

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
May 1, 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
Wes Merrill
Linda Quigley
Martha Cavanaugh
Margaret Tierney
Stephanie Najjar
Dianne Caputo
Tracy Valletti
Jean Ahearn

Absent

Margaret Tierney

Approval of minutes from previous meeting

Trustee Anne Quinn requested the following changes from the April 3, 2017 meeting:

- Page 3, line 8: add the word “Construction” after “Joe Melo”; new sentence to read “...*Mr. Healy had awarded the installation and repair work of rotten “skin” and siding to Joe Melo Construction*”.
- Page 3, line 17: add the letter “t” to the end of the word “even”: new sentence to read “...*on Saturday morning during the snow/rain event there.*”

A **MOTION** was made by Don McAllister to accept the minutes from the April 3, 2017 meeting as amended. The motion was seconded by Martha Cavanaugh. A vote was taken.

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

Receipt of Communications

President Shruhan reported the Library received notice from the Massachusetts Board of Library Commissioners informing them of the impending second payment of their state aid.

Report of the Interim Library Director

Staffing: Interim Library Director Gerri Guyote reported the Library received 11 applications for the Library Director position. The Search Committee met April 20th to review the applications and the interview process and to set schedules going forward. Interim Director Guyote reported six candidates were selected for first interviews with the Search Committee beginning in early May.

Interim Director Guyote reported Senior Reference Librarian Sara Kelso had been holding technology training for the staff at the branches and the sessions were well received. Interim Director Guyote reported Ms. Kelso had a great teaching style and was very dedicated to helping all staff improve their technological competency.

Interim Director Guyote reported Teen Librarian Cate Merlin represented the Library at Peabody's GreenFest on Saturday, April 29th at the Brown School to promote the services and tools available in the Creativity Lab.

Interim Director Guyote reported Senior Reference Librarian Sara Kelso submitted applications to attend two professional development programs as described in the April Director's Report. The programs were SET: Skills, Empowerment and Talent, and the certificate program in Local Government Leadership and Management at Suffolk University.

Interim Director Guyote reported Library Aide Brian Mureithi submitted his notice of resignation, effective April 12th. Mr. Mureithi was beginning his college program in September 2017 and planned to tour some of the USA and visit with out-of-state family until then. Interim Director Guyote reported two Library Pages had also submitted their resignations: Rhiannon Anderson at the West Branch and Katrina Allain at the South Branch.

Buildings & Grounds: Interim Director Guyote provided the following project updates –

- **Elevator:** Early in April Associated Elevator's quote to furnish and install a new shutoff ball valve was rejected, with a request made to do a visual inspection of it at the next regular service visit. On Saturday, April 29th a service call was necessary at library opening. The unit was slow to respond, and very noisy and shuttering while in transit. The custodian stayed with the technician during the call, and reports that the pit was near empty of oil, and the main tank was low. Five gallons of oil was added and corrected the operation. There were no signs of leaking.
- **Huntington Controls:** No update was available from the City Solicitor as to the status of the pending suit filed by HC against the City of Peabody.
- **Closeout of the HVAC Project:** The Facilities Manager was asked to submit his support for the proposal so that the RFP may be issued. Interim Director Guyote had not received an update as of that day as to when the RFP would go out.
- Wall shelving was removed in the Community Room at the West Branch Library in order to inspect the supporting wall and the flooring under the carpeting. There was no evidence of mold/mildew growing. Given the overall good condition of the roof, the Facilities Manager recommended the Library attempt to repair it. His assessment was that the problems were associated with ice/snow events when blocked drains created standing water conditions. He planned to

make another site visit with the roofer during the week of May 1st after we have had several days of dry weather. The roofer he is working with has an excellent reputation for locating and repairing leaks.

- Sutton Room Ceiling: The custodian reported the Library was beginning to see signs of deterioration of the plaster finish. The ceiling work was completed in 2003. Interim Director Guyote spoke with former Library Director Holden who had indicated that the timing of the deterioration was not a surprise as the restoration work had reached the end of its useful life. Interim Director Guyote stated she was creating a list of contacts from the original contract to reach out to for site visit and evaluation.

Budget: Interim Director Guyote provided an updated budget for the Board's review. Interim Director Guyote stated she expected that with the FY17 supplements from State Aid, the Library would be slightly over on costs of electricity, natural gas and supplies and the Library would be on target with salaries by the end of the fiscal year. Interim Director Guyote reported she met with the Mayor and with Finance Director Mike Gingras to discuss that year's budget closeout and next year's request. Interim Director Guyote provided the Board with a copy of the request she submitted for FY18 for their review.

Interim Director Guyote requested the Trustees consider approving the use of up to \$3,000 from the Dorothea Osborn Trust, to be used as needed for Summer Reading. This fund is specifically reserved for children's books.

Programs/Activities: Interim Director Guyote reported PILCON (Peabody Library Comic Convention) was Saturday, May 6th.

Interim Director Guyote reported Melissa Robinson started a Family English Conversation Circle and was very excited for its potential. Interim Director Guyote explained the program was an Intermediate/Advanced level for adults who needed to practice their English conversation skills and for their pre-school children who could engage in play and literacy activities while they also develop their English language skills. Children's Librarian Katia Pascoal plans to start a similar program for beginners.

Interim Director Guyote reported Author Stephen Puleo was visiting the West Branch to discuss his latest book, *American Treasures* on May 18th.

Interim Director Guyote reported Technical Services was converting the Children's Room collections to BISAC, a user-friendly scheme for shelving library materials. It used common subject headings to classify materials, rather than Library of Congress or Dewey systems. Interim Director Guyote reminded the Board that the West Branch collections were converted in 2015, and the South Branch collections are about halfway completed.

Grants: Interim Director Guyote stated that as a follow up to the Mass Literacy Champion award, she and Melissa Robinson were preparing a grant application for a maximum of \$1,000 to support the new Family English Conversation Circles.

Interim Director Guyote reported Senior Librarian Kelly Unger was interested in starting a Mail-a-Book program and would apply to Eastern Bank Charitable Foundation for

grant funds to get it started. Based on a model at Queens Library in NYC, the program provides homebound delivery services via the US Postal Service. Interim Director Guyote stated Ms. Unger was working out the logistics with the USPS, especially rate options and reusable delivery bags. If instituted, the program would restrict cardholders to circulation services via homebound delivery only.

Other: With regard to the injury involved with the supporting columns in the Main Reading Room, Interim Director Guyote reported it had been determined that the best course of action in the public PC space was to pad the column to prevent further injury from people walking into it. Interim Director Guyote reported the furniture cost to reconfigure the public PC carrels was prohibitive. The pads would be created soon.

Interim Director Guyote reported the Elementary School Art Display would be set up that week and would be displayed for the month of May. The open house for students and families was Wednesday, May 10th from 6pm-7pm.

Interim Director Guyote reported the George Peabody Medal Ceremony was Wednesday, May 17th at 5:30pm. Invitations were sent to elected officials and PVMHS notified the 8 students and their families. They also ordered the medals. Interim Director Guyote reported she had prepared updated booklets, program and certificates.

In response to a question from the Board regarding the recent service visit for the elevator, Interim Director Guyote stated that she had spoken with Louis Karamas that day who did not see any sign of oil leakage which would cause the issue with the oil. Interim Director Guyote stated that Mr. Karamas believed that Associated Elevator, who did the work on the oil conversion, underestimated the amount of oil needed. Interim Director Guyote explained that the original estimate said 55 gallons, but the final amount that was added initially was 50 gallons. The Board discussed the issue and agreed that was likely the case and the reason the service call was necessary was because they underestimated the amount of oil needed, the Library should consider disputing any charge for that service call. Interim Director Guyote stated Associated Elevator did not leave a ticket and they had not yet been billed. President Shruhan requested that should they receive a bill, to please pass it along to him and he would discuss the issue with Lou Karamas.

President Shruhan inquired as to the nature of the increase in the budget request as presented by Interim Director Guyote. Interim Director Guyote stated that the total budget request increase was approximately 3%; 2% of which was contractual, with the additional 1% made up of increases in outside services, electricity and office supplies.

Trustee Anne Quinn inquired as to whether or not the Library knew if the Sutton Room ceiling was in need of major repairs. Interim Director Guyote reported that she and former Director Holden walked through the room in February 2017 and observed early signs of deterioration, she couldn't speak at that time as to what the cost would be or the extent of the work. Interim Director Guyote stated she was working to track down the company who repaired the ceiling 15 years ago and hoped to have more information at the next Trustees' meeting.

A **MOTION** was made by Linda Quigley to accept the report of the Interim Library Director as presented. The motion was seconded by Dianne Caputo. 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.

PERSONNEL: Committee Chair Don McAllister stated that President Richard Shruhan would provide a report from the Library Director Search Committee during the New Business of the Board.

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

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION BOARD OF DIRECTORS: Liaison Stephanie Najjar reported the Foundation Board had met on April 13th and the discussion mainly focused on planning their next fundraising events. The Foundation Board anticipated planning a Gala in 2018, as well as holding Starry, Starry Night in October of 2017; however, the Board discussed different types of events to plan in addition. The Board discussed turning the Library into a mini golf course, which Melrose Public Library did with great success. Trustee Najjar stated the Foundation Directors thought hosting an event like mini golf would give them an opportunity to show off the Library and might reach a different audience than their other events. The Foundation also discussed hosting a trivia night and incorporating some Peabody or George Peabody facts into the trivia contest.

Trustee Najjar stated the Foundation also discussed the AmazonSmile program and promoting the fact that the Library Foundation was a participant in program. The AmazonSmile Foundation donated 0.5% of eligible purchases to the charitable organization selected by customers. The Library Foundation was a participant and had been selected as the charity of choice by several Trustees; however, it was unclear if the Foundation or the Library had ever received any money from the program. Interim Director Guyote stated she would follow up with the City Treasurer to see if they have any information on any donations or if they had been receiving funds.

The next Foundation meeting was scheduled for June 14th.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Anne Quinn provided the following programming updates from the Historical Society –

- The HS was currently hosting an exhibit on four Peabody women who lived around the turn of the century at the Felton Senior House.
- The Osborne-Salata House was hosting an exhibit on why people immigrated to Peabody.
- The Annual Tea with Ms. Felton would be held on June 14th.
- Members of the Historical Society had also participated in the Lexington reenactment.

Trustee Quinn reported the Historical Society would be holding its annual meeting on May 17th at 6:30pm and the Board had proposed two minor changes which would be discussed at the meeting – changing their meetings from the first Thursday of the month to the first Monday of the month; and to allow email voting on items of an urgent nature.

A **MOTION** was made by Don McAllister to accept the committee reports as presented. The motion was seconded Tracy Valletti. 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 Shruhan submitted the minutes from the Library Director Search Committee meetings of April 20, 2017 and April 27, 2017 for the record. Said minutes attached. The Board reviewed the minutes.

In response to a question from the Board, President Shruhan stated the Board has consulted extensively with Human Resources Director Beth Brennan O'Donnell on the process and had worked with her to draft the base questions for the candidates during the interviews. When the Board meets with the candidates for the second interviews during the open meeting, each candidate would be asked the same set of questions, and from that a natural conversation and further questions would arise. President Shruhan reported that each candidate would have an hour during the second interview. Following the second interviews, the Board go into an Executive Session during which the Trustees would discuss the candidates and vote on whether or not an offer should be made to any of the finalists. President Shruhan clarified that the decision did not need to be unanimous but rather was a majority vote. Beth Brennan O'Donnell would be present at the meeting to go over the procedures and review the guidelines for the interview and to assist with any questions the Board might have.

President Shruhan stated he would send the Trustees the resumes of the finalists and the list of questions prior to the meeting.

The Board discussed the Trustees whose terms were ending at the end of the year – there were five total spots that were up for election in November including four 6-year terms and 1 spot which was a 2-year term. There were two Trustees who were not running for re-election. Should anyone know anyone who was interested in running or learning more information, the Board was encouraged to discuss the position with them.

A **MOTION** was made by Don McAllister to authorize the expenditure of up to \$3,000 from the Dorothea Osborne Trust for books for the Summer Reading Program. The motion as seconded by Martha Cavanaugh. A vote was taken.

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

Trustee McAllister wanted to note the passing of former Library Director Michael Franceschi who passed away at the end of April.

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 Don McAllister. A vote was taken.

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

The meeting was adjourned at 8:40pm.

Submitted by,

Allison M. Lytle
Recording Secretary

Library Director Search Committee

Meeting Minutes

April 20, 2017

Opening

The meeting of the Library Director Search Committee was called to order at 4:05 PM on April 20, 2017

Present

Richard Shruhan
Don McAllister
Linda Quigley
Martha Cavanaugh
Jean Ahearn
Gerri Guyote
Beth Brennan O'Donnell

Open Issues

The job posting for the Library Director was closed on April 7, 2017.

New Business

The committee members received packets with 11 applicant resumes. After reviewing all of the candidates' resumes, 6 were chosen to come in for interviews. Beth Brennan O'Donnell advised the committee on a suggested length of time to allot for each interview. After some discussion it was decided that the interviews will be one hour in length for each applicant. The Human Resources office will be notifying the candidates of the interview process and will set up the interviews for mid-May. After the interviews, the committee will choose the candidates to interview with the Board of Trustees. The Board will then get to vote on their choice. Once the final choice is made, the Mayor will have the opportunity to meet with the candidate.

Meeting was adjourned at 5:55 PM. The next meeting will be on April 27, 2017 to discuss the questions to be asked at the interviews.

Minutes submitted by: Linda Quigley

Approved by: Richard Shruhan

Library Director Search Committee

Meeting Minutes

April 27, 2017

Opening

The meeting of the Library Director Search Committee was called to order at 3:08 PM on April 27, 2017

Present

Richard Shruhan
Don McAllister
Linda Quigley
Martha Cavanaugh
Jean Ahearn
Gerri Guyote
Beth Brennan O'Donnell

Open Issues

A list of questions for the first interview was reviewed by committee members.

New Business

The committee members received packets with a set of interview questions. After reviewing all of the questions one by one we agreed on some necessary revisions. Beth Brennan O'Donnell advised the committee on some helpful interview questions and procedures.

The first interviews will be with the search committee and Beth Brennan O'Donnell. The search committee will then meet and agree upon candidate to bring in for a second interview with the full Board of Trustees. That will be an open meeting and therefore we will need the services of Allison for the meeting minutes. Richard Shruhan will lead the interview and Board members will be briefed by Beth Brennan O'Donnell about interview procedures. As it is an open meeting, the public may attend, but they may not speak during the process. After the interviews the Board will have any discussion necessary and vote upon their choice of candidate.

After the Board chooses a candidate, Human Resources will make a conditional offer and the candidate will meet with the Mayor. The selected candidate will then negotiate the salary with Beth and got through required physical and drug screening.

Meeting was adjourned at 4:09 PM.

Minutes submitted by: Linda Quigley

Approved by: Richard Shruhan