

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
January 13, 2020**

The meeting was called to order by President Stephanie Najjar at 7:00pm. President Najjar noted the meeting was being recorded by Stephanie Dallaire.

As there was a quorum present, the roll call was taken:

Present

Stephanie Najjar
Wes Merrill
Thomas Pappas
Richard Shruhan
Kate O'Brien
Peter Bakula
Stephanie Dallaire
Morgan Yeo
Anne Quinn

Absent

Sandra Fecteau
Don McAllister
Frances Bisazza-Gallugi

MOTION TO SUSPEND RULES OF THE BOARD

Made by: Rick Shruhan

Second: Tom Pappas

A vote was taken.

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

PRESIDENT

Nomination of: Stephanie Najjar

Made by: Rick Shruhan

Second: Tom Pappas

A vote was taken.

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

Additional Nominations

Nomination of: No nominations

Made by: N/A

Second: N/A

Close Nominations for President:

Motion: Tom Pappas

Second: Wes Merrill

TREASURER

Nomination of: Frances Bisazza-Gallugi

Made by: Stephanie Najjar

Second: Tom Pappas

A vote was taken.

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

Additional Nominations

Nomination of: No nominations

Made by: N/A

Second: N/A

Close Nominations for Clerk:

Motion: Tom Pappas

Second: Wes Merrill

CLERK

Nomination of: Don McAllister

Made by: Rick Shruhan

Second: Kate O'Brien

A vote was taken.

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

Additional Nominations

Nomination of: No nominations

Made by: N/A

Second: N/A

Close Nominations for Clerk:

Motion: Tom Pappas

Second: Wes Merrill

MOTION TO RESUME NORMAL RULES OF THE BOARD

Made by: Kate O'Brien

Second: Tom Pappas

A vote was taken.

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

The Group went around the table introducing themselves.

Approval of the minutes from the previous meeting

A **MOTION** was made by Wes Merrill to approve the minutes of the meeting held on December 9, 2019. The motion was seconded by Kate O'Brien.

A vote was taken.

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

Receipt of Communications

President Najjar shared multiple communications.

There were two thank you notes from the departing Library Trustees Jean Ahearn and Dianne Caputo and the departing Director Melissa Robinson, as well as a note from Alison Lytle who has resigned.

The second communication was from the Massachusetts Board of Library Commissioners regarding FY2020 state aid.

Choosing of Voting Order

The trustees took turns choosing stones with numbers to determine the voting order for 2020.

Anne Quinn chose 4

Tom Pappas chose 10

Wes Merrill chose 6

Morgan Yeo chose 8

Stephanie Dallaire chose 7

Kate O'Brien chose 3

Peter Bakula chose 2

Rick Shruhan chose 1

Stephanie Najjar did not choose as President

Don McAllister had 5 chosen for him

Frances Bisazza-Gallugi had 9 chosen for her

Sandra Fecteau had 11 chosen for her.

Sandra Fecteau is resigning from the Library Trustees, effective January 31, 2020. President Najjar shared her resignation letter.

Report of the Interim Library Director

Interim Library Director Cate Merlin presented the following report and provided the Trustees in attendance with written copies for their information.

Staffing

During this season of illnesses and vacations, the city interns that worked for the library this past summer have all returned to fill in as needed and are again proving extremely helpful in keeping

Main Library desks fully staffed. I appreciate their commitment during their college breaks, and hope that they will join us again this summer.

In September, Sunday Reference Librarian Unelia Videira stated that she wished to resign her position due to personal issues. However, she ultimately decided not to resign, due to her love for the library and her wish to return to work as soon as she is able to and has instead been on leave since November. She has requested a continuation of her leave, and as her position only works on Sundays during the school year, I have granted this extension in conjunction with Director of City HR Beth O'Donnell. Coverage for these Sunday shifts have not been a problem, as Assistant Librarians, Librarians and Senior Librarians who volunteer to work on Sundays receive 6 hours of comp time. I do not anticipate many, if any, coverage issues, and will keep the Board updated.

Interim Assistant Director Hayden will be a featured reader at St. John the Baptist school for their Literacy Day at the end of the month. She will also be presenting a webinar on stuffed animal sleepovers for Massachusetts Library System on February 6th.

Public Services Librarian Sharon Janus completed two courses this semester towards her Bachelor's Degree, and Senior Librarians Kristi Bryant and Joanna Corea each completed two courses this semester towards their Master's Degrees in Library Science. The Board pre-approved a tuition reimbursement of \$500 per person in September, and I am requesting that you vote tonight to release those funds. The money will come from the personnel budget.

I am also asking the Board this evening to pre-approve reimbursements for spring semester classes for these same three staff members. Sharon Janus continues to take classes towards her Bachelor's Degree, and Senior Librarians Kristi Bryant and Joanne Corea are enrolled in classes working towards their Master's Degrees in Library Science. Each staff member is entitled to \$500 per semester according to the Union contract; it is paid out of the personnel budget.

The next all staff meeting will be Monday, February 10th. The Main Library will be closed from 9-11am and the branches from 9am-12pm. The topics of this meeting will be basic staff training in the free online graphic design website [canva.com](https://www.canva.com), an overview of new and interesting databases that the library provides access to. In addition, the local 2020 Census Field Officer will conduct a training for all staff, covering topics from why the Census is critical to fill out for library support and community funding, to how we can help all Peabody residents complete the Census either here in the library or at various community organizations.

I would like to commend the Interim Assistant Director Hayden for her dedication and enthusiasm during the past few months of transition. In addition to stepping into the role of Assistant Director, she has continued to manage the Children's Library, in addition to presenting to other librarians and raising the Peabody Institute Library's status across the state. Library staff have all continued to exceed expectations and provide the highest possible service to patrons.

Building & Grounds

During heavy rains in the first week of January, the ceiling over the West Branch's Public Services Desk began to leak. The Director of City Facilities will be calling a roofer to attempt to locate any

holes. The West Branch ceiling has begun to leak during every heavy rainfall, in many locations, but pinpointing the exact locations of holes has proved difficult. West Branch staff are ready with buckets and bowls at all times.

City Elevator has performed their annual preventative maintenance and found no problems with the elevator.

On the evening of December 11th, a patron slipped and fell on black ice in the Main Library parking lot outside of the Children's Library, resulting in a fractured wrist. I have filed the appropriate insurance paperwork with the City, and have met with custodial staff to ensure proper icy weather procedures between treatments/plowing by the City.

The redesign of the West Branch Children's Room has begun with the impending removal of the Story Steps, and the choosing of paint colors by West Branch Children's Librarian Yahaira Cosme and Senior West Branch Librarian Kristi Bryant.

The Library's new van was delivered to City Garage and is awaiting license plates and lettering.

Budget

An updated budget is available for your review and questions if any.

Programs and Activities

The winter/spring Events Brochure is currently in production at Minuteman Press, encompassing January-April. The new iteration of the brochure was designed by Senior Adult Services Librarian Gabriela Toth, and is funded by the Foundation.

On January 10th the library hosted the Peabody Education Fund's reception for its Guest Reader program participants. Interim Assistant Director Hayden shared book recommendations for all ages, and highlighted Children's Library resources for readers, and programs and activities for all.

The Library will be participating in the annual pajama drive sponsored by the Massachusetts Board of Library Commissioners and the Boston Bruins from February 1- March 15. These pajamas are distributed to babies, children and teens served by the Department of Youth and Families and the non-profit organization, Cradles to Crayons.

Our annual Food for Fines program to benefit the Haven from Hunger will run from February 1- March 1 this year. Patrons who donate non-perishable food items will have their overdue fines on Peabody-owned items forgiven.

The PeaPod Community Seed Exchange, a partnership between the Library and the Peabody Garden Club, will open for spring planning season on March 21st at all 3 library locations. During the 2019 growing season, patrons "borrowed" over 900 packets of seeds. This year, in

partnership with the Garden Club, we will offer gardening programs and seed saving classes, in addition to giving out free seeds.

PILCON, the Library's 4th annual free, all-ages comic-con, will return on Saturday, May 2nd. This event is attended by over 250 people each spring. Senior Teen Librarian Joanna Corea and her staff have begun the planning process and have decided to hold PILCON from 10am-2pm. Limiting the hours of PILCON will help to encourage participants, especially those with small children, to stay for the whole event, especially the closing costume contest that is popular with children.

In partnership with the Foundation, a new annual tradition celebrating the Library's Audubon Prints will begin this spring. On Friday, May 8th, the Foundation will host an after-hours fundraiser entitled "Birds & Bubbly", featuring a newly displayed group of Audubon Prints, in addition to prints that are already framed. Drinks (including the eponymous "bubbly") and heavy appetizers, catered by the Peabody High School's Culinary Arts Program, will be included in the ticket price, which has yet to be determined.

The following day, Saturday, May 9th the library will host "Birds & Books", a free, all-ages open house, where community members will have the chance to view the displayed Audubon Prints, and participate in family-friendly activities like themed storytimes and crafts, and a presentation from the Ipswich River chapter for the Mass Audubon Society,

Grants

Senior Teen Librarian Joanne Corea has completed a grant application to the Massachusetts LITT (Library Initiative for Teens and Tweens), an independent nonprofit, who is excited to support us. This is the first phase in the project of redoing the teen space, and will fund new seating, tables, and mobile computer furniture. This is the first phase of planned funding from LITT, with the next phase to include funding for a future mural project and the addition of a stage in the corner of the room, both which will be designed and created by the teens. Initial funding is expected to be approximately \$4000.

Archives

In June 2018, Former Director Robinson reported that the Library currently had in storage in the West Branch basement, a Chickering baby grand piano that the Trustees purchased in 1919 for use in the Lyceum, as a replacement for the original piano donated by George Peabody.

Archivist Erik Bauer received a quote for conservation of the piano, which was built in 1857. Two treatment options are available; with the more basic option estimated to cost between \$1600 and \$2000, and the most expensive option estimated to cost between \$2600 and \$3200. The final costs will of course depend on the level of damage discovered during treatment. I have copies of the conservation estimates for your reference.

I am requesting that the Trustees approve the more extensive conservation of this piano (Option B). Once it is conserved, the piano will then be placed in the Main Reading Room, in order to be used for after-hours events, Foundation fundraisers, etc. The cover to the keyboard would be locked during regular Library hours.

I am requesting that this conservation work be paid for with funds from Brattle Books/Local History Trust, since the piano's history and importance to the library fall squarely within the fund's uses that are restricted to acquisitions, preservation or restoration projects associated with the Sutton Room and Local History Department.

Audubon Prints

In the spring of 2019, former Library Director Robinson paused Audubon Print conservation due to the precarious budget situation. Last week, I authorized the resumption of the conservation of 20 Prints that Studio TKM Associates have held for us since the spring. The estimate of the conservation of prints #292-#311 is approximately \$21,750.

I am currently arranging a visit to Studio TKM in Somerville, as they are excited to show us their conservation process. All Trustees are invited to attend this tour, and I will send out possible dates in February, once TKM's work on the Library's Prints is underway.

Other

On January 8th, a patron (Michael Judge) who had been issued a Do Not Trespass order in November for threatening staff, returned to the library to argue his case. He was not threatening or violent, but refused to leave. I informed police, who later arrested him for violating the police order. This incident was reported in the Salem News online police blotter.

A **MOTION** was made by Tom Pappas to accept the Interim Director's Report as presented. The motion was seconded by Rick Shruhan. 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 Richard Shruhan stated there was nothing new on which to report.

PERSONNEL: As Committee Chair Don McAllister was not present, there was no new report.

POLICY AND PROCEDURES: Kate O'Brien accepted the position of the Committee Chair.

LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY: Morgan Yeo accepted the position of the Committee Chair.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Thomas Pappas reported that there will be a function at the Smith Barn for Director Letter Scholarships. More details to follow

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Liaison Anne Quinn stated there would be two events highlighting the Audubon Prints. Details are highlighted in the Interim

Director's report. Total Wines has also donated a Wine Tasting worth \$500. There was a reception held for guest readers to Peabody Elementary Schools, and Trusteed Quinn indicated that more readers are necessary and welcomed. Trustee Quinn also noted that they are looking for new members for the Library Foundation Board, and that they are the majority of fundraising efforts for the Library.

A **MOTION** was made by Wes Merrill to accept the Committee reports as presented. The motion was seconded Tom Pappas. A vote was taken.
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Unfinished Business

President Najjar stated that the Library Director search is still underway, and there will be three initial interviews. The Hiring Committee will present the Trustees with the final candidates for review.

Trustee Quinn noted that she wants to make sure that there are at least two final candidates to be reviewed by the Trustees.

Interim Director Merlin will send out the contact sheet to update Trustees information.

New Business

A **MOTION** was made by Rick Shruhan to use Studio TKM to restore the Audubon Prints #292-#311 for the total of \$21,750. The motion was seconded Tom Pappas. A vote was taken.
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Tom Pappas to preapprove as well as release payment of \$500 for tuition reimbursement for the continuing education of Kristi Bryant, Joanne Corea and Sharon Janus. The motion was seconded Rick Shruhan. A vote was taken.
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Tom Pappas to preapprove Option B for conservation and restoration of the Chickering baby grand piano. The motion was seconded Wes Merrill. A vote was taken.
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

President Najjar reported that the Board had three new Trustees for the new term:

Morgan Yeo
Stephanie Dallaire
Peter Bakula

Trustee Peter Bakula was at the 2019 Holiday Dinner and meeting, and was introduced to the Board.

President Najjar reminded the Board that the next Trustees meeting would be held on Monday, February 3, 2020.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Wes Merrill. The motion was seconded by Kate O'Brien. A vote was taken.

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

The meeting was adjourned at 8:15pm.

Submitted by,

Stephanie Dallaire
Trustee