

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
April 9, 2007**

The meeting was called to order by Board President Don McAllister at 7:35pm.

As there was a quorum present, the roll call was taken:

Present
Martha Cavanaugh
Maria Dakos
Richard Tranfaglia
Darryl Ann McCarthy
Ted Quinn
Margaret Tierney
Rosemary O'Brien
Don McAllister

Absent
David Hallinan
Christopher Burbridge
Nancy Sue Keller
Robert Walsh

Also present was Library Director Martha Holden, Peabody High School senior and Acting Director Jessica Ahearn and recording secretary Allison Lytle.

Approval of minutes from previous meeting

A **MOTION** was made by Rosemary O'Brien and seconded by Maria Dakos to approve the minutes of the March 5, 2007 meeting as presented. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

Communications

Board President Don McAllister reported the Board of Trustees received a letter from the Board of Library Commissioners regarding the issuing of a second State Aid to Public Libraries award to the City of Peabody in the following amounts:

Municipal Equalization Grant (MEG): \$993.21

Nonresident Circulation Offset Award: \$68.11

Total: \$1061.32

President McAllister reported the Library received a notice from the Massachusetts Board of Library Commissioners, dated March 1, 2007, notifying the Peabody Public Libraries of the awarding of matching funds in the amount of \$516.80. President McAllister reported the Library had applied for these matching funds previously.

President McAllister reported the Library received information provided by the Allied Professional Association regarding its 2006 salary survey and results. President McAllister provided this report to the Board for its review.

President McAllister reported the Library Board of Trustees was invited by the Veteran's Council to march in the veteran's parade on Monday, May 28th. The event would begin at 9:15am, with the memorial parade commencing at 11am at Allen's Lane. President McAllister encouraged any Board members who were interested in attending to contact the Veteran's Council to confirm attendance.

As there were no additional receipts of communications, President McAllister called for the report of the Library Director.

Director's Report

Library Director Martha Holden reported the Director's Report would be given by Acting Library Director Jessica Ahearn, a Senior at Peabody Veterans Memorial High School. Ms. Ahearn was elected the Library Director as part of Student Government Day at the high school.

Acting Director Ahearn provided the following report on behalf of Library Director Martha Holden:

Staffing: Acting Director Ahearn reported custodian Jack Modini was back to work on a full-time basis. Temporary custodian John Baran would remain until Mr. Modini was physically able to perform all of his custodial duties and custodian Domingos Bieira had the opportunity to take a well-deserved vacation.

Acting Director Ahearn reported Yunan Guo requested the Board of Trustee's approval of a three week vacation as she would like to travel to China this summer to visit family. Acting Director Ahearn reported Director Holden was requesting the Library Board of Trustees approve this request as she stated she felt the Library could be adequately staffed during the period of her vacation.

Acting Director Ahearn reported Librarian Julie Edwards resigned as of March 29th and Kelley Rae Unger had started as Adult Services Librarian today.

Building: Acting Director Ahearn reported the ESCO paperwork should go out that week. Purchasing Agent Dan Doucette was in process of preparing to go out to bid for the energy contract for the Main Library and West Branch Library. Acting Director Ahearn stated Director Holden would keep the Board informed on at least a monthly basis as this project progressed. It was anticipated that this project would likely take the better part of the calendar year.

Acting Director Ahearn stated the Library had submitted \$4,250 in plumbing invoices to the DPS for replacement of toilets that were installed in the libraries within the past two years. The installations were facilitated by DPS. Acting Director Ahearn stated the equipment malfunctioned constantly and replacement was necessary. Acting Director Ahearn stated the replacement of these toilets would ease the Outside Services budget line slightly.

Acting Director Ahearn reported that in mid-March, Director Holden received the datalogger monitoring report from the Massachusetts Board of Library Commissioners.

This report reflected temperature extremes and the resultant fluctuations in humidity levels within the building and directly expressed the need for HVAC system controls. Acting Director Ahearn stated that Director Holden was obligated to respond by September 1st and stated Director Holden felt she would be in good shape to describe the proposed HVAC upgrades by that date.

Acting Director Ahearn reported the Library would like to work with buildings and ground to find an appropriate arch or arbor that would be placed over the Albie Cohen Memorial bench at the West Branch Library. Acting Director Ahearn stated the Library would need to determine the source of funding, select the material, and schedule a dedication ceremony. Acting Director Ahearn stated this issue would be discussed with Christopher Burbridge.

Programs/Services: Acting Director Ahearn reported the George Peabody Medal Award Ceremony would be held on May 23rd at 5:30pm in the Sutton Room. Acting Director Ahearn reported Director Holden had contacted Representative Joyce Spiliotis' office that day and gave her staff the information regarding the date, time and student's names.

Acting Director Ahearn reported on the following events at the Library:

- The tax preparation program would end that week.
- The "Favorite Poem" project would be held on Tuesday, April 10th at 7pm.
- The South Branch Library "Presidential Landmarks in New England" would be held on Tuesday, April 10th at 7pm.
- The 2nd in a series of three Genealogy Workshops would be held on Tuesday, April 10th at 3pm at the Main Branch Library.
- The Student Government Day at City Hall was scheduled for Thursday, April 12th at 6pm.
- Gerri Guyote would address the Ladies' Solidarity Group of St. John's on Tuesday, April 10th in the afternoon.
- Director Holden read a piece of "In Harm's Way" at the Peabody Veterans' Memorial High School on March 23rd.
- Director Holden spoke to a Retired State Workers group on Wednesday, April 4th at TCLC.
- There were 294 registered users in March for the Young Adult Drop-in Program.
- The Main Library's children's programs attendance in March was 273 with 536 PC registrations.
- There was a new flat screen monitor at the front desk for announcements.
- Anti-drug materials for teens were available for teens at the front entrance. The materials were donated by the Elks Club.
- The Holocaust Remembrance display would be in the elevator lobby for the month of April.

Grants/Gifts: Acting Director Ahearn reported the Library received a generous \$2,400 gift from the McCarthy Family Foundation to the *Friends of the Library* to support a concert series that would run from August through December. The Library staff was truly grateful for the support of the music series.

Acting Director Ahearn reported the Community Preservation Commission approved a grant of \$3,400 to restore the portrait of Gideon Foster that hangs in the Trustees Room.

Budget: Acting Director Ahearn reported Director Holden had met with the Mayor, Patti Shaffer and Mike Gingras to discuss next year's budget request and the remainder of the FY07 budget. Acting Director Ahearn stated that as the Library approached the close of FY07, the Library would request a transfer from the salary line item of the budget to the operational line item, in order to cover costs. Acting Director Ahearn stated the lines that were in danger of being overrun were utilities, outside services and supplies. Acting Director Ahearn explained that much of the overage in utilities and outside services was due to the lack of temperature control in the Main Library. It was anticipated that the current HVAC project should alleviate the problem for the Library next year.

Miscellaneous: Acting Director Ahearn reported the Peabody Historical Commission requested permission to use the Trustees Room at the Main Library for the purpose of their regularly scheduled May Meeting, scheduled for Thursday, May 17, 2007 at 7pm. Acting Director Ahearn explained the Commission met at various locations of historic interest at different times of the year, including having met in the Sutton Room several times in the past. Acting Director Ahearn reported the Commission had recently written in favor of the Library's application for CPC funding to restore the General Gideon Foster portrait. Acting Director Ahearn stated that, if it was not yet at the conservator's, it would be a good opportunity for the Commission to view the condition of the portrait.

Acting Director Ahearn reported the Mayor had passed along a proposed rendering of the new post office building that would be constructed on Wallis Street. Acting Director Ahearn requested that if any of the Trustees wanted to comment on this proposal, please contact Director Holden who would pass along comments to the Mayor. Acting Director Ahearn explained the proposal passed along from the Mayor was the second proposal as the first was sent back to the architect for revision for better aesthetic appeal.

Trustee Darryl Ann McCarthy requested that Library Director Martha Holden, on behalf of the Board, send a letter to the McCarthy Family Foundation in thanks for the awarding of a \$2,400 grant in support of the concert series. Director Holden agreed to draft this letter; Board President Don McAllister stated he would sign the letter on behalf of the Board.

A **MOTION** was made by Richard Tranfaglia to accept the Director's Report as presented. The motion was seconded by Ted Quinn. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

Reports of the Committees

BUILDINGS AND GROUNDS: As Committee Chair Christopher Burbridge was not present, there was no new report from the Committee.

AUDUBON PRINTS: Committee Chair Richard Tranfaglia stated there was no new report from the Committee. Trustee Tranfaglia stated there would be a Committee meeting next month, prior to the Board of Trustees meeting. The meeting would begin at 6:45pm.

FINANCE: Treasurer Martha Cavanaugh provided the Board with an updated budget and expenditures for the Library to date. Trustee Cavanaugh noted the line item for the oil was over budget, but noted that this was not unusual for this time of year. Library Director Martha Holden stated the Library had set aside some of the state aid for the Library to cover such overages, particularly in utilities. Director Holden stated that the outside services line item of the budget was higher than usually expected, mainly owing to the HVAC service work that was needed thus far during the fiscal year. Director Holden stated that the office supply line item in the budget was also higher than it had ever been, most likely due to the high cost of toner. Director Holden stated she would be more aware of this issue in the next fiscal year. Director Holden reported that at the end of the year, the Library would determine where money needed to be moved in order to cover overages and would, at that time, ask the City Council to approve the transfer of funds from the salary line item of the budget (which was under budget for the year), to other areas of the budget where there were funding shortages. Director Holden stated that while there were line items in the budget that were experiencing overages, it appeared the Library was on target overall for the year.

Trustee Richard Tranfaglia questioned whether or not the Library was planning on spending any additional funds on training for the staff. Director Holden reported that the Library needed to have those funds available for overages so the Library would not be able to hold any additional trainings this fiscal year.

The Board of Trustees discussed the issue of the branch libraries being closed on Fridays, as a result of budget constraints. Director Holden explained that while it was ultimately a goal of the Library to open the branches expanded hours, it was not possible at this point in time. Budget cuts at the state level were what initially prompted the need for these closures.

FUNDRAISING: Committee Chair Maria Dakos stated there was no new report from the Committee.

FUTURE PLANNING: Committee Chair Martha Cavanaugh reported the Committee met prior to the evening's Board of Trustees meeting. Trustee Cavanaugh reported the Committee discussed the issue of establishing a library foundation. The Committee determined the next steps in the process would be to finalize the application form and solicit member interest. Trustee Cavanaugh reported the Committee would meet prior to the next Board of Trustees meeting to review the application one last time, after which, the papers would be filed.

Trustee Cavanaugh reported that the Committee had also met one time prior to that evening's meeting, at which the Committee reviewed the application document and checked language and spelling.

Trustee Cavanaugh reported the Committee had collected tentative names of individuals who they would consider approaching to serve on the foundation committee. Trustee Cavanaugh explained that a minimum of five people were needed in order to go forward with the application, however she would be interested in collecting more names of people who would potentially be interested in serving on this foundation board.

PERSONNEL: As Committee Chair Nancy Sue Keller was not present, there was no new report from the Committee.

POLICY REVIEW: As Committee Chair Nancy Sue Keller was not present, there was no new report from the Committee.

SPECIAL EVENTS: Committee Chair Darryl Ann McCarthy reported there was no new report from the Committee.

FRIENDS OF THE LIBRARY: Friends of the Library liaison Rosemary O'Brien reported the Friends were organizing their annual book sale, which would be held on May 19th & 20th. The Friends would also be holding a geranium sale during that time. The event would be held in the lower level of the Library and was planned for 10am-2pm on the 19th and 1pm-3pm on the 20th.

HISTORICAL SOCIETY: Historical Society Liaison Ted Quinn reported he had put a call in to Peabody Historical Society member Bill Power and had not yet heard back from him. Trustee Quinn stated he would keep the Board updated if there was any news to report.

SUTTON ROOM: Committee Chair Rosemary O'Brien stated there was no new report from the Committee.

A **MOTION** was made by Rosemary O'Brien to accept the reports of the Committees as presented. The motion was seconded by Ted Quinn. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

Unfinished Business

President McAllister stated there was no unfinished business on which to report.

New Business

A **MOTION** was made by Darryl Ann McCarthy to approve the request of the Peabody Historical Commission to utilize the Board of Trustees room for its monthly meeting on Thursday, May 17th at 7pm. The motion was seconded by Margaret Tierney. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

A **MOTION** was made by Martha Cavanaugh to approve the vacation request from Yunan Guo, who requested three weeks off in July for her trip to China. The motion was seconded by Richard Tranfaglia. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

President McAllister reported to the Board on an issue that arose, due to the postponement of the Board of Trustees meeting from April 2nd to April 9th. President McAllister explained that Librarian Kelley Rae Unger was hired to replace Julie Edwards, who left the employ of the Library at the end of March. Because of the need to replace Ms. Edwards, the Library wished to start Kelley Rae Unger immediately. As this was the case, and the meeting was postponed and the issue could not be discussed prior to Ms. Unger's start date in this position, Library Director Martha Holden spoke with President McAllister requesting approval of Ms. Unger's start in the position. President McAllister reported he spoke with the members of the Executive Committee regarding this immediate issue, who agreed to recommend the hiring of Ms. Unger for this position.

President McAllister stated he was requesting the Board of Trustees as a whole ratify the vote of the Executive Committee to approve the hiring of Kelley Rae Unger to replace Julie Edwards.

A **MOTION** was made by Darryl Ann McCarthy to approve the hiring and start of Kelley Rae Unger on April 9, 2007. The motion was seconded by Martha Cavanaugh. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

Trustee Darryl Ann McCarthy stated she had recently spoken with a patron who had expressed interest in addressing the Board of Trustees regarding issues and concerns regarding the Library. Trustee McCarthy reported she had spoken with the patron and explained to the individual that he needed to direct his request to address the Board in writing, so that his request could be added to the agenda.

President McAllister reported that, upon review of the notice of the Board, any citizen could send a letter of concern. The Board could then choose to accept the letter and could respond in writing or at the next Board meeting. Director Holden stated that the Library had not yet received any communication in writing from the patron regarding his concerns or with a request to appear before the Board of Trustees.

As there were no other matters to come before the Board, a **MOTION** to adjourn was made by Ted Quinn and seconded by Richard Tranfaglia. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

Subsequent to the adjournment of the meeting, the Board of Trustees determined there was still an additional issue that it wished to address. Therefore, a **MOTION** was made by Ted Quinn to withdraw the motion to adjourn. The motion was seconded by Margaret Tierney. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

Trustee Margaret Tierney expressed her concern regarding an article written in the local newspaper in which a City Council member was quoted as saying the Library was charging people to park at the Library through their parking meters and keeping the money. As the Library did not in fact place the meters at the Library, nor did it collect the money, Trustee Cavanaugh expressed her concern over this quote and this misperception. The paper has not printed a correction to this piece of information, nor

has it been addressed in the paper by the City Council member to whom these quotes were attributed.

The Trustees discussed a possible course of action to rectify this situation and to clarify this issue. The Trustees agreed that the best course of action would be to draft a letter to the editor explaining that the Library does not generate revenue from the meters at the Library; the revenue collected from these spots is collected by the City and added to general funds. President McAllister agreed to draft the letter to the editor and send it out to the Board, via email, for its input. As soon as the letter was completed and approved, President McAllister would forward the letter to the newspaper.

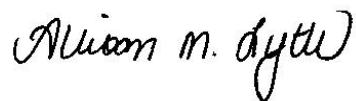
Library Director Holden stated she would speak with Adam Swift, the reporter who wrote the article containing the quote from the City Council member, regarding this issue as well.

As there were no additional issues to come before the Board, a **MOTION** to adjourn was made by Martha Cavanaugh and seconded by Ted Quinn. A vote was taken.

All in favor: Yes. Any opposed: No. The motion was unanimously approved.

The meeting was adjourned at 8:30pm.

Submitted by,

A handwritten signature in cursive script that reads "Allison M. Lytle".

Allison M. Lytle
Recording Secretary