

Minutes of the Memorial Hall Board of Trustees meeting

Wednesday, January 3, 2018

The meeting was called to order by Chairman Mary Sexton.

In attendance: Chairman Mary Sexton, Trustees Eric DiNoto, Lou Izzi, Laura Paladino and Memorial Hall Executive Director Kathy Pigott-Brodeur.

Chairman Mary Sexton opened meeting at 6 pm.

Motion: Trustee DiNoto motioned to approve the minutes with noted changes from the December 6, 2017 Board Meeting. Trustee Paladino Seconded. All voted in the affirmative. Motion carried

Memorial Hall Building Update:

- Elevator broke at end of Sat, Dec 30th event. Kathy booked appointment for Tuesday, Jan 2 to avoid overtime and there were no events Dec 31, 2017 – Jan 2, 2018. Broken part ordered and elevator repaired on Jan 3, 2018 in time for Zumba in Main Hall
- Jan 2, 2018 at 10 pm Kathy received call from Fire Dept. that fire alarm was going off. Kathy went to hall and it was the radiator valve in the Main Lobby front closet broke, releasing steam causing alarm to go off. Kathy shut off water leading to radiator and Fire Officers reset alarm. Kathy and Paul cleaned up water and wiped off items in closet. No damage sustained except radiator needs repair.
- Kathy met with City Solicitor regarding next step to recover funds from bounced rental check from the producers of DAVID held at Memorial Hall on October 19-21, 2017. City Solicitor will file charges in Malden Court in attempt to retrieve funds.
- Light Dimmer control broke, sent to Barbizon. Barbizon gave us loaner and sent ours out for repair.
- Pump 2 on HVAC needed repair
- Kathy Pigott-Brodeur was promoted to Executive Director of Memorial Hall. Title effective immediately, compensation change will occur in FY18.
- Reminder: Monday January 8, 2018 is City of Melrose Inauguration at Memorial Hall

Next Trustees meeting is scheduled for Wednesday, February 7, 2018 at 6 pm.

Public Participation: There were no members of the public present.

Adjournment: The meeting was adjourned at 6:30 pm.

Respectfully submitted,

Kathy Pigott-Brodeur, Memorial Hall Operations Manager

Distribution: Chairman Mary Sexton, Trustees Eric DiNoto, Lou Izzi, Mike Margolis, and Laura Paladino