

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
December 4, 2017**

The meeting was called to order by President Richard Shruhan at 6:00pm. President Shruhan noted the meeting was being recorded stenographically by Recording Secretary Allison Lytle

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

Present

Richard Shruhan
Anne Quinn
Don McAllister
Wes Merrill
Linda Quigley
Martha Cavanaugh
Stephanie Najjar
Dianne Caputo
Tracy Valletti

Absent

Margaret Tierney
Jean Ahearn

President Shruhan introduced newly elected Trustees Tom Pappas, Kate O'Brien and Frances Gallugi who were in attendance. Newly elected Trustee Sandra Fecteau was unable to make the meeting that evening.

Approval of minutes from previous meeting

Trustee Martha Cavanaugh noted a correction for the minutes from the November 6, 2017 meeting – the time on the minutes was incorrect as the meeting was called to order by President Shruhan at 7:30pm, not 7:00pm as was written. The Recording Secretary noted the correction.

A **MOTION** was made by Linda Quigley to approve the minutes of the November 6, 2017 meeting as amended. The motion was seconded by Stephanie Najjar. A vote was taken.

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

Receipt of Communications

President Shruhan stated there was no communication on which to report.

Director's Report

Staffing: Library Director Melissa Robinson reported Librarian Gail Desmond returned to work from her medical leave on Monday, November 13th. Director Robinson reported

two library staff members, Unelia Videira and Cate Merlin remained on leave. Ms. Videira was scheduled to return on Sunday, January 7th.

Director Robinson reported that after interviewing several highly qualified candidates, library administration offered the Children's and Circulation Assistant Librarian position to Kate Hamilton. Director Robinson stated Ms. Hamilton accepted the position and began work on Monday, November 27th. Assistant Director Gerri Guyote and Senior Children's Librarian, Alysa Hayden reported that Ms. Hamilton's training was going very smoothly. Director Robinson stated Ms. Hamilton was enthusiastic about programming for school age children, particularly in the areas of theater and storytelling.

Director Robinson reported they had scheduled the next all staff professional development meeting for Monday, February 5th from 9am – 11am. The Main Library would be closed during that time and the branches would be closed from 9am-noon. Director Robinson stated the planned to arrange for training in one of the following areas: customer service, communication or de-escalation.

In response to a question from the Board, Director Robinson stated they did not receive any complaints or negative feedback from the public on their previous closing for all staff development.

Buildings & Grounds: Director Robinson provided the following project updates –

- **Elevator:** City Elevator did their first maintenance visit to the Main Library on November 8th. At that time, they reported no problems, including no leaks of the type Associated had previously reported. They did suggest that the Library consider rerouting emergency calls from the elevator to them instead of to the Peabody Fire Department, but the Clerk of the Works, the members of the Building Committee and Director Robinson had decided to not proceed with that recommendation.
- The Library placed an additional service call to City Elevator on November 15th when the elevator was sporadically getting stuck on the second floor. The technician found and replaced a non-functioning sensor and that had resolved the issue.
- **West Branch PTAC replacement:** The demonstration PTAC for the West Branch had been shipped and would be installed by Griffin and Mellow. Should that unit prove easy to install and functional, a bid would go out for a company to replace eight additional units at the West.
- **Closeout of the HVAC Project:** The contract with Viking had been signed. Viking was working on the Engineering Submittals. Once those drawings and plans had been received, they would be reviewed and approved and then onsite work could begin. All devices needed for the work were now onsite.
- Library custodians had completed the season change-over tasks needed for all three buildings in order to be prepared for the winter heating season.
- Three of the HVAC units at the South Branch were not working properly, including two in the community room. Director Robinson had received a quote for repair from Limbach. They believed the problem was with the thermostats. The Clerk of the Works had advised Director Robinson that the programmable thermostats might be reimbursable by PMLP or National Grid.

- Director Robinson met with the chairperson of the CPC to discuss the need for restoration of the Main Library's historic roof. The chairman recommended that she present both options for repair and replacement to the CPC for their consideration. Their funding would need to be supplemented by capital funds from the City. The work to secure that funding would be ongoing in the coming months.

Budget: Director Robinson provided the Board with a copy of the budget to date for their review.

Director Robinson reported that, as usual, the biggest area of concern was supplies. All other areas were in line or lower than where they should be at that point in the year.

The Library received their first state aid payment in the amount of \$30,905.39.

Programs/Activities: Director Robinson reported the Library participated in Peabody Main Street's Annual Holiday Stroll on November 25th. Several hundred people attended three readings of the *Night Before Christmas* with Santa and Mrs. Claus. Director Robinson reported the Library courtyard was also the gathering point for the first ever "Rein-Dog Parade". Director Robinson reported the event was quite successful.

Director Robinson reported Community Relations and Public Programming Librarian, Kelley Unger, was launching a new "Mindful Reading Book Group" in January. The group's first reading selection was *Being Peace* by Thich Nhat Hanh.

Director Robinson reported West Branch Children's Librarian, Dale Sampson was launching a new program for children ages 7 and up to encourage them to become authors, illustrators and tellers of their own stories.

Other: Director Robinson provided the Board with copies of the Annual Report 2017 for their review.

Trustee Don McAllister requested that Library Director Robinson let the Trustees know when the Library's request for capital funds was going before the City Council as Trustee attendance and support was always critical. Director Robinson stated she would do so.

A **MOTION** was made by Don McAllister accept he report of the Library Director as presented. The motion was seconded by Stephanie Najjar. 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 Don McAllister 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 Stephanie Najjar reported the next event planning meeting was scheduled for December 6th at 6pm.

LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY: Liaison Dianne Caputo reported the next Friends meeting was Wednesday, December 6th.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Anne Quinn stated there was nothing new on which to report.

A **MOTION** was made by Linda Quigley 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

President Shruhan stated there was no old business on which to report.

New Business

President Richard Shruhan presented Assistant Library Director Gerri Guyote with an award acknowledging her exceptional work during the year not only as the Assistant Library Director but as the Interim Library Director during their search and her assistance during the hiring process for the new Library Director.

Secretary Linda Quigley noted that there were several conflicts in scheduling the next Board of Trustees' meeting as Monday, January 1st was a holiday, Monday, January 8th was the swearing in, and Monday, January 15th was Martin Luther King Day.

The Board discussed the issue and possible alternative meeting dates. The Board discussed holding the meeting on Wednesday, January 10th at 7:30pm, following the Peabody Institute Library Foundation Board of Director's meeting.

A **MOTION** was made by Don McAllister to hold the next Peabody Institute Library Board of Trustees' meeting on Wednesday, January 10, 2018 at 7:30pm. The motion was A vote was taken.

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

President Richard Shruhan stated the Trustees' had a thank you gift for the Trustees whose term was ending: Linda Quigley, Martha Cavanaugh and Tracy Valletti. President Shruhan asked Trustee Anne Quinn to present the retiring Trustees with their gifts as she was responsible for their organization.

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 Stephanie Najjar. A vote was taken.

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

The meeting was adjourned at 6:25pm.

Submitted by,

Allison M. Lytle
Recording Secretary