

PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES

Minutes of Meeting  
April 6, 2009

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The meeting was called to order by Board President Martha Cavanaugh at 7:30 pm.

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

**Present**

Darryl Ann McCarthy  
Christopher Burbridge  
Ted Quinn  
Maria Dakos  
Don McAllister  
Margaret Tierney  
Rosemary O'Brien  
Nancy Sue Keller  
Jerry Bellew  
Martha Cavanaugh

**Absent**

David Hallinan  
Robert Walsh

Also present was Library Director Martha Holden and recording secretary Allison Lytle.

**Approval of minutes from previous meeting**

A **MOTION** was made by Christopher Burbridge and seconded by Don McAllister to approve the minutes of the February 2, 2009 meeting as presented. A vote was taken.

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

**Receipt of Communications**

President Martha Cavanaugh stated that there were a few thank you notes to the Trustees that were being passed around for their information.

**Director's Report**

Staffing: Director Holden stated that with the current budget situation, the Library was unable to replace the Senior Reference Librarian position in the foreseeable future. The position was vacant due to the retirement of Gwen Charter. Director Holden reported the remainder of the staff was filling in shifts so that all of the service hours were covered. Director Holden stated that it was not problematic for the short term; however she felt it was more worrisome that the level of service might not be as consistent as was desired and the collection development and departmental policy might be somewhat compromised. Director Holden stated that summer vacations would also present a coverage problem but the Library staff would keep up as best as possible.

Director Holden reported she hoped to receive clearance from City Hall and have a candidate for the Trustees' approval by the September meeting of the Trustees.

Director Holden reported that South Branch Library Page Lindsay Sicotte was her counterpart for the 2009 Peabody Veterans' Memorial High School Student Government Day on Thursday, April 2<sup>nd</sup>. Director Holden stated that Lindsay was an enthusiastic counterpart who was an outstanding student at the High School and was featured in The Citizen as *Student of the Week* last week. Director Holden reported that next year Lindsay planned to pursue a major in nursing at Salem State College.

Buildings & Grounds: Director Holden reported the City of Peabody was awarded approximately \$450 million in economic stimulus funds for energy-related projects. The Mayor planned to work with City department heads to determine the best use of these funds. Director Holden reported the Library's HVAC project was on the Mayor's short list, although even the entire award would cover only a portion of the first phase of the project.

Director Holden reported that due to heavy rain during the past month, the Library experienced some leakage from the windows on the west side of the 1978 portion of the building. The last time the windows were resealed was about 10 years ago. Director Holden reported the paint on the exterior sills of the windows of the old building was peeling as well. Director Holden reported she requested quotes for caulking, sealing and painting the west windows of the 1978 building and for exterior painting of the west windows of the original building. Director Holden stated she may be able to take care of the project with leftover operational funds that year.

Director Holden reported the capital budget that she submitted to the City several months ago included many safety upgrades that were necessary to ensure the well-being of the Library's patrons and staff. Director Holden stated it was her understanding that a portion of those projects would be funded at some point over the next year. Director Holden stated she would keep the Board informed should she hear more.

Director Holden stated the West and South Branches now offered wireless access for patrons, thanks to a free internet connection provided by Comcast for municipal buildings. The service had been available for approximately a week and a press release had been sent out. Director Holden stated the service was added in response to repeated requests from the public for wireless access. Director Holden stated the Library hoped to use the connection at the Main Library to provide a separate network for the PCs in the second floor technology space in order to provide better internet traffic flow for all patrons.

Director Holden reported that, thanks to the Community Preservation Act funding, the Main Library now offered a new microfilm scanner/reader with network capabilities. The patrons could now save an image to a file, print it using a shared printer; or email to themselves. Director Holden reported the Library put the older of the two machines that they had been using, which was at least twenty years old and did not even have the

capability to print, in the basement. Director Holden stated that she, Gerri Guyote and Kelley Rae Unger, took the opportunity to reconfigure the microfilm readers and made furnishing changes to the front lobby space to better take advantage of natural light and to provide additional space for our wireless users. Director Holden stated the Library averaged about 8 – 10 users of wireless per day at the Main Library.

Grants: Director Holden reported Archivist Nancy Barthelemy was working on a project to restore the life-sized portrait of George Peabody, painted by Arnault, the painting technique of which was oil over a life-sized photograph. The background was painted in. Director Holden reported that for stability, the canvas was probably mounted on aluminum when it was moved to the elevator lobby in 1978. Director Holden stated that it was a good time to pursue the restoration as there might be federal funds available for arts projects that kept conservators working, and in light of the pending HVAC project that would stabilize the temperature and humidity in the elevator lobby, thereby creating more ideal conditions for the painting. Director Holden stated the project would also likely resolve once and for all a good-natured disagreement that the local historical community had with the Peabody Institute at John Hopkins. That Institution claimed that the portrait that hung in the Library was a copy of an original which they had. Director Holden stated the Library believed that the portrait in their elevator lobby was likely the original.

Director Holden stated that Young Adult Librarian Melissa Rauseo was working on a grant to provide lunches to needy children for six weeks that summer, in the lower level of the Main Library. The program, which was funded by Project Bread, aimed to ensure that needy children, particularly those who were served by the free school lunch programs, were provided an option during summer months. Director Holden reported the Mayor strongly supported that initiative and would like the Library to facilitate the program. Director Holden stated there would be several related grant opportunities that made the program feasible, including the opportunity to secure a federally-paid position for a local teen who would be hired to support the site as well as grants for related equipment, books and other items to support the program. The Peabody Institute Library proposed a program that would run Monday through Thursday for six weeks, beginning the first week of July. The lunch program would be open to youth up to the age of 18 from 11:30am to 1pm. Director Holden stated that the Library had spoken with several groups of volunteers who would help with the program, including a couple of local churches, members of city hall and the police department. The meals would be prepared by the Council on Aging, who were committed to the program.

In response to a question from the Board, Director Holden stated that the Library would not be responsible for determining whether or not the participants had food allergies and making their meals according to any special dietary restrictions. Director Holden stated that was the responsibility of the parents.

Director Holden reported upcoming programs in April included the following:

- Tuesday, April 7<sup>th</sup>, 1pm-3pm – Vintage Verse (6 weeks); funded by Lifelong Access Libraries and the Friends of the Peabody Institute Libraries.

- Tuesday, April 7<sup>th</sup>, 7pm at the South Branch Library – “Gardening”; funded by LSTA (Equal Access).
- Wednesday, April 8<sup>th</sup>, 7pm – “Get Your Act Together: Organizing Workshop”; funded by MetLife “Fit for Life”.
- Thursday, April 9<sup>th</sup>, 10am – 12pm – Career Development Series “Focus and Organize Your Job Search”; sponsored by North Shore Career Center.
- Monday, April 13<sup>th</sup>, 7pm – Bill Littlefield, host of NPR’s *Only a Game*; sponsored by Friends of the Peabody Institute Libraries.
- Thursday, April 16<sup>th</sup>, 10am – 12pm – “Interview Skills”; sponsored by the City of Peabody.
- Wednesday, April 22<sup>nd</sup>, 10am – 12pm – “Resume Writing Workshop”; sponsored by the Friends of the Peabody Institute Libraries.
- Thursday, April 23<sup>rd</sup>, 6:30pm at the South Branch Library – “Cooking with Herbs”; sponsored by LSTA (Equal Access).
- Monday, April 27<sup>th</sup>, 7pm – Capoeira (Young Adult); funded by MetLife “Fit for Life”.
- Tuesday, April 28<sup>th</sup>, 1pm – 3pm – Music & Poetry; funded by Lifelong Access Libraries and the Friends of the Peabody Institute Libraries.
- Thursday, April 30<sup>th</sup>, 10am – 12pm – “Networking Skills”; sponsored by North Shore Career Center.
- Regular Children’s programming at all branches – active April schedule; sponsored by the Friends of the Peabody Institute Libraries.

Budget: Director Holden reported she submitted a proposed budget for 2010 to the Mayor for his review. Director Holden reported the budget included cuts in part time hours, books and outside services (building upkeep/repair). Director Holden stated the proposal just met the Library’s municipal appropriation requirement for state aid purposes. In order to meet the proposed figure, Director Holden stated she would be forced to spend virtually all of next year’s state aid, which was reduced 15%, on operations, specifically books, building repair and network costs. Director Holden reported she had a meeting with the Mayor and Director of Finance Patti Schaffer on April 29<sup>th</sup>. Director Holden stated that should the Mayor request additional cuts, she would like to meet with President Cavanaugh and the Finance Committee to discuss the Library’s next options, particularly given that more cuts might in fact mean layoffs would be necessary.

The Board agreed that the Finance Committee would meet at 6pm, May 4<sup>th</sup>, prior to the next Board of Trustees meeting.

In response to a question from the Board, Director Holden reported that when she cut the part time hours, she tried to do so equitably across the branches.

Other: Director Holden reported that on Friday, March 27<sup>th</sup>, she attended Congressman John Tierney’s ARRA workshop at Salem State College. The workshops were designed to explain how federal stimulus funds would trickle down to the local economy. Director Holden reported that on Friday, April 3<sup>rd</sup>, she represented the Library (and

librarianship) at Peabody Veterans' Memorial High School's Career Day, sponsored by the Peabody Education Council. Director Holden reported the Mayor had recently appointed her to the Blue Ribbon Downtown Committee and the City Council's ad hoc Energy Efficiency Committee. Both of those committees required several hours a month commitment, depending on present activity.

Director Holden reported that on April 30<sup>th</sup> and May 1<sup>st</sup>, she and Martha Cavanaugh would attend the Gates *Opportunity Online* conference in Newton. *Opportunity Online* was an initiative by the Gates Foundation to support better and faster internet connections in libraries. Director Holden explained that its target audience was "underserved" (as defined by the Gates Foundation) libraries with slower than T1 connections. Director Holden stated the South Branch Library fit that description. The program would provide funding for better access with the caveat that the libraries would be required to provide funding for equipment maintenance going forward. Director Holden reported the federal government included broadband access in its stimulus package for schools and libraries. Director Holden stated that hopefully the conference would address opportunities provided by the federal economic stimulus package as well.

Circulation: Director Holden reported that March was the first full month of circulation with the new Adult Fiction and Non-Fiction two week loan policy that was approved by the Trustees at the last meeting. Director Holden stated that both collection activity and terminal activity increased: collection circulation showed an increase of 978 items over March 2008, and terminal activity increased by 455 items over March 2008. The Library enacted the change in policy in order to get the books into more people's hands in a shorter span of time and, although patron reaction had been mixed, the objective seemed to be working. Director Holden stated that new books were renewable unless there were holds on them.

Miscellaneous: Director Holden reported that there would be a Retirement Tea held for Gwen Charter on April 26<sup>th</sup> from 2pm-4pm in the Sutton Room. Director Holden encouraged the Board members to attend if they were able.

Holiday Schedule: Director Holden stated the Library would be closed on Friday, April 10<sup>th</sup> for Good Friday as well as on Monday, April 20<sup>th</sup> for Patriot's Day. Director Holden stated that as the Library would normally close Saturday, Sunday and Monday for Memorial Day and Labor Day, she wished to do the same that year, with the Board's approval. Director Holden stated that the 4<sup>th</sup> of July was on a Saturday that year and, as that was the case, she would like to keep the Library open as usual on Friday, July 3<sup>rd</sup>, and close the Library on Saturday (for the holiday) and Sunday (which was seasonal). Director Holden requested the Board's approval on that plan.

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

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

## **Report of Committees**

**AUDUBON PRINTS:** Committee Chair Jerry Bellew stated there was no new report from the committee.

**BUILDINGS & GROUNDS:** Committee Chair Christopher Burbridge stated there was nothing new to report in addition to the report given by the Library Director.

**FINANCE:** Committee Chair Don McAllister stated there was no new report from the committee in addition to the report given by the Library Director. Trustee McAllister requested the Board refer to the written budget provided by Director Holden.

**PERSONNEL:** Committee Chair Nancy Sue Keller stated there was no new report from the committee in addition to the report given by the Library Director.

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

**FUTURE PLANNING:** Committee Chair Rosemary O'Brien stated there was no new report from the committee.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Liaison Rosemary O'Brien reported the Friends of the Peabody Institute Library were planning their annual book and geranium sale on May 16<sup>th</sup> & 17<sup>th</sup>.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Jerry Bellew reported the historic Pierson House was successfully moved from its location on Aborn Street to its new location on Washington Street. Trustee Bellew stated the move was very expensive and complicated but was worth the effort as it preserved the historic home. The house would eventually serve as a library for the Peabody Historical Society.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Don McAllister reported the Foundation would hold its next meeting on Wednesday, April 29, 2009.

**POLICY REVIEW:** Committee Chair Don McAllister stated there was nothing new to report in addition to the report on the new lending policy provided by Director Holden.

**SPECIAL EVENTS:** Committee Chair Darryl Ann McCarthy stated there was nothing to report at that time.

The Board discussed the planning of the *Starry, Starry Night* fundraiser and the possible date for the event. The event was usually held on a Wednesday night at the end of September or the beginning of October, dependent on when the Smith Barn was available and would not conflict with holidays and other citywide events.

Trustee Bellew agreed to contact Bill Power of the Peabody Historical Society to see when the Barn would be available for the event. Director Holden stated she would email Trustee Bellew a list of the dates that the event was held in the past in order to use as a guide.

Trustee Dakos stated she would send out a "save the date" flyer before the event as she had done so the previous year and that seemed to be appreciated by the local businesses.

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

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

### **Unfinished Business**

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

### **New Business**

A **MOTION** was made by Don McAllister to approve the recommendation by Library Director Holden to close the Library on May 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> in observance of the Memorial Day Holiday and on September 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> in observance of the Labor Day Holiday. The motion was seconded by Ted Quinn. A vote was taken.

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

A **MOTION** was made by Nancy Sue Keller to approve the recommendation by Library Director Holden to close the Library on Saturday, July 4<sup>th</sup> and Sunday, July 5<sup>th</sup> (seasonal) in observance of the Fourth of July Holiday. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

President Cavanaugh inquired as to whether or not Director Holden had heard anything regarding the George Peabody medal ceremony. Director Holden stated she had called the high school but had not heard back yet; she expected hear back to in the next couple of days or else she would follow up accordingly. Director Holden stated she would provide the Board with any updates when available.

Trustee Keller inquired as to who took care of the landscaping for the Library as well as what the plan was for George Peabody's gravesite. Director Holden stated that the Peabody Garden Club took care of plantings for the Main Library and the City took care of the South and West Branch Libraries. Director Holden stated it was up to the Buildings & Grounds Committee to determine what it would like to do for at the gravesite that year. Trustee McAllister stated he believed that given the good shape of the

perennials at the gravesite, the Trustees may just need to plant some annuals to fill in the flower beds.

Trustee McAllister inquired as to whether or not any of the grant funds that were available for the restoration of the Audubon Prints could be used towards the restoration of the George Peabody painting in the lobby that was discussed during the Director's Report. Director Holden stated that as the Audubon Prints project was an ongoing maintenance project and the restoration of the GP painting was a start to finish project, the funds were not applicable. Director Holden stated that there were grant funds out there that the Library would submit applications to for the restoration project.

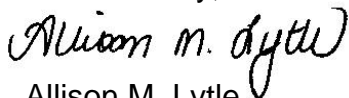
Trustee McAllister reminded the members of the Finance Committee that a meeting of the Committee would be held prior to the Board of Trustees meeting on Monday, May 4<sup>th</sup> at 6pm.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Don McAllister and seconded by Margaret Tierney. A vote was taken.

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

The meeting was adjourned at 8:25pm.

Submitted by,



Allison M. Lytle  
Recording Secretary