

PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES

Minutes of Meeting  
December 9, 2019

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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**

Anne Quinn  
Stephanie Najjar  
Dianne Caputo  
Wes Merrill  
Jean Ahearn  
Thomas Pappas  
Richard Shruhan  
Frances Bisazza-Gallugi

**Absent**

Sandra Fecteau  
Kate O'Brien  
Don McAllister

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

Trustee Anne Quinn stated that there appeared to be a report missing from page 6 of the minutes from the November 4, 2019 meeting.. President Najjar stated that there must have been an error when pasting the in the report. President Najjar reported she would add the report as an addendum at the end of the minutes.

A **MOTION** was made by Wes Merrill to approve the minutes of the meeting held on November 4, 2019 as amended. The motion was seconded by Thomas Pappas. A vote was taken.

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

**Receipt of Communications**

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

**Report of the Interim Library Director**

Interim Library Director Cate Merlin presented the following report and provided the Trustees in attendance with written copies for their information.

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## **Staffing**

New Aide Amory Thomas's first day is today, December 9th. Amory brings extensive customer service experience as a Salem State University Library employee, and experience working with teens as a teacher's aide. Amory will split her time between the Public Services Desk and the Teen Department.

The Main Library has finally filled all three Page positions that were vacated at the beginning of the school year. The West Branch still has one Page vacancy.

All retroactive contractual Union payments were included in last week's paychecks or mailed to former employees, encompassing September 2018 - June 2019.

Our annual Staff Holiday Luncheon will take place on Monday, December 16th at 12:30pm in the 2nd Floor Tech Lab at the Main Library.

## **Building & Grounds**

### Departmental Changes

- Public Services Librarian Sharon Janus has begun coordinating the shifting of the 2nd Floor Fiction Collection, with the ultimate goal of removing bookshelves at the front of the room, creating more quiet study space.
- Senior West Branch Librarian Kristi Bryant and West Branch Children's Librarian Yahaira Cosme are coordinating with custodians to begin the refresh of the Children's Room, and will begin by removing the Story Steps and cabinets in January, with a final deadline of late March for all painting and new furniture.

### HVAC

- On Saturday, November 30th, a major coolant leak was discovered in the Mechanical Closet in the Teen Room of the Main Library.
- The Limbach emergency technician determined that the leak was in the chiller system (turned off for the winter season), and drained all coolant from the system. The broken pipe was repaired on Monday, December 2nd, and after conferring with Director of City Facilities Jim Hafey, it was decided that this system will be left empty until the spring, at which time it will be filled with water to ensure no more leaks, before filling it with the correct coolant mix, so as not to waste money or time.
- The leak sent coolant down two levels through closets and along HVAC ducts, all the way down to the Creativity Lab. No major damage was done, but much insulation of both pipes and HVAC ducts needs to be replaced, and a Children's Room smoke alarm was triggered by the water. The City Fire Department responded to the alarm on Saturday evening, and was able to silence that specific alarm until the alarm was replaced on Monday.
- I would like to thank custodian Domingos Vieira and Director of City Facilities Jim Hafey for their dedication on Saturday night, until the leak was finally stopped and we all went home around 8pm.

## Equipment

- The City garage is currently repairing both one of our snowblowers.
- The Library van's transmission broke last week. A new van was ordered in October, but is still on-order, so the City is determining the costs and benefits of repairing the old van in the interim.

## Carpets

- The City Facilities Department will begin spot-cleaning carpets at all three locations in the coming weeks.

## **Budget**

An updated budget is available for your review and questions if any.

## **Programs and Activities**

Seasonal programming like Senior Adult Services and Public Programming Librarian Gabriela Toth's Holiday Card Making session, and West Branch Children's Librarian Yahaira Cosme's Frozen Movie-themed programs have both proved extremely popular, with long wait-lists and happy patrons of all ages.

The West Branch is planning a 30th Anniversary Celebration for Saturday, March 28th, in recognition of the West Branch's birthday, and in celebration of the Children's Room re-design that is funded by the Foundation.

## **Grants**

Senior Adult Services and Public Programing Librarian Gabriela Toth submitted an application for an ALA Census Grant for outreach & technology funding during the upcoming 2020 Census, and will hear back later this month.

## **Miscellaneous**

Website feedback has been overwhelmingly and enthusiastically positive, and we will soon be adding a page dedicated to the "Library of Things" items that can be checked out at the Main Library.

Staff morale continues to be good, even as we enter the season of holiday vacations and often skeleton staffing. All levels of staff, from Administration to Aides, continue to fill in where needed, to ensure that our first priority - the Public Service desks - are fully staffed and welcoming to patrons. Interim Assistant Director Hayden and I continue to be impressed by staff enthusiasm and dedication, and are looking forward to a stable, productive, optimistic, and fully staffed New Year.

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Trustee Richard Shruhan inquired as to whether or not the Library was able to get a van on loan while their van was awaiting transmission repairs. Interim Director Merlin reported that as the van just broke down on the previous Thursday she was still waiting to hear back from the City if they had anything for them and how they would proceed.

Trustee Anne Quinn inquired as to whether or not there was a morale problem as Interim Director had mentioned staff morale the last two meetings. Interim Director Merlin stated that there was not a morale problem but she thought it was important to keep thanking the staff for being enthusiastic and always pitching in to help, especially with a ll of the recent challenges. Interim Director Merlin stated she wanted to make sure it was always noted how well the staff had responded to the challenges.

In response to a question from the Board regarding the ALA grant, Interim Director Merlin explained that there were a lot of cities with hard to count communities where people didn't turn in their census. The ALA was giving out money to libraries to help people fill out their census by teaching staff how to help people access it. Interim Director Merlin stated that they were already working on setting up staff training on how to help people find the website and what it meant to fill out the census. Interim Director Merlin reported that Peabody had a large hard-to-count population so she thought it was important to offer that service.

A **MOTION** was made by Jean Ahearn to accept the Interim Director's Report 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.

Interim Library Director Cate Merlin provided the Board with copies of the Annual Report for their information.

### **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 nothing new on which to report.

**PERSONNEL:** As Committee Chair Don McAllister was not present, there was no new report.

**POLICY AND PROCEDURES:** Committee Chair Jean Ahearn stated there was nothing new on which to report.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Liaison Dianne Caputo stated there was nothing new on which to report.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Thomas Pappas reported the PHS held their 38<sup>th</sup> annual craft fair on November 23<sup>rd</sup>. They would host a holiday open house at the Felton House on December 8<sup>th</sup>.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Anne Quinn stated there was nothing new on which to report.

A **MOTION** was made by Frances Bisazza-Gallugi to accept the Committee reports as presented. The motion was seconded Wes Merrill. A vote was taken.

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

### **Unfinished Business**

President Najjar stated the Board had no unfinished business on which to report.

### **New Business**

President Najjar reported that the Board had three new Trustees for the new term:

Morgan Yeo

Stephanie Dallaire

Peter Bakula

Trustee Peter Bakula was at the meeting that evening and introduced to the Board.

President Najjar reminded the Board that the next Trustee meeting would be held on Monday, January 13, 2020 and annual Board elections would be held that evening.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Jean Ahearn. The motion was seconded by Wes Merrill. 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