

PEABODY INSTITUTE LIBRARY

BOARD OF TRUSTEES

Minutes of Meeting

April 1, 2025

The meeting was called to order by Frances Gallugi at 6:30 pm, with quorum having been reached by 6:25 pm.

The roll call was taken: (This roll call list is the voting order)

Present

Stephanie Najjar
Katrina Vassallo
Peter Bakula
Anne Quinn
Stephanie Dallaire
Richard Shruhan
Frances Gallugi
Stacie Dolin

Absent

Ruth Titelbaum
Jennifer Smith
Kate O'Brien

Public Comments

None.

Approval and Discussion of Minutes from Previous Meetings

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

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Discussion:

A retirement party was held for Pam Shachook with the library staff.

Trustee Quinn asked about the purpose of the closure of all branch libraries and asked that the minutes reflect the clarification that it was for a full staff meeting.

Trustee Quinn also asked that the minutes reflect the clarification that Trustee Bakula asked about how old the libraries were, but that the question was primarily about the branch libraries.

Receipt of Communications

No new communications.

Director's Report

Staffing

Interviews for the vacant Technical Services Librarian position begin this week. My hope is to have the position filled by the end of the month.

Budget

I'm happy to share that the library has received the second half of state aid awards in the amount of \$71,855.62.

I submitted the proposed FY26 budget to the Finance Department and await the library's budget meeting with Mayor Bettencourt, which was originally scheduled for Monday, April 14th but has been postponed to an undetermined date. I have included the most recent budget information for your review. With the increasing cost of electricity, natural gas, and water, we have already overspent the allotted amount in utilities. Although these are areas of concern, the cost of telephone services and equipment will increase substantially in FY26 as we replace our copier machines and outdated phone system. I've asked for increases in both the telephone services and equipment line items to help support these upgrades.

I ask the Trustees to approve the amount of \$9,530 be paid to Advantage Archives from the Brattle Books Trust to digitize the next batch of 50 microfilm reels.

Building & Maintenance

The elevator continues to have trouble aligning with floor levels. The Facilities Department is meeting with City Elevator tomorrow, April 2nd to discuss the ongoing problem and hopefully find a solution.

Programs and Initiatives

Focus Groups have been scheduled at all three libraries inviting community members to share input on the library's services that will help develop our long range plan. So far, we've received 50 responses to the Library Use Survey.

Children's Department

Senior Children's Librarian Meeghan Bresnahan has been busy visiting elementary school classes and hosting visits at the library. April will be an exciting month for the department with multiple crafting events and an April Break Read-a-Thon for all children and teens to participate in.

Teen Department

Senior Teen Librarian Amory Thomas has been busy planning for the Summer Reading program. Amory will be working with the Peabody School Food Service again to host Summer Foods, which will be held Mondays through Thursdays at the Main Library. Amory has been in contact with MassHire in regards to the teen summer interns. Our hope is that the library can hire two interns for the summer to assist with the Summer Foods program. For April school vacation, the Teen Department has planned events every day, including candle making, a Space Week party in participation of National Space Week, and movie nights.

Public Service Department

The Public Service Department has begun offering faxing to library patrons through an e-faxing service, which allows them to print a limited number of pages per day for free using our existing scanner. Eileen Finnegan's Citizenship Study Group has increased in attendance and has been a wonderful resource to community members. The Public Service Department hosted another training on reader's advisory services to complement the full staff training done in early March.

Creativity Lab

Creativity Lab Librarian Justin Allain has formally filled out sponsorship and grant requests from Eastern Bank, North Shore Bank, Salem Five, Institution for Savings, Sony, M&T Bank, and Northeast Bank. He also is trying to make a connection with Harmonic Drive, a very large tech company that used to be in Peabody and moved to Beverly. Justin's Take Home Craft will coincide with the Birds and Bubbly event which will be a vintage flying bird that uses an Audubon print. Last month he began his Lure Making Series which he will continue into the summer months.

Local History

The Local History Department installed two special collections displays on the first floor. One includes George Peabody Memorabilia and the other includes 20th Century Peabody High School Yearbooks.

South Branch

Four new computer desks for the patron computers were purchased through the Digital Equity Partnership with UMass Lowell. These desks offer patrons better privacy and more space than the old ones. A Watercolor Workshop for adults taught by local artist Brooke Lambert will take place on Thursday, April 10th. Brooke has taught several art classes for adults at the South Branch over the past few years and they are always well received by patrons. A Family Lego program and a Sunflower Planting program will be held for elementary school aged children during their April vacation week.

West Branch

The West Branch Library kicks off the month of April with a Curious Bunnies Craft for adults. Other adult craft programs this month include Scrap-bookmarks and Pinecone Zinnias. On Saturday, April 5th, the branch will host a Chicken Party to celebrate the arrival of this year's chicks. They will also be hosting a Baby Rave on school vacation week. This program is for kids of all ages and will include music, black lights, glow sticks, and food. Regularly scheduled programs such as Adult Yoga with Jacqui Orphanos, storytimes, Toddler Sensory Bins, TACO, and the book groups will continue throughout the month.

Discussion of Director's Report:

The Trustees determined that the date of the chicken party was incorrect—instead of Saturday, April 10th, it should have been listed at Saturday April 5th, which has since been updated in the Director's Report.

Director Yeo mentioned that as of this meeting, the budget meeting that was originally scheduled for Monday, April 14th has not yet been rescheduled.

The Trustees had a brief discussion about how the teen anime program has been going—it seems to be well-attended but a report can be obtained. Also, the Trustees engaged in a clarification about the anime genre and graphic novels.

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

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: (Trustee Shruhan) We hope that the elevator level problem resolves soon—it's a liability, and also makes people nervous about using it. Morgan has made attempts to get an elevator technician on site and believes the most recent call to the Facilities Directors will get it resolved on April 2nd. If that does not happen, the elevator will be closed until it's fixed.

Personnel: Nothing to report.

Policy and Procedures: Nothing to report.

Liaison to the Peabody Institute Library Foundation: (Trustee Najjar) The Events Committee met just prior to the Trustee Meeting about the Birds and Bubbly event. The website has been set up, and Director Yeo will email sponsorship information to the Trustees for dissemination to local businesses, friends, and family for fundraising. Sponsorship levels are

named after backyard birds and Drumlin Farm will bring a small collection of backyard birds to the event. The Trustees were encouraged to advertise the event as much as possible on social media, and will receive materials with which to do so.

Liaison to the Peabody Historical Society: (Trustee Quinn)

April is significant as the 250th anniversary of the American Revolution, and Trustee Quinn attended a lecture at the Barn at Brooksby Farm about Peabody/Danvers's connection to it.

On Monday April 21st, there will be a ceremony at the monument on Washington Street, and Main Street to Oak Street will be closed from 9 AM until noon. There will also be a celebration at the Bell Tavern.

On April 6th, retired park ranger Curtis White will give a presentation on the Great Salem Fire at Smith Barn.

Additionally, The Peabody Historical Society is an active collaborator in the library's microfilm newspaper digitization project.

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

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

New Business

No new business was raised for the meeting.

Unfinished Business

There was a MOTION to approve the amount of \$9530 to be paid to Advantage from the Brattle Books Trust to digitize the next batch of 50 microfilm reels by Trustee Shruhan. The motion was seconded by Trustee Gallugi.

All in favor: Yes Any Opposed: No

The motion was carried unanimously.

Update on Advantage Archives Microfilm Project

Director Yeo gave an update on the Advantage Archives microfilm project. Advantage Archives sent a link to the website containing the microfilm images, which isn't live yet. Once the page has been finalized, it will go live. There was a short discussion on how much each microfilm held and whether they would be easily readable when printed. Director Yeo said that Justin from the Creativity Lab could help print things larger, but that it is better to view things on the website in order to zoom in and out.

Date of the next meeting

The May meeting is May 13th, not the first Tuesday of the month.

The next meeting will be held on May 13, 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 Dolin.

All in Favor: Yes Any Opposed: No

The motion was carried unanimously.

Submitted by,
Julia Rowny
Recording Secretary