

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
April 7, 2008**

The meeting was called to order by Board President Martha Cavanaugh at 7:40pm.

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

Present
Martha Cavanaugh
Jerry Bellew
Don McAllister
Darryl Ann McCarthy
Rosemary O'Brien
David Hallinan
Margaret Tierney
Nancy Sue Keller

Absent
Christopher Burbridge
Ted Quinn
Maria Dakos
Robert Walsh

President Cavanaugh noted that Trustees Burbridge, Quinn, Dakos and Walsh had all called to let her know they would be unable to attend the meeting.

Also present was Library Director Martha Holden, recording secretary Allison Lytle, and high school student Robbi Couris, who was working with Director Holden as part of the student government program.

Approval of minutes from previous meeting

A **MOTION** was made by Rosemary O'Brien and seconded by David Hallinan to approve the minutes of the March 3, 2008 meeting as presented. A vote was taken.

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

Receipt of Communications

President Cavanaugh stated there were not receipts of communication on which to report.

Report of the Library Director

Staffing: Library Director Martha Holden reported Bradley Baugh would join the staff as a page the Main Library. Mr. Baugh replaced Pamela Quezada-Ocampo who left the library several weeks ago.

Buildings & Grounds: Director Holden reported that on March 19th, she met with Pepper White, who was working on the Library's energy audit, Purchasing Agent Dan Doucette, and Dennis O'Leary of RDK Engineering to discuss the status of the Library's HVAC project. Director Holden reported the energy audit report should be completed in April. When the report was completed, RDK would use the recommendations in the report to prepare the design specifications for the proposed HVAC system.

Director Holden reported that within the next couple of weeks, she would meet with Mrs. Jane Wall to discuss the flagpole at the South Branch Library. Director Holden reminded the Board that Mrs. Wall was donating the flagpole in memory of her late husband John Wall. Director Holden reported that Mrs. Wall would like to have a dedication ceremony around Memorial Day that would include local veterans groups and a ceremonial raising of her husband's flag. Director Holden reported Veterans' Agent Chris Tighe had been very helpful in working on determining the best location for, and size of the pole, and would help as well with the details of the dedication ceremony. Director Holden was working on planning for the installation of the branch signs as well at the South and West Branch libraries. Director Holden stated she hoped to have that completed by early summer.

Director Holden reported the Library had completed several maintenance items over the past month, including several incidents of backed-up sewer pipes and emergency plumber and roto-rooter visits. Director Holden reported she was hopeful they had solved that problem, at least for the short term. Director Holden stated she would look into the possibility of installing automatic hand dryers to cut down on paper in the restrooms to address part of the problem as it appeared that some patrons were flushing paper towels down the drain. Director Holden stated that some of the behavior appeared to be non-malicious, but the Library had some sporadic vandalism in the public restrooms. Director Holden stated the Library would institute a practice of locking the door with a key at the desk as soon as she had the locks on the doors changed that Wednesday. There were incidents in both the Men's and Women's Rooms that afternoon.

Director Holden reported the Library had completed compliance upgrades to the boiler at the West Branch Library in response to a recent insurance inspection; had replaced several smoke detectors after an annual inspection of the fire alarm system at the Main Library; and, also at the Main Library, had completed clean up of the elevator pit in response to a recommendation from the Library's monthly elevator inspection report.

Director Holden reported the DiMambro project behind the Main Library commenced recently although she had not seen any progress in several weeks. The goal of the most recent activity was to construct a building near the train tracks that would house the USPS on the 1st Floor and Porter Construction on the 2nd Floor. Director Holden stated there was no approved plan for the land directly behind the Main Library.

March Programs:

Director Holden highlighted the following Adult programs from March –

- Hiking the Appalachian Trail on March 3rd (25 people).
- Home Decorating on March 10th (29 people).
- *The Meaning of Life* presented by North Shore Hospice on March 18th (24 people).
- Meditation on March 24th (18 people).

Director Holden highlighted the following Children's Room programs from March –

- The last Mad Scientists Club meeting.
- Saturday Morning Music Together program with Teresa Coelho (53 participants).

Director Holden reported the Young Adult Department held a drum program with the Peabody Community High School. Percussionist Otha Day conducted a drum circle for students. It was a two-session program that included nearly all of the students in the school

(36 attended the first day and 22 the second day, plus teachers). Director Holden reported it was a great success judging from the subsequent evaluations provided by the students.

Upcoming Programs: Director Holden reported the Library had an incredibly busy month of programming planned for April. Director Holden provided for the Board a copy of the *Play by the Book* program booklet that listed the baseball-themed programming that was part of the Library's community read program. Director Holden reported the Library received LSTA funding for that program that made it possible to schedule all of the programs and order supportive books and materials. Director Holden stated that Bill Nowlin was speaking that evening about Ted Williams. Johnny Pesky would be speaking on April 14th at the Wiggin Auditorium at City Hall. Due to the large demand for that event, tickets needed to be obtained ahead of the event. The tickets were free of charge.

Director Holden reported the Peabody Institute Library programming had been receiving attention lately on the national and statewide arena. Former Adult Services Librarian Julie B. Edwards, who was now working for the University of Montana, recently presented at the PLA (Public Libraries Division of the American Library Association) national convention. Director Holden reported Ms. Edwards presented to over 300 people and spoke about programming effectively for librarians who were not exclusively program librarians. Ms. Edwards reported to Director Holden that the audience was impressed with the breadth of the programming in their relatively small library that did not have a programming position.

Director Holden reported Peabody's *Prime Time Peabody* and *Serving Teens and 'Tweens* programs, also LSTA-funded, were mentioned as "exemplary" programs by the Massachusetts Board of Library Commissioners. Director Holden reported both Gerri Guyote and Melissa Rauseo were commended for the excellence of their grant applications and for their outstanding implementation. Director Holden stated their programs were being used as models for future grant applicants.

Budget Status: Director Holden reported she had a meeting with the Mayor and Finance Director Patti Schaffer on Wednesday, April 9th to discuss the Library's FY09 budget. Director Holden reported the budget request included modest increases in the operating budget to cover the rising cost of energy, building needs and supplies. Director Holden provided the Board with a handout with the budget request details.

Director Holden reported City Treasurer Richard Reeves was in the process of preparing a detailed library trust fund report for the review of the Board. Director Holden stated she hoped to have that report available at the May Board of Trustees meeting.

Gates Funding: Director Holden reported the Peabody Institute Library had qualified for Gates technology funding to improve access to technology for underserved neighborhoods. That was the first time the Library had qualified. Director Holden reported the South Branch Library qualified for 5 PCs and the Main Library qualified for 2 PCs. The allocation was based on a workstation that cost \$2,600. Director Holden reported the Gates funding would pay 75% of the allocation the first year (for the first 4 PCs) and 50% the second year (for the next 3 PCs). Director Holden stated the Library would have to formally agree to set aside its share of funds, in the form of a statement of MOU from the Trustees, Friends, or other funding source. Director Holden reported the Library would need to allocate \$2,600 the first year and \$3,900 the second year. Director Holden stated she had requested the funds for FY09 in the operational budget.

Perkins Collection: Director Holden reported the Library had recently put out its new collection of materials for visually-impaired patrons. Director Holden reported the Talking Book collection was located in the case in front of her office. Audio books and players and magazines were available for circulation. Director Holden reported the Perkins Institute had 180 registered Peabody-area residents who used their collection. Director Holden stated that she hoped the Library could enhance its service on a local level. Director Holden reported the materials were loaned for an indefinite loan period and the Library could send in requests to the Perkins Institute at any time for additional or substitute titles. Director Holden reported that except for staff processing time and floor space, the collection cost nothing to the Library. The collection should make it easy for current Perkins borrowers to exchange titles and hopefully would encourage other visually-impaired people to try out the collection.

Museum Passes: Director Holden provided for the Board a summary report of the museum pass circulation for the past 15 months. Director Holden stated there had been a dramatic increase in circulation of passes from the first three months of 2007 to the first three months of 2008. The increases were 23%, 70% and 39% respectively.

AARP Tax Assistance: Director Holden reported volunteers from AARP had been in the Library weekly since the beginning of February. Representatives worked at all three locations – one day a week at each. Director Holden reported that at the Main Library alone, the volunteers had assisted approximately 130 people with their filings.

Miscellaneous: Director Holden reported Student Government Day was Thursday, April 10th. In May, the Trustees would present the George Peabody Awards at a ceremony in the Sutton Room. The students who would receive awards that year were:

Linda M. Vitale
Amanda J. Bowden
Emily P. Niemi
Lauren E. Hatchouel
Kristen T. Tgavalekos
Sean R. Ouellette
Kristyn M. Kelley
Anthony D. Scotina

Director Holden reported she would send out invitations at the beginning of May, once Peabody Veterans Memorial High School determined the date. Director Holden stated the date was usually the same day as the final music program at the high school. The Library usually hosted the event on a Thursday in late May at 5:30pm and the program usually lasted approximately 45 minutes. Director Holden stated the medals would be presented at the graduation ceremony on June 8th at the High School.

In response to a question from the Board, Director Holden stated there was no new report on the land behind the Library. Director Holden stated she would let the Mayor know that the Trustees continued to inquire as to the status of the land and what was going to be done with it.

As there were no additional questions from the Board, a **MOTION** was made by Nancy Sue Keller to accept the Director's Report as presented. The motion was seconded by Don McAllister. A vote was taken.

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

Report of Committees

AUDUBON PRINTS COMMITTEE: Committee Chair Jerry Bellew reported that he and Director Holden were speaking with the Peabody Essex Museum in Salem about whether or not they would have interest in putting up a display involving the Audubon Prints in the future. Trustee Bellew stated he would continue to work on that possibility prior to the next meeting and would report on the issue again at the next meeting.

In response to a question posed by Board President Martha Cavanaugh, Director Holden stated there were no additional sales of the Audubon Print cards and calendars on which to report. Director Holden suggested the Trustees consider giving the excess calendars to the various art departments in the city to see if they would be interested in using them for any projects. The Board discussed this issue and agreed that would be a good idea so that the unsold calendars would not go to waste.

BUILDINGS & GROUNDS COMMITTEE: As Committee Chair Christopher Burbridge was absent, there was no new formal report from the Committee.

Trustee Don McAllister reported, on behalf of the Committee, that the tomb of George Peabody would be resealed in the Spring. Once that was completed, all of the work at the George Peabody Gravesite that was recommended several years ago would be finished.

FINANCE COMMITTEE: Treasurer Nancy Sue Keller stated there was nothing to report in addition to the budget report provided by Director Holden during her report.

The Board discussed the budget and expenditures to date, as well as the proposed FY09 budget that was submitted to the Mayor for his review.

Trustee Hallinan inquired as to how strong Director Holden felt the Library was given the economic times and the issues in the North Shore area experienced by some of the other libraries. In response to his question, Director Holden stated she felt the Library was in excellent shape. Director Holden stated that the history of the City of Peabody and the history of the Library were wound together in a way that meant that the Library was always an important part of the City. Director Holden stated that while circulation wasn't increasing exponentially, the foot traffic and program usage was very strong. Director Holden stated that while she felt the Library was in good shape, she did think it was important to keep an eye on what was going on in the area as many area libraries had experienced problems.

Trustee McAllister inquired as to the direction the Board should be looking into for the Library, i.e. was there anything beyond what the Library was currently doing that the Board should consider? Director Holden stated she felt the programs and computer services offered by the Library were utilized, which spoke to the fact that the Library needed to continue to be used in ways that was not just for borrowing books and reading.

Trustee Keller inquired as to whether or not the Library should consider more computer terminals, given the usage that all of the branches saw. Director Holden stated the Library could not consider that at that time because space-wise, it was pretty much maxed out at all locations. Director Holden stated that while the computers were busy all of the time, there were not long lines of patrons waiting to use the Library's machines. Director Holden stated she felt providing the wireless access at the Libraries really eased the burden for the public PCs as people were bringing in their own computers and utilizing the WiFi access.

PERSONNEL: Committee Chair Nancy Sue Keller stated there was nothing to report from the Committee in addition to the personnel update given during the report of the Library Director.

POLICY REVIEW: Committee Chair Don McAllister provided the Board with an updated draft of the Museum Pass Policy that was originally passed out at the previous meeting. Trustee Keller explained that there were some concerns expressed over the clarity of the policy that was handed out previously, so there were some minor changes made. Trustee Keller stated that mostly the policy was reworked so that sections were moved around to better adhere to the formatting of the Library's other policies. Trustee Keller provided the Board with a copy of the changes that were made from the draft policy that was handed out at the last meeting. Trustee McAllister requested the Board review the revised policy in order to present it for a vote before the conclusion of the meeting.

Trustee Keller provided the Board with a copy of a proposed Volunteer/Community Service Program Policy and Guidelines. Trustee Keller explained that when she was reviewing the policy manual, she did not see that the Board had ever adopted a Volunteer Policy. Trustee Keller stated she had a draft of the Volunteer Policy on file, but did not see that the Board of Trustees had ever approved the policy.

The Board discussed this issue and whether or not it had previously reviewed and approved a policy. Recording Secretary Allison Lytle agreed to review the minutes from the previous meetings to see if a policy had been reviewed by the Board and if a vote was taken. In the meantime, Trustee Keller requested the Board members review the proposed policy that was drafted and distributed at the meeting, in order to be prepared to take a vote on the issue at the next meeting, if necessary.

FUTURE PLANNING: Committee Chairman Rosemary O'Brien stated she had no new report on behalf of the Future Planning Committee.

Trustee O'Brien reported that the focus groups working on the strategic plan for the Library did have two meetings set up for April 28th and May 13th. The meetings would be held at the Main Library at 6pm and all Trustees who were interested in attending were invited. Following the series of meetings, three in total, which would be attended by 15 members of the community, Director Holden would write a report which would be presented to the Board during the October Trustees' meeting.

LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY: Liaison Rosemary O'Brien reported the Friends of the Peabody Institute Library would be holding its annual booksale and geranium plant sale on May 17th and 18th.

LIAISON TO THE HISTORICAL SOCIETY: Liaison Jerry Bellew requested Library Director Holden provide the Board with an update as to any pricing she obtained for the reproduction of the Queen Victoria portrait, for possible donation to the George Peabody House Museum. Director Holden reported she thought it would cost, based on the estimates she had received thus far, between \$300-\$400 to have the portrait digitized, printed and framed. Director Holden stated she thought it was important to not only reproduce the print, if the Board agreed to do so, but to also have it digitized. Director Holden stated she did not have a final price yet but hoped to do so prior to the next meeting in order for the Board to vote on whether or not it wanted to reproduce and/or frame the print for donation to the George Peabody House Museum.

Trustee Bellew reported, on behalf of the George Peabody House Museum, that requests for bids for the construction of the Leatherworkers Museum had gone out. The GPHM was hopeful that the Leatherworkers Museum would open in the April 2009.

A **MOTION** was made by David Hallinan to accept the reports of the Committees as presented. The motion was seconded by Don McAllister. A vote was taken.

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

Unfinished Business

A **MOTION** was made by Darryl Ann McCarthy to approve the Museum Pass Policy as proposed. The motion was seconded Margaret Tierney. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

New Business

President Cavanaugh stated she would work on clarifying the committee assignments for the Board and would provide the Board with that information as soon as possible. Also, President Cavanaugh requested the Board members update their contact information for her.

Trustee Keller requested the Board review the proposed Volunteer Policy as presented during the Policy Review report prior to the next meeting.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Nancy Sue Keller and seconded by David Hallinan. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

The meeting was adjourned at 8:45pm.

Submitted by,

Allison M. Lytle
Recording Secretary