

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
September 11, 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  
Jean Ahearn

**Absent**

Margaret Tierney  
Tracy Valletti

**Approval of minutes from previous meeting**

A **MOTION** was made by Wes Merrill to approve the minutes of the June 5, 2017 meeting 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.

**Receipt of Communications**

President Shruhan received the following communications:

- A notice of trespass regarding Michael McDade was received. President Shruhan stated the Library Director would report on that notice further during her report.
- Thank you note from Anne Quinn for the bouquet of flowers.
- Thank you note from Kathy Francheschi.
- Notice about Haven from Hunger and the Citizens Inn merging.

**Report of the Library Director**

**Staffing:** Library Director Melissa Robinson reported that as of July 24<sup>th</sup>, Linda Cappabianca transferred to the West Branch to serve as the Senior Branch Librarian; her transition was going smoothly. Director Robinson reported that as of August 14<sup>th</sup>, Alysa Hayden transferred from the South Branch to the Main Library to take over as the Senior Children's Librarian. Her immediate goals were to expand outreach in the community, reassess the children's book collection and improve program attendance.

Director Robinson reported she offered the Senior Branch Librarian position at the South Branch to current Library Assistant Morgan Yeo, contingent upon the Board's approval. Director Robinson reported Ms. Yeo had been employed at the Library since 2013 and had experience in the Teen, Reference, Circulation and Children's Departments and was currently pursuing her MLS at the University of Rhode Island. Director Robinson stated her breadth of experience at the Library was well suited to the needs of a small branch library. In addition, Ms. Yeo was a life-long Peabody resident and had deep ties to the South Peabody community. Director Robinson stated Ms. Yeo was passionate about expanding the Library's outreach to the community and had many exciting programming ideas for all ages. Director Robinson stated she believed Ms. Yeo would be a valuable asset to the Library and the Peabody community and she hoped the Board would approve her appointment to that position. A copy of her application materials were made available for the Board's review.

Director Robinson reported three Library staff were currently on leave:

- Sunday Reference Librarian, Unelia Videira, was on maternity leave and was expected to return after January 1<sup>st</sup>.
- Teen Librarian, Cate Merlin, was also on maternity leave and planned to return part-time next February and full-time in March.
- Since mid-July, the West Branch Children's Librarian, Dale Sampson, had been on Family Medical Leave. Her exact date of return was not yet known, but she remained in contact with library administration about her situation and schedule.

Director Robinson reported Technical Services Librarian, Gail Desmond, had informed administration that she would need six week of medical leave starting in October and would need to work a part-time schedule for several weeks after her return. During that time, her ability to fill public desk assignments would be limited.

Director Robinson stated that in order to cover the gaps left by those staff leaves and the anticipated Library Assistant vacancy, she requested and received approval from City Hall to hire a temporary aide to start as soon as possible and work through mid-January. The posting for that job would go out that week. Director Robinson stated the salaries budget should accommodate the new position.

Director Robinson reported Daniel Saulnier had started as a Circulation Desk Aide. Mr. Saulnier's background was in education and technology and he was proving to be a great addition to the Library staff.

Director Robinson reported three new pages were hired at the branches that summer: Erin Rooney and Zachary Stark started at the South Branch in July and Anya Tseitlin began work at the West Branch in August. Director Robinson stated training for all three was going well. Director Robinson reported Children's Room page Thomas Ambrose had notified his supervisor that he would be leaving at the end of October.

Director Robinson reported eight summer interns worked at the Library that summer. Six interns were employed through the Mayor's college internship program and two were funded through the North Shore Workforce Investment Board. Director Robinson reported the interns worked assignments including circulation and support for children's summer foods and Creativity Lab programs.

Director Robinson reported she had completed the process to be certified as a Library Director through the Massachusetts Board of Library Commissioners. That certification was required for the Library to be eligible for State Aide to Public Libraries.

Director Robinson reported Library administration and representatives from human resources and the city's legal department had begun meeting with representatives from the Peabody Federation of Teachers to discuss the library aides request to have the bargaining unit represent them. Director Robinson stated she expected those meetings would be ongoing in the coming months.

Director Robinson stated that subsequent to the Board's approval at the June meeting of a pilot program for staff development, they had scheduled their first staff development morning for Monday, October 23<sup>rd</sup>. The Main Library would open at 11am that day and the branches would open at noon. Director Robinson reported publicity about the schedule change would begin within the next week to alert the public. Library administration and department heads were planning a busy schedule for that morning, which would include information sharing, a presentation on encouraging media literacy through library services, a staff appreciation component and an introduction to a long-range planning exercise they would be doing as a staff. Director Robinson stated she had already received an extensive list of topics staff would like to see covered in future professional development days, including reader's advisory, technology, security, communication and customer service training, as well as information sessions on local resources available to our patrons.

Director Robinson reported Senior Reference Librarian Sara Kelso was accepted to both professional development programs she applied to in the spring: Project SET through the Massachusetts Library System and a graduate level certificate program in Local Government Leadership and Management at Suffolk University. Director Robinson reported Ms. Kelso's mentors through Project SET speak very highly of her capabilities and her work in the program. Ms. Kelso was requesting prior approval for a \$500 per semester tuition reimbursement for the Suffolk University program subject to successful completion of the course. Director Robinson stated she and Assistant Director Guyote both strongly supported that request and believed Ms. Kelso's increased knowledge would be beneficial to the Library. Director Robinson recommended that the Board give prior approval for the reimbursement and that the funds be taken from the General Library Trust, which was unrestricted.

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

- **Elevator:** The Library had not experienced any service issues since the April 29<sup>th</sup> visit. Director Robinson was still in the process of disputing the last invoice with Associated Elevator. The Library had also informed Associated that they did not plan to renew their Preventative Maintenance Contract with them in November. The Library would be putting out a Request for Proposals to get a new company to handle the elevator Preventative Maintenance. The contract would start on November 1<sup>st</sup>.
- **West Branch Replacement Windows:** They were still awaiting delivery of materials to begin the project.
- **Closeout of the HVAC Project:** Viking's proposal to replace the BMS system was accepted; it was the lower of the two bids received. Currently Viking, the Clerk of

the Works and Technology Librarian Yunan Guo were purchasing the necessary equipment for the project work to begin. Viking recently completed a walk-through of the building in advance of submitting their engineering drawings. They estimated that installation would begin within two weeks.

- HVAC Maintenance Agreement: Daikin opted not to extend the Library's current contract at the same rate. An RFP went out over the summer and the Clerk of the Works received responses from Daikin and Limbach. The Library hoped to have the paperwork completed in time for Limbach to do the October 1<sup>st</sup> afternoon visit.
- Several pieces of slate had dislodged and had either fallen, or were in the process of falling, off the roof of the Main Library. The HVAC Project under Phases 1 and 2 replaced only those slates where active leaks were reported. At that time, the Library was told by the Community Preservation Committee that they would place "total replacement" of the slate on their schedule to be considered to be done in approximately five years. It had now been over five years, so Director Robinson would begin working with the Director of Facilities and the CPC to try to secure the funding for the project.
- The HVAC system at the Main Library experienced several issues in July, specifically with the chiller units that cool the second floor staff area and the Sutton Room. Since the Library's Preventative Maintenance contract with Daikin had expired before those issues arose, the Clerk of the Works called Griffin and Merrow to come in for repairs. They fixed the overheating issues with both units and the Library had not experienced the same issue since. The Library also continued to have trouble with the dehumidification of the Sutton Room during the warm weather months. It was managed that summer with the daily intervention of staff. The Clerk of the Works believed he might have located a more permanent and energy efficient solution, which the Library would investigate further.
- A number of the PTAC heating and cooling units at the West Branch also malfunctioned that summer, causing the building to overheat. There were 16 of those PTAC units in the West Branch and 13 were original. The three newer units were replaced as part of the HVAC Project. For the replacement of the next round of PTACs, Daikin had advised that the Library use a different type of unit that was easier to assemble. The Clerk of the Works was currently gathering price quotes and investigating the dimensions of the necessary units.

Director Robinson reported on the following building updates as well:

Director Robinson reported the bollard protecting the fire-fighters work space at the outside sprinkler connection had been damaged. Director Robinson would work with DPS to have that replaced.

Director Robinson reported the Library, DPS and the Peabody Garden Club made improvements to the grounds and exterior of the building at the South Branch that summer. The irrigation system and outdoor lighting were fixed, the South Branch sign was moved to a more visible location and sod was laid down. Director Robinson reported a bench previously located at the George Peabody House Museum was relocated to the South and put on a cement pad. The Garden Club planted some fall annuals and planned to return in the spring to plant a more permanent flower bed. Director Robinson stated the custodians were in the process of freshening up some of

the exterior paint. Director Robinson reported the Library would be hosting a ribbon cutting to acknowledge the work of the Garden Club and City on Tuesday, September 12<sup>th</sup> at 4pm.

Director Robinson reported library administration and staff were discussing the possibility of moving collections and departments at the Main Library in order to enhance public service and better utilize staff talent. The major goals the Library was trying to accomplish were to better serve readers by making our collections more accessible, provide a larger and more family friendly children's library and create a more flexible and accessible program and public meeting space. Director Robinson reported they were still in the planning stages and had solicited feedback from staff. Director Robinson stated she anticipated being able to present the Board with a more detailed plan at the October and November meetings. Director Robinson stated she welcomed any input the Trustees had on how they could facilitate those goals through the use of space.

**Budget:** Director Robinson provided a copy of the budget to date for the Board's review.

Director Robinson reported that at the June 15<sup>th</sup> City Council meeting, the council voted to approve an FY18 budget for the Library. Director Robinson provided a copy of that budget for the Board's review.

In response to a question from the Board, Director Robinson stated she was comfortable with the budget but her main concerns were the books and subscriptions part of the budget because of the increasing costs of such items. Director Robinson stated they might need to ask for a supplement at a later time should they experience a shortfall.

**Programs/Activities:** Director Robinson stated the Library's fall events brochure had been released; copies were available for the Board.

Director Robinson reported 308 children and teens participated in that year's summer reading program. That year the Library was asking caregivers and teen participants to fill out a survey about the summer reading program that the Library could use to evaluate the program for the future.

Director Robinson reported the Summer Food Service Program ran from July 5<sup>th</sup> through August 17<sup>th</sup>, Monday through Thursday at 12pm. The Teen Department staff and interns served 1,000 lunches during that time. The lunches that year were provided by the Salem Food and Nutrition Services. Director Robinson reported the Citizens Inn Haven from Hunger assisted the Library with pickup and delivery of lunches during the month of August and funded \$1,000 work of children's programs that ran in conjunction with summer foods. Coordinated Family and Community Engagement of the North Shore also ran early childhood play groups for children and caregivers who attended the lunch program two days a week. Director Robinson stated those partnerships were very valuable to the program and library staff looked forward to working with those organizations again in future summers.

Director Robinson reported that as part of the Essex National Heritage Area “Trails and Sails” event, Archivist Erik Bauer would once again offer tours on the history, art and architecture of the Peabody Library on Saturday, September 16<sup>th</sup>. The 90-minute tours would run at 10am and 11:45am. Director Robinson reported Mr. Bauer had also sent 155 maps of streets and properties that were part of the 1931 survey of the City of Peabody to the Boston Public Library for digitization.

Director Robinson reported the Library would be observing International Peace Day on Thursday, September 21<sup>st</sup> with arts and crafts projects, book displays and stories for all ages. The Library was also working with the Friends of the Library to start a Peace Fund which would fund programs and books that supported peace and human rights.

Director Robinson reported Assistant Director Gerri Guyote arranged for Massachusetts photographer, Mark Chester, to display his work at the Main Library in the month of October. Mr. Chester’s exhibit, entitled “The Bay State: A Multicultural Landscape,” features photographs of naturalized American citizens who currently resided in Massachusetts.

Director Robinson reported that in conjunction with the Thoreau Society’s bicentennial celebration of the birth of Henry David Thoreau, the Library was running a four week class with Professor Theo Theoharris on *Walden*.

Grants: Director Robinson reported the Library was notified that they had been awarded the Mind in the Making grant from the Massachusetts Board of Library Commissioners in the amount of \$9,945. The one-year grant provided funding to launch an early literacy campaign and create book-based play areas for children ages 0-6 at all three Library locations. Director Robinson reported she would be acting as the grant manager for that project.

Director Robinson reported Teen Librarian, Cate Merlin, received a \$1,000 grant from the Salem Five Charitable Foundation to fund that year’s Maker Academy program.

Director Robinson reported Community Relations and Public Programming Librarian, Kelley Rae Unger, had received a \$250 grant from Eastern Bank to help fund the creation of a program that would deliver books by mail to homebound Peabody residents. Those funds would purchase mail bags for shipping books. Director Robinson reported Ms. Unger would be pursuing additional grant funding to cover the cost of shipping for the pilot program. Director Robinson reported Ms. Unger submitted a \$5,000 grant to Novelist to improve reader’s services at the Library.

Other: Director Robinson reported that in accordance to the terms under which the Community Preservation Committee granted the Library the funds to purchase a new scanner for their archives, the Library was transferring the old scanner to the Peabody Historical Commission, who would store the scanner at the Peabody Historical Society. The Library was awaiting confirmation of a date and location to deliver the scanner.

Director Robinson reported in June, a state probation officer followed up with the Library about an incident of vandalism on Library property involving a Mr. Michael McDade from 2014. Director Robinson explained Mr. McDade had been ordered to pay \$478 in restitution to the Library and at that time he remained unable to pay that restitution.

Director Robinson stated that after discussing the situation with his probation officer, Assistant Director Guyote and Peabody Police Officer Rick Heath, she made the decision to send Mr. McDade a notice of trespass, stating that he cannot use the Peabody Library until such a time as the restitution was paid. The Board was copied on that notice. Director Robinson stated that unless payment of restitution was forthcoming or Mr. McDade violated the trespass order, all parties would consider the matter resolved.

Director Robinson provided the Board with a list of candidates for all local offices provided by the City Clerk's Office for their information.

Trustee Quinn inquired as to whether or not Director Robinson was surprised at all by all of the building issues that she has had to deal with since she started the position. Director Robinson stated that she was not terribly caught off guard as she had seen all of the issues that previous Library Director Martha Holden had dealt with during her time at the Library. Director Robinson also gave credit to Assistant Director Gerri Guyote who had been a wealth of information and a valuable asset during her transition.

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:** Committee Chair Jean Ahearn stated there was no new report from the Committee.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Stephanie Najjar reported that just prior to the meeting the event planning committee met to discuss Starry, Starry Night and future events. Trustee Najjar reported Starry, Starry Night was coming together beautifully – most of the food was in place and the donations were lining up. The tickets were \$25 at the door and available in advance at all three branches. Trustee Najjar stated that as in years past, they would like one donation from every Trustee if possible for the gift certificate bags. Gift certificate donations should be a minimum of \$10, with some bags containing gift certificates on a greater value. Last year, they had 40 bags and they went very fast; the goal that year was 50 bags. Trustee Najjar stated they would like to have all of the donations by the end of September. The next committee meeting was scheduled on September 27<sup>th</sup> at 5pm.

Trustee Najjar reported they discussed holding a period dinner in the future rather than holding the Treasures in the Attic gala in March of 2018 as had been discussed

previously. Trustee Najjar stated that where the period dinner would take quite a lot of planning, they would not hold it in March of 2018 but would plan it for a later date.

Trustee Najjar stated they also had great ideas for additional, smaller events such as a spelling bee or a murder mystery dinner. Trustee Najjar stated they would be planning a fundraising event in 2018 and they would work on the planning once Starry, Starry Night was over.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Liaison Dianne Caputo reported the Friends last met on September 6<sup>th</sup>. The Friends discussed the following issues-

- The Friends had a current balance of \$12,320.
- The Board voted to grant \$3,000 for the Library's fall wish list.
- The Board voted to grant \$3,000 for the Museum Pass program.
- They would be purchasing logo merchandise such as bags they give to patrons and receipt holder magnets.
- They received a \$250 grant from Eastern Bank to assist in the launch the book mailing program for homebound patrons.
- All membership applications were sent out.
- There would be no October meeting as it was on the same night as Starry, Starry Night.

In response to a question from the Board, Trustee Caputo reported they had received less than \$5.00 from the Amazon Smile program to date.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Anne Quinn reported the Peabody Historical Society just published their schedule of programs starting in the fall which included the following –

- Annual Potluck Dinner on September 27<sup>th</sup>.
- On October 11<sup>th</sup> Historian Michael Schulze would hold a lecture titled "Saving Brooksby Farm".
- On February 11<sup>th</sup> Genealogist and Historian Ellen Alden would speak about her genealogical journey at a lecture entitled "Finding My Irish Roots".

A **MOTION** was made by Don McAllister to accept the committee reports as presented. The motion was seconded 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 new business on which to report.

### **New Business**

A **MOTION** was made by Stephanie Najjar to authorize the Library Director to offer the Senior Branch Librarian position to current Library Assistant Morgan Yeo. The motion was seconded by Don McAllister. A vote was taken.

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

A **MOTION** was made by Stephanie Najjar to pre-approve \$500 per semester in tuition reimbursement from the General Library Trust to Sara Kelso for the graduate level certificate program in Local Government Leadership and Management at Suffolk University upon successful completion of the course. The motion was seconded by Wes Merrill. A vote was taken.

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

Trustee Anne Quinn reported she had looked into arranging for a photographer to take the Board of Trustees' photo as discussed at the previous meeting. Trustee Quinn stated she had been in touch with Cheryl Millard who took the photos for the Garden Club and other organizations around the city and she agreed to take the Board's photo free of charge. Trustee Quinn stated they just needed to decide on the date and time and she would finalize the arrangements.

The Board discussed the picture and agreed to try to schedule the shoot prior to the November Trustees meeting on Monday, November 6<sup>th</sup> at 7pm.

The Board discussed whether or not to invite the current Library Director, Previous Library Director and Interim Library Director to participate in the photo as well.

A **MOTION** was made by Linda Quigley to invite the current Library Director, Melissa Robinson, past Library Director Martha Holden and Interim Library Director Gerri Guyote to participate in the photo. The motion was seconded by Wes Merrill. A vote was taken.

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

Trustee Quinn stated she would contact Ms. Millard and would try to arrange to meet her prior to the photography session in order to scout the best locations in the Library where the photos could be taken. President Shruhan thanked Trustee Quinn for her work on arranging for the photographer.

Trustee Quinn stated she recently attended a lecture in the Sutton Room and noticed that the floor could use some attention. Director Robinson stated she would look into the issue and see what could be done to improve the appearance of the floor in the Sutton Room.

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 Wes Merrill. A vote was taken.

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

The meeting was adjourned at 8:30pm.

Submitted by,

Allison M. Lytle  
Recording Secretary