

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
September 11, 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
Kate O'Brien
Jean Ahearn
Sandra Fecteau
Thomas Pappas

Absent

Margaret Tierney
Frances Bisazza-Gallugi
Wes Merrill

Approval of the minutes from the June 4, 2018 meeting

A **MOTION** was made by Richard Shruhan to approve the minutes of the June 4, 2018 meeting as presented. The motion was seconded by Kate O'Brien. 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.

Bylaws

A **MOTION** was made by Don McAllister to accept the changes to the Peabody Institute Library Board of Trustees' Bylaws as presented at the previous meeting and reviewed by the Trustees. The motion was seconded by Richard Shruhan. A vote was taken.
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Trustee Jean Ahearn stated she would send the final copy of the bylaws as approved to the Library Director who would then forward them to the Board and the Recording Secretary.

Report of the Library Director

Staffing: Library Director Melissa Robinson reported that in June, Yahaira Cosme began as a Children's and Public Services Assistant Librarian. Director Robinson stated Ms. Cosme's training had gone very smoothly and her supervisors were quite pleased.

Director Robinson reported three library aides gave their notice over the summer: Ryan Rivas and Daniel Saulnier from the Main Library and Evelyn Cipoletti from the South Branch. All three aides left for full-time jobs elsewhere. Director Robinson reported of those positions, one had been filled. Cynthia Matos began working at the Public Service Desk at the Main Library on Monday, September 10th. The other two positions were posted and interviews were underway.

Director Robinson reported Senior Librarian Sara Kelso resigned as of August 18th. Ms. Kelso accepted a position as the Assistant Director of the Newburyport Public Library. Director Robinson reported Cate Merlin, who had been the Senior Teen and Special Projects Librarian for the past four years was transferring departments to become the Senior Public Services Librarian as of Monday, September 17th. Director Robinson stated she would begin the process to fill the position Ms. Merlin was vacating that week.

Director Robinson reported that after over twenty-four years with the Library, Librarian Jim McGinn announced he would be retiring effective October 13th that year. Director Robinson stated he would be greatly missed by both patrons and staff.

Director Robinson reported two library pages, Tallia Molle from the West Branch and Kirsten Crowe from the Main Library, resigned over the summer because they were relocating to start college. Their positions were currently posted.

Director Robinson reported during the months of July and August, the Library had seven high school and college student interns working at the Library. Three of them were through the North Shore Workforce Investment Board's First Jobs program and four came through City Hall. They were all valuable temporary additions to the Library staff and helped run the summer food program, worked in the Creativity Lab and staffed the public desks.

Buildings & Grounds: Director Robinson stated there were a number of significant facilities related problems that came up over the summer.

At the Main Library

- Plumbing: McLaughlin Plumbing completed the repairs in the second floor bathroom where the toilet had come off the wall. It was an extensive job to remount and fix the masonry. McLaughlin also fixed the sink in the Children's Room bathroom; the handles came off and caused a sizeable leak.
- The elevator was not operational for several days in July. City Elevator diagnosed the problem as being the elevator's eye that controlled the opening and shutting of the doors. Because the elevator used a 3-D eye instead of a standard eye, it was an expensive repair. Eyes should last about 5 years,

although the one that was just replaced did not. The annual elevator inspection was held today. The elevator's fire fighter recall response did not pass inspection. The Library received a temporary certificate and had 90 days to fix the deficiency. They were awaiting a repair proposal from City Elevator.

- The Library had a number of problems with the Main Library's chiller in June. Limbach replaced a TX valve and Viking replaced the return fan for the AHU-1, which cooled the Main Reading Room. Those were also costly repairs.
- The Library had additional problems with the AHU-2 return fan, the Sutton Room's FCU, and a CO2 sensor in the elevator lobby. Viking resolved all of those by changing programmed settings in the BMS system. Now that the new BMS system was operational, Viking was recommending a preventative maintenance contract.
- Trustee O'Brien gathered more information about the brick patio for the Main Library courtyard that the Board discussed at the June meeting. After meeting and discussing options with her, it was clear that it was not a financially desirable project for the Foundation to take on, so the Library would not be pursuing it.

At the West Branch:

- The West Branch roof leaked during one of the major rainstorms in July. Roof contractor Ken Padula identified and patched 28 new holes or previous patch jobs that were delaminated and installed sealant along 80 feet of the perimeter to try to avoid future leaks.
- Two long-delayed capital projects at the West Branch are proceeding. The windows were on order and a tentative install date with Joe Mello had been set for October.
- The eight replacement PTAC units for the West had also been ordered. Once they arrived, Griffin and Merrow and Bay State Electric would do the install. It was imperative that the install happen before the cold weather set in so they were on a tight timeline. Both the windows and the PTACs would be paid for from capital accounts appropriated for those purposes.
- Custodian Sean Meagher and the Facilities Department did a large landscaping clean-up at the West Branch Library in August. That was a much needed project and both staff and patrons had commented favorably on the results.

At the South Branch:

- The South Branch roof also experienced leaking in August. Ken Padula found the source of that leaking to be damaged flashing at the plumbing stack and made the necessary repairs.
- One of the heating/cooling units in the Community Room leaked twice over the summer. Both times Limbach sealed the cracks. They indicated that they would not be able to source a replacement pan for that unit if the Library had additional cracks and recommended replacing the unit. As a member of the Building Committee, Trustee Shruhan recommended that they look into having a new pan custom made rather than replace a whole unit. The Library would explore that option if needed.
- One of the two condensers that cooled the main room at the South Branch had stopped working. Limbach attempted repairs but ultimately recommended replacement of the condenser, as it was over 30 years old. The Library was in

the process of getting quotes on that project, which would likely be funded by an energy efficiency grant the Library received ten years ago.

Space Reorganization: Director Robinson reported the reorganization of the Main Reading Room was now completed. Thanks to the hard work of all Main Library staff and custodians, the transition was remarkably easy. Director Robinson stated that overall both staff and patrons like the single service desk model and appreciated having more collections on the first floor. Assistant Director Guyote and Director Robinson continued to assess the training needs of staff as they adjust to their new daily tasks.

Budget: Director Robinson reported on June 7th, the City Council approved the Library's FY19 budget. The Library received requested increases in the book and IT services line items. The Council also approved the Trustees request to have a \$1,000 line item to cover Board expenses. That money was taken from the Library's supply budget.

Director Robinson reported the City had also begun the process of transferring facilities related funds to the Facility Department budget. For now, that included funds spent on custodial supplies and the salaries and benefits of the Library's three custodians.

Director Robinson provided the Board with budget numbers for the fiscal year to date for the Board's review. Director Robinson stated the Library started the fiscal year with significant expenses in outside services to cover all the repairs just detailed.

Trusts: Director Robinson reported that per the Board's request, she spoke with City Treasurer Julie Daigle over the summer and she was compiling the requested information about the trust funds that the Board oversaw. Director Robinson stated she should have information to share with the Board at the October meeting. Ms. Daigle was also arranging for the City's financial advisor to attend the November Board meeting to answer any questions the Board might have after reviewing that information.

Policy: Director Robinson reported that she was in touch with Trustee Jean Ahearn of the Policy Committee over the summer about proposed changes to the Creativity Lab policies. They were proposing two changes at that time. Director Robinson explained one of the changes was simply asking makers to sign to indicate that they had read and agreed to the Creativity Lab policies. The other was a clause that stated: "Makers may not use the Creativity Lab tools or materials to make weapons or components of weapons." Using 3-D printers and other fabricators to make weapons had been an issue of public debate in recent months. Director Robinson stated that while the tools in the Library's Lab had not, to the best of their knowledge, been used to create items of that type and they had not received questions or requests about it, legal regulations on the state and federal levels were shifting in that area and would likely to continue to evolve over time. Director Robinson stated it was her recommendation that they put in place a local policy that explicitly prevented it. Director Robinson reported she spoke with the City Solicitor about the weapons policy clause and he agreed that it was appropriate. Director Robinson stated a draft of the proposed change was available for the Board's review; changes were highlighted in red.

Programs/Activities: Director Robinson reported that it was an especially busy summer at all three libraries with programs and activities. There were 241 kids and teens signed

up for the formal summer reading program and teen participation in that program was up from last summer.

Director Robinson reported children's and teen programming was exceptionally busy and well attended that summer. Not counting the summer food program, there were a total of 124 programs with 1,709 attendees at the libraries. The Main Library hosted 28 children's programs with 435 attendees; the South Branch hosted 12 children's programs with 182 attendees and the West Branch held 22 children's programs with 456 attendees. There were 62 teen programs over the summer with an attendance of 636. Additionally, the two departments ran the longest summer food program in the Library's nine year history of running that program. They served 1,278 lunches and 806 snacks. Each day of the summer food program included a drop-in program, which added another 38 programs and 852 program attendees.

Director Robinson reported department heads had planned another busy programming season that fall. The fall events brochure was available.

Director Robinson stated one interesting new program that she wanted to call to the Board's attention was the Sensory Story Time that the Children's Library was running in partnership with Northeast Arc. That story time featured visual supports and sensory activities for children ages 18mo-5 years with autism spectrum disorders, sensory integration issues and other developmental disabilities and their peers. The goal of the program was for caregivers to gain new ideas to promote language, learning and fun.

Long Range Planning: Director Robinson reported that over the summer the Library completed the Long Range Planning Process. A copy of the plan was available for the Board's review. The plan needed to be approved by the Board that evening so Director Robinson could submit it to the Massachusetts Board of Library Commissioners before October 1st.

Audubon: Director Robinson reported the Library received a request from Princeton University for loan of one of their Audubon prints: print #26, *Carolina Parakeet*. The print would be part of their *Nature's Nation* exhibit. Director Robinson reported the full exhibit would be shown at three venues: Princeton, the Peabody Essex Museum and the Crystal Bridges Museum of American Art in Arkansas, but their Audubon print would only be displayed at the last two venues. The loan would be from January to September 2019. Director Robinson provided the Board with a copy of the full loan request letter for their review. Director Robinson reported Princeton had provided the Library with a standard loan agreement, which the City Solicitor and City Insurance agent had reviewed. Princeton would be responsible for providing the Library with proof of insurance of the print and they would assume all costs associated with that insurance and with the delivery of the artwork. Director Robinson reported the one cost to the Library as was standard for the loaning institution to assume was the cost of an insurance appraisal. Archivist Erik Bauer was contacting local art auctioneers to get quotes for the cost of an insurance appraisal, but they expected it would be in the range of \$250-\$500. Director Robinson reported Audubon prints from the Library's collection had been loaned out to art institutions before, including the Peabody Essex Museum directly and to the Berkshire Museum. Director Robinson stated she was requesting that

the Board discuss and vote on the art loan request that evening so she could inform Princeton of the Board's decision and, if approved, proceed with the process.

The Board discussed the proposed changes to the Creativity Lab policy regarding production of weapons and parts of a weapon. Trustee Shruhan stated that technically almost anything could be used as a weapon and questioned how the Library would enforce the policy. Trustee Ahearn stated that by definition a weapon involves intent. Director Robinson stated they also had a clause in their Creativity Lab policies that left decisions up to the discretion of the staff so if there were any questions the staff could determine the appropriateness of what was being printed. Director Robinson stated she felt it was important to amend the policy to include the language proposed as there was some flux in state and federal regarding weapons so adding the clause to their policies removed any ambiguity should anything change legally.

The Board discussed the long range plan proposed by Director Robinson and distributed for the Board's review and approval. Trustee Anne Quinn stated she liked the format and discussion and was pleased to see the section about getting citizens civically engaged.

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 member Richard Shruhan stated there was nothing to report in addition to the report provided by the Library Director.

AUDUBON PRINTS: Committee Chair Richard Shruhan reported he looked into the possibility of purchasing the three missing Audubon prints. Through his research he was in contact with one fine art collector, Susan Rhein of Susan Rhein Fine Art, who stated she could help and provided a proposal to replace the prints. Trustee Shruhan reported that Ms. Rhein determined that two of the prints (#324 Bonapartian Gull and #393 Townsend's Warbler) were not terribly expensive and replacements would cost in the range of \$3,500 - \$5,000 each. Trustee Shruhan stated, however, that print #366 (Iceland or Jer Falcon) was extremely expensive and would cost in the range of \$100,000 - \$110,000 to replace. Where the cost to replace all three would be approximately \$120,000 it was unlikely they could replace them at that time.

Trustee Shruhan stated that he would like to look into purchasing the book referenced by Susan Rhein in her research "The Double Elephant Folio: The Story of Audubon's Birds of America".

LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY: Liaison Dianne Caputo reported the last Friends meeting was held on September 5th and they discussed the following:

- Current balance was \$6,180.
- Gave \$3,000 to the Library wishes to fund programming.
- Received \$900 in proceeds from books and sales of their merchandise.

- They placed a donation clothing box at the West Branch Library and the Friends would be receiving the proceeds.
- The Friends would have a booth at the International Festival selling whoopie pies and water.
- They would not hold an October meeting as it conflicted with Starry, Starry Night.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Thomas Pappas reported he had some communication from Peabody Historical Society and passed out information on their upcoming programs and their Annual Pot Luck Supper.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Liaison Anne Quinn reported their recent fundraising event, Novel Arrangements, had netted a total of \$962.00.

Trustee Quinn reported the events planning committee held a meeting just prior to the Trustees meeting that evening to work on the planning of Starry, Starry Night which would be held on October 3rd. Trustee Quinn reported the prizes and raffles were under control and they were working on the food which was being donated. The events planning committee would be meeting again on Monday, October 1st at 6pm, prior to the next Trustees' meeting, to finalize the details. Trustee Quinn stated it was important that all Trustees and Foundation Directors attended and supported the event.

Trustee Quinn reported they were implementing a reverse raffle that year which should be a fun way to liven up the event. They would also have the raffle bags as they had in years past as they were always popular. Tickets cost \$25 and were available at all three libraries.

President Najjar reported that the deadline to buy a table was September 17th. Anyone who reserved a table under their name could pay Director Robinson who would set the table aside; the cost of a table was \$250.

Trustee Quinn reported the Foundation had also been talking about the George Peabody birthday dinner which would be held in 2020. At that time the planning had stalled a bit as they were reaching out to caterers to get proposals for the event. Trustee Quinn stated they would be sending caterers copies of menus for their information and work towards setting up one hour appointments with interested caterers to discuss the event.

POLICIES: Committee Chair Jean Ahearn stated they would review the proposed changes to the Creativity Lab under the New Business of the Board and vote on its approval.

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

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

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

Old Business

Director Robinson reported the Board needed to ratify the email vote which was taken in June of 2018 regarding the approval of the expenditure of \$6,875 from the Helen A. Sawitsky Trust to pay TKM Studios for the restoration of the Audubon prints. Director Robinson reported the motion was made and seconded and nine Trustees voted for approval of the motion; there were no votes in opposition.

A **MOTION** was made by Richard Shruhan to ratify email vote which was taken on June 15, 2018 regarding the approval of the expenditure of \$6,875 from the Helen A. Sawitsky trust to pay TKM Studios for the restoration of Audubon prints. The motion was seconded by Don McAllister. A vote was taken.

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

New Business

A **MOTION** was made by Thomas Pappas to approve the Long Range Plan as presented by the Library Director. 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 Richard Shruhan to approve the proposed policy changes and additions to the Creativity Lab policies as proposed by the Policy Committee. The motion was seconded by Don McAllister. A vote was taken.

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

The Board discussed the request made by the Princeton University Art Museum to borrow Audubon Print *Carolina Parakeet [Parrot]*. The Board discussed the necessity of ensuring there was appropriate security for the print and that it would be kept and displayed in the right environment. Director Robinson explained that the Library was waiting on a facilities report which would provide them with the information they were discussing. Director Robinson stated that borrower would also be responsible for hiring the appropriate shipping company and insuring the print during that process. In response to a question from the Board Director Robinson stated that it was common practice among art institutions to borrow and lend art for exhibitions. Director Robinson stated the print would be displayed with a plaque acknowledging it was on loan from the Library.

The Board discussed the possibility of planning programming around the Audubon prints. President Najjar suggested the Board could discuss a collaboration with the schools' art programs to create a program around the Audubon prints. The artwork could then be displayed along with the prints at the Library. Director Robinson suggested the Foundation could discuss that possibility after *Starry, Starry Night*.

A **MOTION** was made by Kate O'Brien to approve the lending of Audubon Print *Carolina Parakeet [Parrot]* to the Princeton University Art Museum per their proposal received in writing. The motion was seconded by Don McAllister.

Trustee Anne Quinn requested the motion was amended to add that the lending of the print was contingent on the receipt of a facilities report from the Princeton University Art

Museum which was deemed acceptable by the Library with regards to both the storage and display environment and the security of the print. The motion to amend was seconded by Jean Ahearn.

A vote was taken on the motion as amended.

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

Director Robinson stated the Friends of the Library were in need of a couple of volunteers to help at the end of the International Festival on September 16th. Director Robinson explained the Friends had people signed up to help at the table during the day but needed help at the end of the night with breakdown and clean-up. Sandra Fecteau stated she would be able to help at that time.

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 Kate O'Brien. A vote was taken.

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

The meeting was adjourned at 8:15pm.

Submitted by,

Allison M. Lytle
Recording Secretary