

**Everett Library Board of Trustees  
Meeting Minutes  
Shute Memorial Library**

EVERETT CITY CLERK'S OFFICE  
REC'D 2026 JUN 1 PM 2:50

**Call To Order:** Tuesday May 12, 2026, at 6:00 pm

**Roll Call:** Mark Correia, Beverly Leonard, Nancy Ela, Janice Constantine, Janet Colameta, Mary Puleo, Michelle Goudey, Paul Sagarino, Ednard Michelin, Joanne Johnson, Monica Ford.

**Visiting Guests:** JoAnne Crafts, Kyle Larginha.

**Agenda Approval:**


Trustee Joanne Johnson made a motion to accept minutes of the last meeting and Trustee Michelle Goudey seconded it. Motion approved by all.

**Director's report:**

- Financial Inquiry Parlin library has about \$94,000-\$100,000.  
Shute library account: \$2,277.63.  
Florence Fall account: \$40,000.  
Spending interest on Parlin account: \$4,283.36.

**Unfinished Business:**

- Amend April Agenda and Minutes.
- The newly created Amazon purchasing account is currently awaiting spending authorization.
- The IT department is currently addressing network connectivity issues that are impacting the building management systems, most notably at the Shute Library. The Internet- managed HVAC system is malfunctioning, causing elevated temperatures on the upper floor. Facilities are collaborating with IT to resolve the issue.
- One technician is currently installing security cameras at the Parlin Memorial Library while construction continues. Full system deployment is pending the delivery of the required servers. The same vendor is scheduled to complete the cabling installation. Additionally, significant cable management and cleanup (tangled wiring infrastructure) are required at both the Shute and Parlin locations.
- The board officially welcomed three new Trustees to their roles: Beverly Leonard, Nancy Ela, Mary Puleo. The current members extended their congratulations and expressed appreciation for their upcoming service to the library and community.
- Progress continues on the artwork appraisal project. Staff has established communication with the Museum Of Fine Arts regarding potential restoration work; however, direct contact with the appraiser has not yet been initiated.
- A vendor quote has been received for the acquisition and installation of two new pendant lights for the Parlin Library.
- The carpet replacement project is scheduled to be completed in accordance with the provisions of Mass. General Laws Chapter 20A- Sections 18-25 taking place in the meeting room at the Parlin Memorial Library.

on 6/1/2026 at 2:50 pm  
Attest:  
  
Assistant City Clerk

- Staff are currently gathering information and specifications to install an outdoor memorial bench at the Shute Library in honor of Kathleen Donnelly.
- The Monthly Calendar for May has several upcoming events and community programs. Copies of the calendar are available on the library website and physical copies are located at the Parlin and Shute libraries.

**New Business:**

- Trustee Ford will verify the balance with the city auditor to get a financial report on Shute and Parlin Libraries.
- Trustees: Paul Sagarino, Ednard Michelin, Janet Colameta investigate Shute bench.
- New Requirement has been established for the submission of meeting materials. All finalized Agendas and Minutes must be submitted in the original digital file and signed and scanned version.
- Meet at Parlin library, Tuesday June 9. Conference room

**Next Meeting date and time:** June 9, 2026, at 6:00 p.m. Parlin Memorial Library.

Motion made by Trustee Joanne Johnson to adjourn the meeting, seconded by Trustee Janet Colameta. **Adjournment**

**Respectfully Submitted:**  
Ednard Michelin  
Secretary  
Everett Public Library Trustees