

Trustees of Everett Libraries  
Minutes  
Everett, MA  
January 13, 2022

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2022 MAR 16 A 10:23

Chairperson James LaVecchio called the meeting to order at 6:05 pm. In addition to James LaVecchio those in attendance were: Janet Colameta, Mark Correia, Kim Ferrante, Mary Fiorentino, Eleanor Gayhart, Robin Kelly, Matthew Lattanzi, Edna Micelin, Kevin Sheehan and Marlene Zizza

**Roll Call -enough for a quorum**

**Minutes**

Trustee Mark Correia made motion to accept minutes of last meeting October 2021 and Trustee Robin Kelly seconded it. All were in favor.

Welcomed Kevin Sheehan new Library Director for Everett Public Libraries.

Director Sheehan introduced himself to the trustees and presented Director's report.

Kevin Sheehan began working December 14th, 2021.

He toured the Parlin building and made a list of facility problems and improvements to be made. Angelo Febbo came out and toured the area.

Greatest needs are the phone system, windows, better lighting, improvements to the electrical system, and security. The exterior could use a good pressure washing. Other less dramatic improvements that have or are being made include upgrades to the few remaining outdated computers, cleaning up the network cables in the staff office, and refinishing and patching some woodwork.

They had their first all staff meeting 1/12/22. It was welcomed, and the staff welcomed their new Director. They are a dedicated, competent group and Director Sheehan is excited to be working with them.

Library is investigating LibCal, a software application that libraries use for a public events calendar, and LibStaffer for staff scheduling.

Director Sheehan has started looking at our online resources and considering Consumer Reports, the New York Times online, and Mango Languages and Pronunciator, two online language learning services for learning English or foreign languages.

A new Head of Circulation will be hired soon.

Looking to put up flat screen TV in Parlin Library in wall behind circulation desk that can announce upcoming programs.

Looking into on city one book where book chosen to be read city wide

Looking to have potentially a video game room

They are working on scheduling, for the Shute to be open late on Tuesdays and Thursdays, and the Parlin on Mondays and Wednesdays. A conservative goal is to accomplish this by the end of February, but we are hoping to do it much sooner.

There have been requests to use meeting room spaces. Director Sheehan will be investigating the feasibility of purchasing scheduling software to enable patrons to reserve meeting rooms themselves, as well as to reserve museum passes.

### **OLD BUSINESS**

Kathleen Donnelly room update: Lowe's to install Chandelier.

Mr. Parlin's picture-update by Trustee Michelin that she reached out to multiple companies and had not received a call back. Looking for 3 quotes. Have one quote for \$7500. Trustee Correia to send places they reached out to through MFA to past acting Directory Lattanzi – to see if we need more quotes before we go with a company. Oliver Brothers has picture now and their quote is approximately \$16-21,000.

Patio redesign-feasibility study not done yet

New City Treasurer is Monica Ford who will become a member of the trustee group.

Working groups for projects: (trustees want to have this at bottom of all minutes)

- Buildings and grounds: Trustees Stacy DeMaria, Cristina DeMaria, Edna Michelin, Robin Kelly and Mary Fiorentino
- Marketing: Trustees Jimmy LaVecchio, Janet Colameta, Kim Ferrante
- Programming: Trustees Mark Correia, Eleanor Gayhart and Marlene Zizza

Trustee Colameta made motion to adjourn at 6:47 pm and Trustee Michelin seconded it

Next meeting Wednesday February 16, 2022 at 6 pm at Parlin Library Conference Room