

PEABODY INSTITUTE LIBRARY

BOARD OF TRUSTEES

Minutes of Meeting

January 7, 2025

The meeting was called to order by President Kate O'Brien at 6:35pm, with quorum having been reached by 6:30pm.

The roll call was taken:

Present

Ruth Titelbaum
Jennifer Smith
Katrina Vassallo
Peter Bakula
Anne Quinn
Richard Shruhan
Frances Gallugi
Stacie Dolin
Kate O'Brien

Absent

Stephanie Najjar
Stephanie Dallaire

There was a MOTION to suspend the rules of the board in order to elect the Officers of the PIL Board of Trustees for the term of January 2025 to December 2025 made by Trustee Gallugi. The motion was seconded by Trustee Shruhan.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

President O'Brien stated that while under the suspension of rules, the Board would proceed with the election of officers for 2025. President O'Brien stated that Recording Secretary Dorothy Louisos would run the elections.

Recording Secretary Louisos called for nominations of the President of the Board of Trustees.

A MOTION to nominate Kate O'Brien as President of the Board was made by Trustee Gallugi. The motion was seconded by Trustee Shruhan.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

There were no additional nominations to the office of the President of the Board of Trustees. Recording Secretary Louisos called for a vote on the nomination. The nomination of Kate O'Brien as President of the Peabody Institute Library Board of Trustees for the January 2025 to December 2025 term was unanimously approved by the Trustees in attendance by a voice vote.

There was a MOTION to close nominations for President by Trustee Gallugi. The motion was seconded by Richard Shruhan.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Recording Secretary Louisos called for nominations of the Treasurer of the Board of Trustees. A MOTION to nominate Trustee Bakula was made by Trustee Shruhan. The motion was seconded by Trustee Titelbaum.

All in Favor: Yes Any Opposed: No

The motion was unanimously passed. There were no additional nominations to the office of the Treasurer of the Board of Trustees.

Recording Secretary Louisos called for a vote of the nomination. The nomination of Trustee Bakula as Treasurer of the Peabody Institute Library Board of Trustees for the January 2025 to December 2025 term was unanimously approved by the Trustees in attendance by a voice vote.

There was a MOTION to close the nominations for Treasurer by President O'Brien. The motion was seconded by Trustee Shruhan.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Recording Secretary Louisos called for nominations of the Secretary of the Board of Trustees. A MOTION to nominate Trustee Gallugi was made by President O'Brien. The motion was seconded by Trustee Titelbaum.

All in Favor: Yes Any Opposed: No

The motion was unanimously passed. There were no additional nominations to the office of the Secretary of the Board of Trustees.

Recording Secretary Louisos called for a vote of the nomination. The nomination of Trustee Gallugi as Secretary of the Peabody Institute Library Board of Trustees for the January 2025 to December 2025 term was unanimously approved by the Trustees in attendance by a voice vote.

There was a MOTION to close the nominations for Treasurer by President O'Brien.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

There was a MOTION to keep the voting order from 2024 by President O'Brien. The motion was seconded by Trustee Gallugi.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

There was a MOTION to resume the normal rules of the Board by Trustee Gallugi. A vote was taken. All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Public Comments

None.

Approval and Discussion of Minutes from Previous Meetings

There was a MOTION to approve the minutes of the previous meeting by Trustee Gallugi. The motion was seconded by Trustee Titelbaum.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Receipt of Communications

No new communications.

Director's Report

Staffing

Grace Bigus accepted a Library Aide position and will be working at both the Main Library and the West Branch. Her first day is Tuesday, January 14th. Alexa Bettencourt has joined us as a new intern through the end of January. She has been a great addition to the library while we have remained short staffed. Tina Smith recently resigned from her position as Library Aide and we hope to fill the position as soon as possible. We begin interviews for the vacant Teen/Children's Assistant position later this week.

Budget

I have included the budget for your review.

Since the last Board meeting, I spoke with the city's Finance Director Mike Gingras about the Board's concern regarding expended wages. Due to internal shifts from part-time to full-time positions, part-time wages are running higher than projected to cover for full-time vacancies. He

has assured me that there is more than enough money in the full-time salary budget to cover the projected shortage in part-time wages. Funds will be transferred from the salaries line to the wages line by the February meeting.

Building & Maintenance

A pipe burst at the West Branch on Sunday, December 15th causing the library to be closed on Monday, December 16th for carpet vacuuming and sanitization. The library re-opened on Tuesday, December 17th with no issues. The lock on the exterior front door of the West Branch broke last Saturday upon its 1:00PM closing time. Facilities Director Jim Politano was quick to respond to my call and was able to secure the door shut through the weekend. By Monday morning, the Facilities Department fixed the lock.

Staff and patrons have noticed certain areas of the library hitting high temperatures. The Facilities Department began monitoring the HVAC system remotely to adjust temperature if needed, and Limbach came today, January 7th for their regular maintenance and found that the cause of the increased heat was due to a tripped freeze stat. It has since been reset.

I recently met with Safety and Security Director Keith Bloom to revisit our plan to replace and upgrade the current DVR system and cameras. I have selected three companies to provide quotes for the work and have met with one so far.

Programs and Initiatives

Children's Department

The Children's Library has seen an increase in program attendance. Weekly Baby and Toddler Story Times have been nearly full or at capacity and weekly Children's Yoga saw its highest attendance since July with 26 participants on December 31st. The Children's Department will host Build a Felt Bear and Decorate Your Own Mug activities, as well as a biweekly Pajama Story Time beginning January 15th. A new biweekly New Parents Group begins on January 8th led by Senior Teen Librarian Amory Thomas. Amory is a new mom and invites parents and their little ones to practice tummy time, play with toys, explore textures and colors, and chat with other new parents.

Public Services

Public Services Librarian Eileen Finnegan registered the library for the Massachusetts Center for the Book Reading Challenge. Participants choose a book that fits the monthly theme and can then enter a drawing for free books. Monthly recommendations are provided on the library's website. Several members of the Public Service Department are collaborating to provide a Resume Review service to patrons through the library's email. Interest in this service will gauge the demand for similar services and help in the development of increased job-search related programming. Senior Public Services & Programming Librarian Gabi Toth put out a call for submissions for the library's first Pet Video Festival which will be held on Saturday, February 1st for all ages. Submissions are now open through January 27th. Videos will be screened on festival day and audience favorites will win pet-themed prizes.

Creativity Lab

Creativity Lab Librarian Justin Allain is currently working with the Facilities Department on an estimated cost for improvements (painting, floors, power poles, and lights) to the Creativity Lab space. This estimate will be used for a letter of intent for the Mass Collaborative Workspace Grant when the grant cycle reopens. This month he will be running three small classes to 3D print custom wax stamps. Last month Justin was awarded a \$1,000 Mass Cultural Council grant for his proposed program series, Crafting through Peabody History. Justin will be working on grants that open in 2025.

South Branch

The South Branch Library will be hosting a program on Identity Theft and Fraud Protection, presented by Robin Putnam from the Massachusetts Office of Consumer Affairs and Business Regulation on Tuesday, February 25th at 1:30PM. An afterschool Kids Art Club, open for children ages 8 to 12, will begin in January with meetings on the last Tuesday of every month. Local author and former Library Aide Claire Crean will be visiting the South Branch on Saturday, January 18th to conduct a story time for children and read aloud her new book.

West Branch

In addition to their recurring programs, the West Branch staff is excited to introduce a few special programs this month. West Branch Children's Librarian Aimee Servideo will be hosting a Stuffie Clinic for children ages 3 and up. Attendees can take their stuffed friend around to different stations for a checkup and receive a certificate of good health. Assistant West Branch Librarian Lauren Tryder will be running a Plant Swap on Tuesday, January 14th where attendees can exchange plants, seeds, and cuttings. Soil, tools, and an assortment of pots and additional seeds will be provided by the library. A DIY Wooden Snowman craft program and a Crafting Catch Up will also take place at the West Branch this month. The West Branch will continue to host the AARP Tax Assistance Program. Sign-ups open on Wednesday, January 5th and appointments begin on Wednesday, February 5th.

Local History

Sophia Richter, Assistant Curator at the Peabody Historical Society, and I have done an inventory of the library's microfilm with plans to digitize the collection. We have a meeting at the end of the month with Grant Kaestner of Advantage Archives to discuss next steps in our project. My hope is that we can begin sending small batches of microfilm to be digitized by the spring. This year we will be celebrating George Peabody's 230th birthday on February 18th. To honor George, I would like to plan an evening concert on Thursday, February 20th in the Sutton Room followed by cake and other refreshments. I've reached out to a highly recommended pianist in the area and am waiting for a reply. I will update the Board as soon as I hear back.

Trustee Shruhan asked about the three companies preparing quotes and would like to have them reviewed. Director Yeo spoke more about the specific changes that would be included in the estimates for additional cameras and panic button installations. Trustee Shruhan asked about who would be alerted when a panic button is pushed, which Director Yeo will investigate. Director Yeo has also asked the building inspector if they would be permitted to lock the side entrance. It is not handicap accessible and would be unlocked for specific events.

Director Yeo brought up that the Sutton room has had a climate control issue, and that the library is looking into having this serviced twice a year. In the summertime it gets very warm effecting programming, and the collection housed there.

There was a MOTION to accept the Director's report by Trustee Quinn. The motion was seconded by Trustee Jennifer

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Reports of the Committees and Sub-committees

Audubon: Nothing to report.

Building and Grounds: Nothing to report.

Personnel: Nothing to report.

Policy and Procedures: Nothing to report.

Liaison to the Peabody Institute Library Foundation: Trustee Dallaire is not present.

Liaison to the Peabody Historical Society: Nothing to report.

There was a MOTION to accept the reports of the committees and subcommittees by Trustee Gallugi. The motion was seconded by Trustee Dolin.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Unfinished Business

Long Range Planning Project

This project is due in October and has been started. Currently Director Yeo is getting groups together and is posting the surveys on the website. Physical copies of the survey will also be available in the library.

New Business

CPR Training

Director Yeo is looking into CPR training for staff as early as March. This will be discussed further when more information is available.

Recording Secretary

Recording Secretary Louisos will be pursuing obtaining her pilot's license this spring and will be unavailable beginning in April. Coverage or a replacement will need to be found.

George Peabody's 230th Birthday

Director Yeo spoke about plans for George Peabody's 230th Birthday. She is looking for the cardboard standee. She has also reached out to a pianist and has a backup if they are unavailable. February 18th is a Tuesday, but the event will be pushed off until Thursday. The library will get a cake from D'Orsi's Bakery. Previously the city has asked there not be a wreath placed at the grave so instead it will be at the library. The wreath will be purchased from Evan's, as in previous years. The concert will take place from 7-8:00pm, followed by cake.

The next meeting will be held on February 4, 2025, at 6:30pm in the Trustees Room.

There was a MOTION to adjourn the meeting by Trustee Gallugi. The motion was seconded by Trustee Quinn.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Submitted by,
Dorothy Louisos
Recording Secretary