

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
October 2, 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  
Wes Merrill  
Linda Quigley  
Martha Cavanaugh  
Stephanie Najjar  
Dianne Caputo  
Tracy Valletti

**Absent**

Margaret Tierney  
Jean Ahearn

President Shruhan noted that Trustee Jean Ahearn had called earlier that day to let them know she was unable to attend.

President Shruhan introduced Tom Pappas who was in attendance. President Shruhan stated Mr. Pappas was currently running for the office of Library Trustee in the November election.

**Approval of minutes from previous meeting**

A **MOTION** was made by Anne Quinn to approve the minutes of the September 11, 2017 meeting as presented. 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 stated there were no communications on which to report.

**Report of the Library Director**

**Staffing:** Library Director Melissa Robinson reported Morgan Yeo started as the Senior South Branch Librarian on Monday, September 25<sup>th</sup>. Director Robinson reported her transition was going smoothly. Director Robinson stated she would begin the process to fill the vacant Library Assistant position in two weeks.

Director Robinson reported three library staff were on leave. Unelia Videira and Cate Merlin remained on maternity leave while Gail Desmond's medical leave started Monday, October 2<sup>nd</sup> and was expected to last six weeks.

Director Robinson reported West Branch Children's Librarian Dale Sampson returned to work fulltime on Tuesday, September 19<sup>th</sup>. The staff and patrons were thrilled to have her back.

Director Robinson reported Assistant Director Gerri Guyote and Head of Children's Services Alysa Hayden were currently conducting interviews to fill the temporary aide position that would cover the gaps left by staff leaves and the Library Assistant vacancy.

Director Robinson reported Alysa Hayden was also submitting an application to the Department of Elementary and Secondary Education so that the Library could become a certified Professional Development provider. As a certified provider, the Library would be able to offer classes on literature and teaching research skills that teachers could take to earn the professional development points they needed for their certification requirements.

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

- **Elevator:** The annual state inspection of the elevator occurred in early September. No issues were noted at that time. However, during Associated Elevator's most recent maintenance visit, the technician reported a leak in the packing piston and the presence of oil in the floating scavenger pump. Associated's contract is up with the Library on October 21<sup>st</sup>. A new vendor had not yet been selected, however, as advised by the Clerk of the Works, the Library will wait until a new vendor was in place to assess and address any repairs that might need to be done.
- **West Branch Replacement Widows:** The materials for the project had been delivered to the warehouse in Lawrence and the Director of Facilities would be scheduling the contractor to begin work in the coming weeks.
- **West Branch PTAC replacement:** The new PTACs for the West Branch Library could not be sourced from the state contract, but the Clerk of the Works found an alternative vendor. The Clerk of the Works and the Director of Facilities would be identifying contractors who could do the installation of nine of those new units.
- **Closeout of the HVAC Project:** Viking had done some preliminary work on the conversion of the BMS system. The Clerk of the Works was negotiating what work would be included in a change plan before the final contract was signed and the bulk of the work could begin.
- **HVAC Maintenance Agreement:** Limbach did a walk-through of the Main Library and would perform their first maintenance visit to the Main Library and two branches that week and next week.
- **Huntington Controls:** The Clerk of the Works informed Director Robinson that the City had responded to all of the requests for documentation from Huntington Controls and a court hearing would be scheduled.
- Director Robinson spoke with the Director of Facilities about the Main Library's roof. The concerns about the roof included both safety issues and potential leaks during the winter weather that could damage the new ceilings. The Director of

Facilities believed the roof could be repaired instead of fully replaced, but the work was complicated by both cost and access issues. He would be gathering more information so the Library could proceed.

- The Peabody Garden Club weeded and planted some fall annuals and spring bulbs outside the Main Library.
- Sutton Room: The cleaning and polishing of the floor was completed but it might need more extensive work. Director Robinson would be looking into it.

Trustee Stephanie Najjar inquired as to the priority of the roof repair or replacement as it seemed to be a serious safety issue. Director Robinson stated the roof was one of her top priorities but she did not know how high up it was on the City's list as it would be very extensive and costly. Director Robinson stated regardless, the scope of work could not be done by the winter.

President Shruhan reported the replacement of the roof was complicated because the best slate was Munson Slate, which was the slate on the Library roof, and that quarry had shut down in the 1920s. President Shruhan stated that the slate was in good shape and as long as it was maintained it would last; the fasteners were probably the issue and needed to be replaced. The project would be expensive.

The Board discussed the issue and agreed they were very concerned over the safety hazard caused by the falling slate. The Board requested Director Robinson discuss the issue again with the Mayor and ask that someone do a better assessment and evaluate the safety concerns.

Trustee Don McAllister inquired as to whether or not the Library was happy with the HVAC system. Director Robinson reported they still had dehumidification issues with the Sutton Room as the portable dehumidifier was known to not be the ideal solution. Unfortunately, the appropriate solution was cost-prohibitive as it would cost approximately \$150,000. Director Robinson stated she hoped the Viking BMS system would help.

Trustee Martha Cavanaugh inquired what exactly was going on with the reported issue with the elevator. Director Robinson stated they had not had any issues since April 29<sup>th</sup> when Associated Elevator added five more gallons of oil. The state inspector was at the Library two weeks before the last visit of Associated Elevator and there were no reported problems. Associated Elevator subsequently inspected the elevator and reported there was a leak in the packing piston and the presence of oil. The Library and Clerk of the Works agreed that rather than address the problem found by Associated, they would have the new elevator contractor inspect the elevator to determine if there actually was a problem.

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

Programs/Activities: Director Robinson reported that October programming highlights included –

- A presentation on Fake News with professor from Fitchburg State College at the West Branch.

- A new Family Storytime for children ages 6 and under on Saturdays at the Main Library.
- A film screening of *I am an American Dream* with a question and answer session with filmmaker, Andrew DeCola, to follow. The documentary film focused on both the differences and shared dreams of Americans.
- Several departments at the Main Library were again collaborating on an intergenerational program for Star Wars Reads Day on October 14<sup>th</sup>.

Director Robinson reported at the request of the Mayor, the Library and the Recreation Department were hosting a Haunted Mansion event in the vacant building at 2 Washington Street in conjunction with the annual Nightmare on Main Street event at the end of October.

Director Robinson reported Coordinated Family and Child Engagement of the North Shore was doing weekly playgroups at the West Branch Library for children and caregivers. Those playgroups focus on helping families meet their child's development needs.

Grants: Director Robinson reported Community Relations and Public Programming Librarian, Kelley Rae Unger was submitting a request to North Shore Bank to help fund the shipping costs for the Mail-a-Book outreach program. That request was being made through the Foundation.

Technology: Director Robinson reported Technology Librarian Yunan Guo and other department heads had created a long list of technology needs at the Main Library. Immediate needs included new public computers for adults, more and newer laptops for technology training programs, new laptops for the Creativity Lab and more tablets for programming and children's gaming. Director Robinson stated long term, both the Children's and Teen Departments would be doing a complete reassessment of the technology needs of youth in the community and would need to upgrade their technology based on their findings. Director Robinson reported Department Heads were researching grants and other sources of funding that they could pursue to ensure that the Library's technology stayed as up-to-date as possible.

Other: Director Robinson reported on September 27<sup>th</sup>, a library patron was in a car accident at the West Branch Library. He was checked by emergency responders and determined to have not have any injuries. Director Robinson reported the gentleman drove his car through the fence, his car struck another (unoccupied) vehicle and a tree on the fire station's property. Director Robinson reported she was working with the City Auditor's office to complete the appropriate insurance paperwork and with the Director of Facilities to have the fence repaired or replaced.

Director Robinson reported the Library's old scanner was delivered to the Peabody Historical Society on September 18<sup>th</sup>.

A **MOTION** was made by Don McAllister to accept the 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 not present, there was no new report from the Committee.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Stephanie Najjar reported that Starry, Starry Night was that Wednesday evening – October 4<sup>th</sup>, 6pm. Trustee Najjar encouraged everyone to attend.

**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 Anne Quinn 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**

Trustee Anne Quinn reported she contacted the photographer and set up the Trustee picture for November 7<sup>th</sup>, prior to the scheduled Trustee meeting. Trustee Quinn stated she would meet with the photographer prior and would chose the location of the photo based on the lighting. At the request of President Shruhan, Library Director Robinson stated she would send out an invitation for the photo to former Library Director Martha Holden and Assistant Library Director Gerri Guyote.

## **New Business**

A **MOTION** was made by Don McAllister to formally request that the Library Director discuss the issue of the safety of the roof at the next appropriate meeting she attended so the Board's concern could be noted. The motion was seconded by Stephanie Najjar. A vote was taken.

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

Trustee Anne Quinn suggested the Board could start to consider where to hold their December meeting, which was usually a dinner meeting at a local establishment that had been supportive of the Library in the past. The Board agreed that while they enjoyed the restaurant they had visited the last few years, it was time to perhaps try a

different location that year. The Board agreed to think about where they could go and which restaurant could accommodate the Board and discuss it at the next meeting.

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 Linda Quigley. A vote was taken.

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

The meeting was adjourned at 8:05pm.

Submitted by,

Allison M. Lytle  
Recording Secretary