their roles and responsibilities and familiarizing the Trustees in attendance on important state laws. Trustee Pappas stated that one take-away from the event was the importance of continually engaging with city officials and maintaining the visibility of the Board. Trustee Pappas stated he would recommend any interested Trustee attend the MBLC training session in the future as it was very informative.

The Board discussed the next meeting which was the annual dinner meeting of the Board. There was a question as to whether or not the Trustees would be responsible for paying for the meal themselves as they had in the recent past, or if the recently attended line item of discretionary funds could be used for that purpose. Director Robinson stated that her understanding was that the money in the line item was put

aside for gifts, the Trustee portrait, and the annual dinner. Trustee Bisazza-Gallugi stated she would discuss the issue with the City Solicitor and let the Board know if it could be used for that purpose.

The Board discussed the location of the meeting and agreed it was important to hold the meeting at a restaurant that has been supportive of Starry, Starry Night. The Board agreed to hold the December 3<sup>rd</sup> meeting at the Century House.

A **MOTION** was made by Jean Ahearn to hold the December 3<sup>rd</sup> meeting at The Century House and move the meeting time to 6pm. The motion was seconded by Don McAllister. A vote was taken.

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

A **MOTION** by Jean Ahearn to invite the following individuals to the December 3<sup>rd</sup> Board of Trustees meeting and dinner:

- Library Director Melissa Robinson
- Foundation President Martha Holden
- Assistant Library Director Gerri Guyote
- Friends of the Peabody Institute Library President Alysa Hayden
- Mayor Bettencourt
- Recording Secretary Allison Lytle

The motion was seconded by Don McAllister. A vote was taken.

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

Trustee Bisazza-Gallugi stated she would call the Century House to make the reservation.

Library Director Melissa Robinson stated she would extend the invitations to the aforementioned people. Trustee Bisazza-Galuggi stated she would invite the Mayor.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Tom Pappas. 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