

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
February 6, 2017**

The meeting was called to order by President Richard Shruhan at 7:00pm. 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
Dianne Caputo
Wes Merrill
Linda Quigley
Stephanie Najjar
Martha Cavanaugh
Jean Ahearn
Tracy Valletti

Absent

Margaret Tierney
Paul Misci

Approval of minutes from previous meeting

Trustee Martha Cavanaugh noted a correction to the minutes from the January 9, 2017 meeting as she was noted listed as present at the meeting. The Recording Secretary noted the correction.

Trustee Anne Quinn asked that the statement read by Martha Holden at the January 9, 2017 meeting regarding her resignation be delineated more clearly as a written statement through the use of quotation marks or indentation. The Recording Secretary noted that change.

A **MOTION** was made by Don McAllister to approve the minutes of the January 9, 2017 meeting as amended. The motion was seconded by Wes Merrill. A vote was taken.

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

Receipt of Communications

President Shruhan reported the Board received a notification of a public hearing regarding the proposed development of a business at 98 Main Street; the Library received the notification of the hearing as they were abutters. President Shruhan stated the plans proposed building a bakery on the first floor with a residence on the second floor.

In response to a question from the Board, Library Director Holden stated she did not think the plans would be detrimental to the Library at all and they only received the notification because they were abutters.

Report of the Library Director

Staffing: Library Director Martha Holden reported Sean Meagher, the new full-time building custodian started on January 23rd. Mr. Meagher replaced former custodian John Baron and was a welcome addition to the Library staff.

Board: Director Holden stated she wanted to follow up on the Conflict of Interest online training and submission to the Commonwealth which was discussed at the previous meeting. Director Holden reminded the Board that all elected officials, municipal employees, board members and commissioner were required to complete the training and submit paperwork every three years. Director Holden stated that should anyone need the link or her assistance to please let her know.

Buildings & Grounds: Director Holden reported she had been working with Trustees Rick Shruhan and Wes Merrill on several building issues, including the following:

- Elevator issues. The building committee approved the quote from Associated Elevator for the oil change project. Associated Elevator would be on site to start the job on Thursday, February 9th. Director Holden stated the Library anticipated the elevator would be out of service for approximately one and a half days.
- Closeout of the HVAC project. The building committee approved the text of an RFP that would be released within a week or so. Director Holden stated they hoped to award and complete the necessary upgrades and interface accessibility improvements by the end of July.
- In the spring, Facilities Director Tim Healy would oversee small capital improvements to the West Branch library. The project would include siding repair, replacement of rotted windows, and exterior door replacement. Director Holden reported the Library had capital funds approved for the project.
- Director Holden spoke with Tim Healy also about planning for the replacement of the slate roof. Director Holden stated that although she thought that the City was not ready to support the project in the short term it would be necessary to at least start planning for it. There had been several very dangerous incidents of slate falling from the roof to pedestrian areas. Director Holden stated the Library should repair immediate issues, but also explore whether doing so was in the best long-term interests of safety and building security. Director Holden stated that when the Library moves forward with the replacement of the slate roof, the CPC would be a good source of grant funding.
- The Main Library experienced several power interruptions in January. Although most were very brief, the Library had a 2-hour power outage on January 25th. The outage was caused by a tree branch that got caught in a wire behind the PIL. Director Holden stated that what was worrisome was the fact that the electrical system in the building did not respond as it was designated. Director Holden explained the power should have gone out 100% but in fact only went off partially. That situation forced some motors and equipment to burn out as some rely on consistent power flow. Director Holden stated that situation had to be investigated more fully.

- Director Holden distributed to all a notice of public hearing on February 23rd at 7:30pm at City Hall regarding the proposed/residential building slated to open at 98 Main Street.

Budget: Director Holden provided the Board with an updated budget for the Board's review. Director Holden reported she would review the budget status with Assistant Director Gerri Guyote before she left so that she was comfortable with the status of expenditures. Director Holden stated she was concerned that some of the lines were high – particularly supplies. Director Holden stated she would review all expenditures year-to-date in that category and freeze non-essential supply expenditures.

Director Holden reported she and Assistant Director Guyote would also have the opportunity to prepare the Fiscal Year 2018 Budget Request for the Mayor's consideration. The request was due in March.

Grants: Director Holden reported the staff would be applying for the following grants –

Community Programming Librarian Kelley Unger applied for the *Word of Mouth Marketing* program administered by MA Library System. Twenty-five libraries would be chosen and would receive leadership and marketing skills training and would be expected to share their experience with staff in other libraries after the program. Director Holden stated the Library expected to hear back from MLA in the next month or so.

West Branch Librarian Melissa Robinson would apply on behalf of all locations for the LSTA "Mind in the Making" program. That program allowed public libraries to apply for a one-year grant ranging from \$7,500 to \$10,000 to carry out a program to establish or enhance play spaces for children ages 0-6 in public libraries. Director Holden stated those play spaces were aimed at early learning and social interaction among children and their caregivers. Funds could be used to support a limited amount of additional staff hours.

Director Holden reported Kelley Unger and Cate Merlin applied for a \$4,000 Will Eisner graphic novel expansion grant that would support the 2017 Summer Maker Academy, send a librarian to the 2017 ALA Conference, and provide funding to expand the graphic novel collection. The awards would be announced in April.

Director Holden reported Cate Merlin applied for a Dollar General grant to support PVTO tutoring during summer months. Last year the Peabody Institute Library worked with PVTO to provide free tutoring, by college students for students in grades K-12. Director Holden stated that year they hoped to repeat the program.

Programs: Director Holden reported the PIL was written into two successful Mass Cultural Council applications for Children – one for Ed the Wizard, Magician and Robert Tincknell, Musician. Those programs would be scheduled during the spring.

PILCON, the Library's first annual Comic Con event would be held on Saturday, May 6th from 10am-4pm. The event was an all-ages event that celebrated the art, creative process and inspiration behind comics, graphic novels and cosplay. Patrons would meet industry guests and local artists, learn about different aspects of graphic art,

participate in board game and arcade game tournaments, and learn how to make their own comics and costumes.

Miscellaneous: Director Holden reported she and Ms. Guyote hoped to change the Main Children's Room hours to reflect the overall library hours. In providing ideal ADA compliance and patron access to children's materials, they agreed the room should be open until 9pm. Director Holden stated with the Board's approval the Library would adjust staff coverage slightly to cover the additional four hours per week. That would not add hours to staff schedules.

Audubon Status: Director Holden reported Studio TKM Associates delivered the most recent set of prints on January 13th. Four of those prints were currently on display in the Sutton Room and Director Holden stated she hoped to frame several additional prints to display on the evening of the Window Sponsor event.

George Peabody Birthday Celebration: Director Holden reported invitations and public relations for the 222nd Birthday of George Peabody were sent out in late-January. Director Holden stated that as they were not laying a wreath to celebrate Peabody's birthday, the Library borrowed the large birthday cake that the Trustees might have seen in the lobby from City Hall. They would decorate it for Peabody's birthday. Director Holden stated it was meant to be a "curiosity factor" to inform people about the event. Director Holden stated they had several comments and questions in the few hours since installation.

2017 Window Sponsor Event: Director Holden reported she mailed invitations to all of the 2017 historic window sponsors and had received a few responses thus far. Director Holden would work with Stephanie Najjar and Anne Marie Burns to plan the food and activities for the evening. All sponsors would receive a laser-cut bookmark created in the Creativity Lab along with their certificate of appreciation. The updated "wall of fame" posters would be displayed that evening as well.

As there were no additional questions from the Board, 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

President Shruhan reported he had reviewed the Committees and the current members on each Committee. President Shruhan stated he would like to keep the Committees the same but did ask Don McAllister to chair the Personnel Committee for the year as they had significant business that year with the search for the new Library Director. President Shruhan reported Trustee McAllister agreed to chair the Committee.

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 nothing to report in addition to the report provided by the Library Director

PERSONNEL: Committee Chair Don McAllister reported the Director Search Committee met on February 6, 2017 and proposed the following outline for the process and procedure by which they would move forward with the search and select the Interim Director and Interim Assistant Director. The following outline was approved by the Search Committee and was presented to the Board as a whole for a vote for approval:

1. The Search Committee selected and voted on the two internal candidates for the Interim Director and Interim Assistant Director positions – Gerri Guyote for Interim Director and Melissa Robinson for Interim Assistant Director.
2. A motion would be made by the Board to offer the Interim Director and Interim Assistant Director positions to the two candidates, effective March 6th.
3. The Search Committee recommended salary adjustments for the Interim Director and Interim Assistant Director positions at 90% of the incumbent's salary (per agreement).
4. A motion would be made by the Board to offer the Interim Director a salary adjustment for the duration of the term according to the appropriate calculation.
5. A motion would be made by the Board to offer the Interim Assistant Director a salary adjustment for the duration of the term according to the appropriate calculation.
6. Set a date for the next Search Committee meeting by mid-February with Human Resources Director Beth O'Donnell. The purpose of the meeting was to complete language for posting the position and to finalize salary recommendations for the Mayor's review and approval by March 1st.

The Search Committee planned the following business for discussion and vote at the March 6th Trustees Meeting:

1. The Search Committee Chair would recommend the final posting to the Board.
2. A motion would be made at the meeting to accept the posting and proceed with public announcements of the search.

In response to a question from the Board, President Shurhan stated there were five members on the Search Committee – Richard Shruhan, Don McAllister, Jean Ahearn, Linda Quigley and Martha Cavanaugh. The Search Committee would conduct the search and would make their recommendation for the next Director to the Board of Trustees as a whole for their vote.

POLICIES & PROCEDURES: Committee Chair Jean Ahearn reported she had received two policies for the Committee's review – one on Social Media and one on Photography and Videography. Trustee Ahearn stated the Committee would review the policies and would have a report on the policies at the next meeting.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Liaison Stephanie Najjar reported the Foundation held its last meeting on January 11, 2017. At the meeting the Foundation discussed the window sponsorship event which was reported on during the Director's report. Trustee Najjar reported the Treasurer wasn't available for the last meeting so unfortunately she didn't have a final tally on the expenses and profit of Starry, Starry Night.

Trustee Martha Cavanaugh inquired as to whether or not the Foundation had ever seen any money donated to them through the Amazon Smiles program as they were listed as one of the non-profit beneficiaries that could be chosen through the program. Trustee

Cavanaugh stated she had chosen to donate money through the program to the Library in the past. Library Director Holden stated she would follow up on the issue.

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 Anne Quinn stated there was nothing new on which to report. Trustee Quinn stated that she had recently spoke with Dick St. Pierre, the President of the Historical Society. Unfortunately the Historical Society held its Board meetings on the same evening as the Trustees' meetings.

A **MOTION** was made by Tracy Valletti to accept the committee reports 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.

Old Business

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

New Business

A **MOTION** was made by Martha Cavanaugh to extend the hours of the Children's Room to 9pm to reflect the overall library hours. 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 Jean Ahearn to approve the outline proposed by the Director Search Committee during the Personnel Committee report. The motion was seconded by Tracy Valletti. A vote was taken.

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

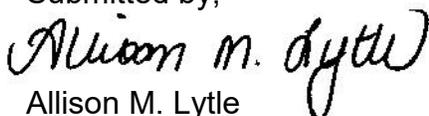
President Shruhan presented a thank you from the Board to Stephanie Najjar for her work as the foreman of the Library's float committee during the Peabody Centennial Day Parade.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Tracy Valletti. The motion was seconded by Don McAllister. A vote was taken.

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

The meeting was adjourned at 8:20pm.

Submitted by,



Allison M. Lytle
Recording Secretary