

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

EVERETT CITY CLERK'S OFFICE
REC'D 2026 OCT 6 AM 7:51

Call To Order: Tuesday September 08, 2026, at 6:00 pm

Roll Call: Mark Correia, Joanne Johnson, Janice Constantine, Mary Puleo, Beverly Leonard, Janet Colameta, Paul Sagarino, Nancy Ela, Karen Roebuck, Michelle Goudey, Ednard Micelin.

Agenda Approval:

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

Director's report:

- The IT department completed the work at Parlin and is currently working at Shute Library, installing camera and PA systems, as well as internet cabling.
- Replacing the leaking roof at Parlin Library is estimated to cost \$1.5 million.
- smoke detectors need to be replaced.
- Carpet replacement projects have been a priority, and the existing carpets have been cleaned.
- Two part-time positions at the library have been posted.
- The City of Everett has experienced a cybersecurity breach, highlighting the importance of maintaining robust cybersecurity measures and protecting municipal systems and data.

Unfinished Business:

- The newly established Amazon purchasing account is currently under review and pending authorization.
- The artwork appraisal project is ongoing. Staff have initiated communication with the Museum of Fine Arts to discuss potential restoration work, and the next step is to coordinate further with the museum regarding the appraisal and restoration process, with initial installation taking place in the meeting room at the Parlin Library.
- Trustee Ford will verify the account balance with the City Auditor and obtain a financial report for the Shute and Parlin Libraries.
- Research local municipal zoning regulations and utility alignment requirements related to the installation and placement of phone booths.
- Purchase a cellular hotspot through Amazon to provide high-speed data connectivity.
- Access authorized City email for public requests/notices, projects, proposals, and communications.

New Business:

- Contact and verified instructor for Mah-Jongg and calligraphy classes.
- Discussion regarding the installation of a bench honoring Kathleen Donnelly at Shute Library.

Next Meeting date and time: October 10, 2026, at 6:00p; Parlin Memorial Library.

Motion made by Trustee Ednard Micelin to adjourn the meeting, seconded by Trustee Janet Colameta.

Adjournment

Respectfully Submitted:

Ednard Micelin

Secretary

Everett Public Library Trustees

**Posted in accordance with the
provisions of Mass. General Laws
Chapter 30A- Sections 18-25**

on 10/6/2026 at 7:51 AM
Attest: _____

Assistant City Clerk