

PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES

Minutes of Meeting  
January 9, 2017

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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  
Paul Misci  
Wes Merrill  
Linda Quigley  
Stephanie Najjar  
Martha Cavanaugh  
Jean Ahearn  
Tracy Valletti

**Absent**

Margaret Tierney

A **MOTION** was made by Don McAllister to suspend the normal rules of the Board. The motion was seconded by Stephanie Najjar. A vote was taken.

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

President Shruhan stated that while under the suspension of rules, the Board would proceed with the election of officers for 2017. President Shruhan stated that Recording Secretary Allison Lytle would run the elections.

Recording Secretary Allison Lytle called for nominations of the President of the Board of Trustees. A **MOTION** was made by Don McAllister nominating Richard Shruhan as President of the Board. The motion was seconded by Jean Ahearn.

As there were no additional nominations, a **MOTION** was made by Linda Quigley to close the nominations for the President of the Board of Trustees. The motion was seconded by Jean Ahearn. A vote was taken.

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

Recording Secretary Lytle called for a vote of the nomination. The nomination of Richard Shruhan as President of the Peabody Institute Library Board of Trustees for the January 2017 – January 2018 term was unanimously approved by the Trustees in attendance by a voice vote.

Recording Secretary Allison Lytle called for nominations of the Treasurer of the Board of Trustees. A **MOTION** was made by Richard Shruhan nominating Don McAllister as Treasurer of the Board. The motion was seconded by Stephanie Najjar.

As there were no additional nominations, a **MOTION** was made by Tracy Valletti to close the nominations for the Treasurer of the Board of Trustees. The motion was seconded by Jean Ahearn. A vote was taken.

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

Recording Secretary Lytle called for a vote of the nomination. The nomination of Don McAllister as Treasurer of the Peabody Institute Library Board of Trustees for the January 2017 – January 2018 term was unanimously approved by the Trustees in attendance by a voice vote.

Recording Secretary Allison Lytle called for nominations of the Secretary of the Board of Trustees. A **MOTION** was made by Stephanie Najjar nominating Linda Quigley as Secretary of the Board. The motion was seconded by Don McAllister.

As there were no additional nominations, a **MOTION** was made by Tracy Valletti to close the nominations for the Secretary of the Board of Trustees. The motion was seconded by Paul Misci. A vote was taken.

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

Recording Secretary Lytle called for a vote of the nomination. The nomination of Linda Quigley as Secretary of the Peabody Institute Library Board of Trustees for the January 2017 – January 2018 term was unanimously approved by the Trustees in attendance by a voice vote.

President Shruhan moved that the Board begin selecting seating assignments for the 2017 term. The selection process commenced.

The seating assignments for the 2017 term are as follows:

<b>Trustee</b>	<b>Seat #</b>	<b>Trustee</b>	<b>Seat #</b>
Dianne Caputo	1	Don McAllister	7
Tracy Valletti	2	Linda Quigley	8
Margaret Tierney	3	Paul Misci	9
Wes Merrill	4	Anne Quinn	10
Jean Ahearn	5	Stephanie Najjar	11
Martha Cavanaugh	6	Richard Shruhan	12

A **MOTION** was made by Don McAllister to resume the normal rules of the Board. The motion was seconded Jean Ahearn. A vote was taken.

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

Following the election of the new Officers for the Board, President Richard Shruhan assumed the Chair. President Shruhan thanked the Board for re-electing him to the office.

### **Approval of minutes from previous meeting**

A **MOTION** was made by Martha Cavanaugh to approve the minutes of the December 5, 2016 meeting as presented. The motion was seconded by Don McAllister. 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.

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

*Staffing:* Director Holden reported Monique Jayroe started as a library aide on January 4<sup>th</sup>. Ms. Jayroe was a Teen and Sunday Reference aide who replaced Amber Moutsoulas who had accepted a full-time position recently at the Torigian Community Life Center.

Director Holden reported the City offered the custodian position to Sean Meagher who would start on January 23<sup>rd</sup>. Mr. Meagher replaced former custodian John Baron. Director Holden stated the hire would provide relief for Domingos Vieira who had done a great job as the sole full-time custodian for many weeks.

*Board:* Director Holden reminded the Board that she sent out a link to the Conflict of Interest online training and submission to the Commonwealth. Director Holden stated all elected officials, municipal employees, board members and commissioners were required to complete the training and submit paperwork every three years.

*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. They were reviewing quotes for the changeout of the bio oil. Director Holden stated they were currently awaiting another quote but hoped to schedule the work within the month, if possible. The Library would try to schedule the work with as little inconvenience as possible to the public, but the elevator might be out of service for up to two days.
- Closeout of the HVAC Project. President Shruhan, Trustee Wes Merrill, Lou Karamas, Tim Healy and Director Holden were investigating options for moving forward with providing for programming adjustments and maintenance on the BMS. There was no change since the previous month, except that they planned to move forward with pricing alternative solutions to changing the interface to the BMS

system to make it accessible to other vendors. Director Holden stated she hoped to have something substantial report in February.

- Director Holden reported the Library had installed blinds in the Tech Services Office that morning to mitigate the effects of direct sunlight in the south-facing office. Hopefully that would help stabilize the space temps in the room. Director Holden stated the blinds looked beautiful.
- Director Holden reported the 2017 window sponsorship plaques had been updated and they would update the master donor board that week. Director Holden reported they had 12 paid sponsorships that year, for a total of \$6,000 to the Foundation.

Trustee Dianne Caputo inquired as to whether or not the decision for going with bio oil was based on it being more environmentally friendly. Director Holden stated that the bio oil was recommended by the elevator design team and was also supposed to be more environmentally friendly. Director Holden stated unfortunately that ended up not being the case as the bio oil had degraded more quickly than it should and now had to be treated as a biohazard when it was disposed.

Trustee Anne Quinn inquired as to why the elevator design team didn't know that the oil might not be the appropriate option for the Library. President Shruhan stated that the bio oil was recommended for elevators that were categorized as "light to medium use"; however, they have since found that while the oil might be appropriate given their day-to-day activities and during regular business, the elevator was overheating during events and higher use times. As that was the case, they were going to switch to hydraulic oil which was recommended for heavier use.

*Incident:* Director Holden reported that the Library had issued a Notice of Trespass to former patron Sean Freeman following an incident in which he exhibited lewd behavior in the library building. Mr. Freeman was arrested for the offense. Director Holden reported the incident was witnessed by a minor staff member who appeared to be handling the unfortunate situation well. Director Holden has offered support to the staff member as needed. Director Holden reported the Library would prosecute Mr. Freeman and had the full support of the District Attorney.

*Budget:* Director Holden provided the Board with a copy of the budget to date for their review and questions. Director Holden stated that as always, she was most concerned about utilities and supplies; the Library was on target for salaries and wages at that point.

Director Holden asked the Board to consider authorizing the expenditure of up to \$2,000 from the Sutton General Fund for reference materials. The funds would be allocated to archival and local history materials for the Sutton Room. Director Holden stated the current expendable balance in that fund was \$21,638.

*Grants:* Director Holden reported the Library would apply for the following grants –

- Community Programming Librarian Kelley Unger would be the lead staff applicant 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 after the program would be expected to share their experience with staff in other libraries.
- West Branch Librarian Melissa Robinson would apply on behalf of all locations, for the LSTA "Mind in the Making". 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. Those play spaces were aimed at early learning and social interaction among children and their caregivers. Funds might be used to support a limited amount of additional staff hours.

- Kelley Unger and Cate Merlin would apply 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 application was due on January 20<sup>th</sup>.

***Programs:*** Director Holden reported the Library would host **Girls Who Code**, a club for girls ages 13-17, led by a volunteer instructor who worked in the computer science industry. Director Holden reported the Club would meet every Wednesday evening from 6:30pm-8:30pm, beginning on January 11<sup>th</sup> through the end of the school year. The participants would work together to learn the basics of coding, and design a group project to benefit the local community.

Director Holden reported the Library would also debut its own brand-new coding club called **TAPP-the Teen App Programming Project!** TAPP, led by Mike Ahearn, would meet every Monday afternoon from 4:30pm-6:30pm, beginning on January 23<sup>rd</sup>. Director Holden reported the goal of TAPP was for teens to learn app programming basics as they created their own apps and to work together to create an original app to submit to the Congressional App Challenge in Fall 2017.

Director Holden reported the PIL hosted a satellite circulation station at the Torigian Community Life Center in early December. Director Holden reported the event was well-received by the patrons of the TCLC. The Library would host it monthly until they determined the appropriate frequency.

Director Holden reported the Spring 2017 Program Brochure would be available for distribution in March.

***Miscellaneous:*** Director Holden reported the PIL hosted the first 2017 Massachusetts Library Association's Legislative Breakfasts at the Main Library on Friday, December 16<sup>th</sup>. State Senator Joan Lovely, State Rep. Tom Walsh, Senator Bruce Tarr, and State Representatives Paul Brodeur, Dan Cahill and Paul Tucker attended, as did representatives of Rep. Ted Speliotis and House Speaker Robert DeLeo's Offices. Senator Lovely, Representative Walsh and representatives of MLS, MLA, MBLC and NOBLE spoke at the event. Director Holden reported approximately 65 people attended. Director Holden stated that unfortunately although the Mayor was originally scheduled to speak, he could not attend the event. Director Holden thanked Rick Shruhan and Don McAllister for representing the PIL. Director Holden stated it was a great start to the advocacy cycle.

Director Holden reported Senior Technology Librarian Yunan Guo installed a 70-inch monitor for the tech lab that was available for use by staff and outside groups using the meeting space.

Director Holden reported NOBLE installed a major update to the Evergreen system that day – release 2.11. Although the update caused intermittent connectivity issues within the NOBLE network that day, it should result in improved catalog searching functions and better staff client functionality.

Audubon Status: Director Holden reported the next swap of the Audubon prints would be Thursday, January 12<sup>th</sup>. Director Holden provided the Board with a current list for their information. Director Holden reported she received the invoice for the most recent batch and proposed they paid the invoice as followed:

\$11,000	From State Aid	Already approved
\$7,700	From Foundation	Would request at Foundation Meeting Wednesday, January 11 <sup>th</sup>
\$7,700	From Helen M. Sawtisky Trust Fund	Requesting that evening
\$26,400	<b>TOTAL</b>	

Director Holden stated that if the Board was in agreement, she was asking for the authorization to spend \$7,700 from the Helen M. Sawitsky Fund for that purpose. The remaining account balance after the expenditure would be just over \$30,000.

Director Holden stated the Board should consider whether or not they wanted to plan for roughly the same dollar amount next year or if they wanted to adjust the pace of the restorations. Director Holden stated the Board needed to plan ahead for budgeting those funds as they went forward. Traditionally, the Board had attempted to make their funds last as long as possible by spreading the cost of restoration over various funds. After the most recent restorations, they would have completed and paid for 250 out of 432 prints, or nearly 58% of the prints in the collection. At the current rate of restoration, they would be finished with the set in 10 years. Director Holden stated they should also plan on how to best and most responsibly display the prints on a regular basis.

Trustee Anne Quinn inquired as to whether or not the prints that were left to restore were in better shape and, if so, if they would see a decrease in the cost of the restorations. Director Holden stated that they were sending out the prints numerically so she did not anticipate a major change in the cost per set as each set they sent out had some minor repairs and some in need of moderate treatment.

Trustee Stephanie Najjar inquired as to what their ultimate goal was once they were finished restoring them. Director Holden stated that they were under court order to restore them and display them for the public. It was safer to display them once they were restored and in better condition; they were now at the point where they should be thinking about how to best display them safely. Director Holden stated they do have some out in frames and they do rotate them out; however they needed to figure out how to share them with the public on a more accessible scale. The Library was seen as the custodian of the prints but they belonged to the City of Peabody.

Trustee Caputo suggested the Board consider purchasing another display case and perhaps displaying a print downstairs in the main area of the Library. They could do something like a "Bird of the Month" where they would display a print for the public to view for that month. Director Holden stated that they could look into a secure case should the Board decide they were comfortable with that type of risk. Director Holden stated that where they did need to share them with the public that the Board needed to consider taking a risk at some point with where they displayed them and could get a secure display case for that purpose.

George Peabody Birthday Celebration: Director Holden stated it was time to plan for George Peabody's 222<sup>nd</sup> birthday. That year, Peabody's birthday, February 18<sup>th</sup>, fell on a Saturday which was the day they would normally schedule the party. Director Holden inquired as to whether or not the Board would be interested in having the party in the Library's second floor space and invite the George Peabody House museum staff to join them. Invitations and public relations would go out the week of January 23<sup>rd</sup>.

The Board discussed the issue and agreed it would be nice to hold the birthday celebration at the Library with cake and coffee. The Board also discussed visiting the gravesite in November to commemorate George Peabody's death. They would lay a wreath at the gravesite at that time.

Resignation: Director Holden read the following statement-

It is bittersweet as I announce my resignation as library director within the next couple of months. I am leaving to explore other opportunities, and hopefully I find something as fulfilling for the next 15 years or so until my retirement. I have nothing but admiration and affection for library staff and the library board, and consider the library director position the best and most interesting responsibility in the City.

Assistant Director Gerri Guyote is willing to assume the Interim Director position until the board decides how to proceed. Gerri has been fully involved in all aspects of running the library and is accomplished in all aspects of operation. She is familiar with the budget, staffing, grant administration and programming.

As you know, it is the responsibility of the board to select the next library director. I would be happy to help with the process in any way the board sees fit. I will also schedule my departure at the time that the board determines most beneficial to the library.

I could not adequately express my gratitude to all of the library trustees for the confidence and support that you have shown over the past 16 years that I served as director and 4 years prior as I filled various positions in various library departments.

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 Linda Quigley. 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 nothing to report in addition to the report provided by the Library Director

PERSONNEL: As Committee Chair Margaret Tierney was not present, there was no new report from the Committee.

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

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Stephanie Najjar stated the Foundation's next meeting was scheduled for Wednesday, January 11<sup>th</sup> and she would have a report at the February meeting.

**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.

A **MOTION** was made by Don McAllister to accept the committee reports as presented. The motion was seconded by Linda Quigley. 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 Don McAllister to approve the expenditure of \$7,700 from the Helen M. Sawitsky Fund for the invoice for the restoration of the Audubon Prints. The motion as 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 Stephanie Najjar to authorize the expenditure of up to \$2,000 from the Sutton General Fund for reference materials. The motion was seconded by Jean Ahearn. A vote was taken.

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

Trustee Paul Misci submitted a letter of resignation as he had accepted a position overseas and would be moving in March. Trustee Misci thanked the Board for their service and stated it had been great working with all of them. Trustee Misci's resignation was effective at the end of February.

A **MOTION** was made by Trustee Quinn to authorize Director Holden to send a letter of recognition to Domingos Vieira from the Board for his hard work in the absence of a second full-time custodian. The motion was seconded by Linda Quigley. A vote was taken.

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

Director Holden stated she thought that was a wonderful idea and that Mr. Vieira would be very honored. President Shruhan thanked Trustee Quinn for the suggestion and the motion.

The Board discussed the issue of how many Audubon Prints they should send during the next round of restoration. The Board agreed to once again send 20 prints.

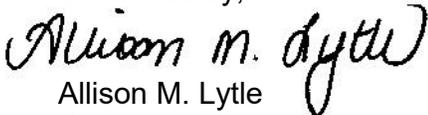
The George Peabody birthday celebration would be held at the Library on Saturday, February 18<sup>th</sup> at 11am.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Anne Quinn. The motion was seconded by Paul Misci. A vote was taken.

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

The meeting was adjourned at 8:35pm.

Submitted by,

A handwritten signature in black ink that reads "Allison M. Lytle". The signature is written in a cursive, flowing style.

Allison M. Lytle  
Recording Secretary