

PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES

Minutes of Meeting  
April 5, 2010

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The meeting was called to order by Board President Don McAllister at 7:30 pm.

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

**Present**

Don McAllister  
Wes Merrill  
Jerry Bellew  
David Hallinan  
Anne Quinn  
Nancy Sue Keller  
Martha Cavanaugh  
Richard Shruhan

**Absent**

Margaret Tierney  
Ted Quinn

Also present was Assistant Library Director Gerri Guyote and Recording Secretary Allison Lytle.

**Approval of minutes from previous meeting**

Trustee Wes Merrill requested a correction on the minutes from the March 1, 2010 meeting as on page two, under the *Staffing* heading of the Director's Report, the minutes incorrectly stated "Ms. Walsh would work 15 hours per week." The minutes should read "Ms. Rogers would work 15 hours per week."

A **MOTION** was made by Wes Merrill to accept the minutes of the March 1, 2010 meeting as amended. The motion was seconded by Martha Cavanaugh. A vote was taken. All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

The recording secretary noted the correction.

**Receipt of Communications**

President McAllister reported the Trustees had received a letter regarding the terms of funding from the will of Aseneth S. Blake, the Peabody resident who had left money to the Library. President McAllister requested Trustee Nancy Sue Keller review the information and make a recommendation to the Board as to what it had to do to proceed.

Trustee Keller stated the information received stated the Trustees were an heir at law. At that point, the Trustees could send a letter of inquiry and request a copy of the will, or they could wait. The Trustees agreed to discuss how they wished to proceed during the New Business of the Board.

President McAllister reported the Trustees received an invitation from the Veterans' Council to march in the Memorial Day parade.

President McAllister reported the Trustees had received a bill from the florist for the flowers the Board sent for Bob Walsh's funeral.

### **Report of the Library Director**

Assistant Library Director Gerri Guyote presented the Director's Report written by Library Director Martha Holden on her behalf as Director Holden was unable to attend the meeting.

Staffing: Director Holden reported part-time Reference Librarian Unelia Videira had requested three consecutive weeks off that summer for a trip to Portugal. Director Holden stated she was not opposed to that as there would be sufficient staffing available to cover those hours.

Director Holden reported Assistant Director Gerri Guyote wrote a summary of the Library's "Play by the Book" program for the journal Public Libraries. Director Holden stated that was a great recap of the Library's baseball-themed literature program that generated much library activity and succeeded in bringing people of all ages, male and female, into the Library for a broad range of programming and events. The program was funded by a Library Services and Technology Act (LSTA) grant that was awarded to the Library in 2007 for implementing in Spring of 2008. Director Holden made copies of the article available to the Board at the meeting.

Director Holden reported that Young Adult Librarian Melissa Rauseo received an invitation by the Massachusetts Board of Library Commissioners to represent the library profession in Massachusetts at the Bruins game on April 1<sup>st</sup>. Melissa was honored as part of a career recognition program that recognized professions that served Massachusetts communities.

Director Holden stated she would like to request that the Trustees consider closing the Library on Saturday, July 3<sup>rd</sup> as the 4<sup>th</sup> of July holiday fell on a Sunday. Director Holden stated she thought it would be a nice gesture to staff who she believed would appreciate a long summer weekend, particularly during a summer that would be disruptive in light of the HVAC project. Director Holden stated the Library had similar "Trustees holidays" for Memorial and Labor Day weekends. Director Holden explained that staff who were scheduled to work would be compensated as usual, but no compensatory time was awarded for those who were not scheduled to work. Monday, July 5<sup>th</sup> was the national observance of the holiday and the Library would be closed that day.

*Buildings & Grounds:* Director Holden reported the building committee met on Thursday, April 1<sup>st</sup>, for the first time. Trustee Richard Shruhan would provide details of that meeting in a separate report.

Director Holden reported initial public notices regarding the HVAC project had been posted and press releases had been sent. At that time, the notices provided general information. Director Holden stated that in the next several weeks, the Library would provide follow up information that would hopefully provide more detailed information. Director Holden stated she would like to hold an information breakfast for staff as soon as in early May so that they would have any information that was available at the time and they would be given the opportunity to ask questions regarding how the construction would affect the day-to-day operations of the Library. Director Holden requested funding for the breakfast from the Library's unrestricted funds, in the amount of \$500.

Director Holden reported HVAC Project Architect David Torrey and Lead Project Engineer Dennis O'Leary presented the HVAC proposal to the Peabody Historical Commission on March 18<sup>th</sup>. Director Holden stated that hopefully the PHC would provide a favorable recommendation to the Massachusetts Historical Commission. Director Holden explained the MHC was looking for a determination that the proposed project would have "no adverse affect" on the historical integrity of the original library building. Diagram boards were set up in the meeting room that evening for the Trustees' information. Director Holden reported that because the proposed interior changes were more historically appropriate and the exterior changes were necessary and discreet, she felt it would not be a major hurdle.

Director Holden reported that at the last couple of meetings, they spoke about the reconfiguration of the Young Adult space as the Library moved back into renovated library space. Director Holden stated she hoped to move the newspapers and magazines to the rear of the Main Lobby and bring the Young Adult drop-in components to the first floor Young Adult space. Reference Librarian Nathalie Harty was aggressively weeding the print reference collection. Director Holden reported that as soon as library staff and she were able to come to a consensus as to the best reconfiguration model, she would bring it to Buildings & Grounds for comment and recommendation to the Board.

Director Holden reported archivist Nancy Barthelemy would represent the Library on April 13<sup>th</sup> at 7pm in the lower Level Conference Room at City Hall in support of a request to the Community Preservation Commission for the restoration of the life-sized George Peabody portrait that hung in the elevator lobby. Initial response from the CPC was that they wanted proof that the value of the portrait and frame justified the cost of restoration. Director Holden reported that, to that end, she had provided an update to support the value. In the meantime, the Library was seeking supplemental funding for the project including a request of \$5,000 to the Library Foundation and a request of \$7,500 to the Sarah G. McCarthy Foundation. Director Holden reported the Sarah G.

McCarthy Foundation had generously provided the Library with \$5,000 in 2002 to support the restoration of the Audubon prints. Director Holden stated that the support of the Library Trustees that evening would be appreciated. Assistant Director Gerri Guyote would send out a reminder prior to the meeting.

Programming/Services: Director Holden reported programs/services in March included the following:

- AARP Tax Assistance by appointment until April 15<sup>th</sup>.
- White Goods ticker sales at all locations.
- “Ordinary Extraordinary Women of Peabody” through April 30<sup>th</sup>.
- Yunan Guo continued to offer MS Word classes on Monday mornings.

Director Holden reported in April, the Library would host the firsts English-Portuguese book group, a conversational book group that would help people develop English-language and Portuguese-language skills.

Policy Review: Director Holden reported she would like to propose updates to the Circulation Policies & Procedures. The proposed changes would allow renewal of DVDs as long as there were no existing holds. It would also add language regarding the payment of fines. The proposal was available to the Trustees for their review. Director Holden stated that if the Policy Review Committee would accept that for consideration, she would schedule a Committee meeting prior to the next meeting and add the item to the Board agenda for a subsequent vote.

Director Holden reported she, Gerri Guyote and Kelley Rae Unger would develop a proposal for a circulation policy for e-book readers for consideration at a later meeting. Director Holden reported they had purchased three readers that were currently in the hands of staff who were getting familiar with their use. Director Holden stated that eventually the Library would like to make them available to patrons, but their expense justifies careful consideration of an appropriate lending policy. Director Holden stated she would try to have a proposal for the Policy Review Committee by the May Board meeting.

Budget: Director Holden reported she had a budget meeting with Mayor Bonfanti and Finance Director Patti Schaffer on April 26<sup>th</sup>. At that meeting, they would discuss the status of the budget for the remainder of the year and identify any obstacles for closing out the year in the black (which were none at that point). Director Holden reported that at that meeting, she would receive specific directives with regard to the Library portion of the municipal budget that would be submitted to the City Council for its review and approval later that spring.

Director Holden reported that because of a 28% cut in the Massachusetts Board of Library Commissioners budget, the regional library system that had served the Commonwealth for the past eleven years would be radically revised. Director Holden explained the six regions that currently served different geographical areas of the state

would be merged into a single entity, the Massachusetts Library System (MLS); NMRLS currently served the Library's region.

Director Holden stated regional library systems were responsible for statewide delivery; some of the Library's reference databases; mediated inter-library loan; the materials purchased cooperative; training and administrative support (including strategic planning support); the summer reading program, and 24-hour regional reference service. Most of the programs would continue in some fashion, although the regional staff would be nearly half its current size, and there would be two rather than six physical locations. Director Holden stated individual libraries would likely be forced to take on additional costs, for example the postage and packing costs for out-of-state ILL, materials for summer reading, and possibly reference database costs. Director Holden stated FY2011 was considered a transitional year in which all services would be evaluated for consideration going forward.

*Important Dates and Events:*

Sonia Weitz would receive the Peabody Chamber of Commerce's 2010 Mary Upton Ferrin Award on Wednesday, April 7<sup>th</sup>. Although Sonia would be unable to attend the ceremony due to health issues, representatives of her family would accept in Sonia's honor.

The Peabody Institute Library Foundation would meet on Tuesday, April 6<sup>th</sup> at 7pm, preceded by a Fundraising Committee meeting at 6:30pm.

The Student Government Day Ceremony would be held on Thursday, April 8<sup>th</sup> at 6pm, in the Wiggin Auditorium. Gerri Guyote would represent the Library, with PVMHS Senior Amanda Smith as her counterpart.

Community Preservation Committee meeting would be held on Tuesday, April 13<sup>th</sup> at 7pm in the Lower Level Conference Room at City Hall.

The next HVAC Building Committee meeting would be held on Thursday, April 15<sup>th</sup> at 5:30pm.

Director Holden reported she was waiting for a date from the high school for the George Peabody Medal Awards; the awards would probably be scheduled for May 19<sup>th</sup> at 5:30pm in the Sutton Room. Director Holden stated that as soon as she received the list of names, she would update and print the booklet and prepare certificates. The George Peabody Medal was awarded to the top eight graduates of PVMHS. The students received congressional certificates, a library certificate and a commemorative booklet on that date. Director Holden reported medals were presented by the President of the Library Trustees at the Graduation Ceremony tentatively scheduled for Friday, June 4<sup>th</sup>. Invitations would be sent to the local officials at the beginning of May.

As there were no additional questions from the Board, a **MOTION** was made by David Hallinan 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.

### **Reports of the Committees**

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

**BUILDINGS & GROUNDS:** Committee Chair Richard Shruhan reported that on April 1<sup>st</sup>, the HVAC project oversight committee met with Louis Karamis and Dennis O'Leary to discuss scope of work decisions that had to be made. Trustee Shruhan stated the meeting was successful and necessary decisions were made. Trustee Shruhan stated there were illustrations in the Trustees room that showed the proposed project for their information.

Trustee Shruhan reported the architect had presented the plans for the Library to the Peabody Historical Commission at its March meeting for their review and recommendation to Massachusetts Historical Commission as required. Trustee Shruhan reported that because the Library was on the National Register of Historic Places, MHC had to approve the changes to the outside of the building that were proposed. Trustee Shruhan explained that the new HVAC system required airflow that could only be achieved by adding a dormer to the roof at the very back of the building, which would not be very visible. The Library needed to receive the approval of MHC for such an addition. Trustee Shruhan asked Trustee Jerry Bellew as to whether or not the Peabody Historical Commission had made a recommendation to MHC yet on the plans that were presented in March. Trustee Bellew stated the PHC had not yet made that recommendation; however the PHC was committed to the Library's success and would try to assist in the process.

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

President Don McAllister reported the Peabody Institute Library Foundation Board of Directors would be considering the request made by Library Director Martha Holden for \$5,000 in funding, should the Board approve that request at the meeting. President McAllister reported the Foundation would hold a meeting before its full Board meeting with the Board members who were helping with *Starry, Starry Night* as that event was to be a joint effort between the Boards.

**POLICY REVIEW:** Committee Chair Nancy Sue Keller reported she did not see the need for a separate meeting of the Policy Review Committee to discuss the change proposed by Director Holden to the Circulation Policies and Procedures as she had already reviewed the policy and the proposed change. Trustee Keller stated she would recommend a slight change to the policy as she felt it would not be prudent for the

Library to accept personal checks and would recommend the Library accept only cash or money orders. Trustee Keller reported she would make a motion regarding the New Business of the Board regarding the changes to the policy.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** President McAllister reported that Trustee Anne Quinn would be the new liaison to the PIL Foundation beginning at the next meeting. President McAllister reported the new PIL Foundation meeting was scheduled for Tuesday, April 6<sup>th</sup>; Trustee Quinn would attend that meeting.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Trustee Martha Cavanaugh reported she had received the minutes from the Friends meetings of February and March for the record.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Jerry Bellew stated there was nothing new to report.

**SPECIAL EVENTS:** Committee Chair Maria Dakos stated there was nothing new to report.

**FINANCE:** Treasurer Margaret Tierney was absent; therefore President McAllister provided the Board with copies of the Library's budget and expenditures to date. Assistant Director Guyote stated there were no issues with the budget at that time and things were running on schedule.

Trustee Shruhan stated he was impressed by how the Library ran so on budget and commended Director Holden on her efforts in that area.

A **MOTION** was made by Nancy Sue Keller to accept the reports of the Committees as presented. The motion was seconded by David Hallinan. 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 David Hallinan to close the Library on Saturday, July 3<sup>rd</sup> at the recommendation of the Library Director. The motion was seconded by Richard Shruhan. A vote was taken.

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

A **MOTION** was made by David Hallinan to allocate \$500 from the Library's unrestricted funds for an informational breakfast on the HVAC project for the staff of the Library. The motion was seconded by Nancy Sue Keller. A vote was taken.

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

A **MOTION** was made by Nancy Sue Keller recommending Library Director Martha Holden write a letter to Mr. Anthony C. Adamopoulos of 133 Washington Street, Salem, MA to request a copy of the will of Asenth S. Blake, in which the Library was named an heir. The motion was seconded by David Hallinan. A vote was taken.

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

Trustee Keller requested a discussion on the proposed changes to the Materials Circulation Policy and Procedures. Trustee Keller stated the Board had discussed some of the changes before, such as the changes to the renewal policy of renting DVDs. Trustee Keller expressed some concern regarding the method of payment recommended for the payment of overdue fines as the policy currently recommends cash or personal check. Trustee Keller stated she felt that accepting personal checks could lead to an issue involving returned checks and the fines incurred for such. Trustee Keller recommended the sentence be changed to "Patrons shall pay overdue fines with cash".

Assistant Director Gerri Guyote stated that should a personal check be returned, the Library could put the charge for that return back onto the patron's library card so it would become unusable until it was paid.

A **MOTION** was made by Nancy Sue Keller to accept the Material Circulation Policy and Procedures with the proviso that the following paragraph was added:

*If any check is returned as unpaid, any and all costs associated with the returned check, including the cost of billed items and fines for returned checks, shall be attributed to the patron's library card.*

Trustee Keller suggested that paragraph was added following the line reading "Checks should be made payable to the Peabody Institute Library".

Trustee Keller requested the last line also be amended to read:

*Patrons shall pay overdue fines with cash only.*

The motion was seconded by David Hallinan. A vote was taken.

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

Trustee Keller inquired as to what the Board would like to plan for the spring clean up of George Peabody's burial site. President McAllister stated he had spoken briefly with Trustee Shruhan, who was the new chair of the Buildings & Grounds committee, who would be looking into the actual repair of the base of the sarcophagus, where the marble was damaged. President McAllister stated that in terms of additional clean up, the Board had previously hired Comak Landscaping, or had organized a volunteer effort to clean up the site themselves. President McAllister stated the Board could decide how to get the clean up done that year. Trustee Keller suggested the Board could donate money to the Peabody Garden Club and ask them to do some work at the site that spring.

A **MOTION** was made by Richard Shruhan to contact the Peabody Garden Club to inquire as to whether or not they would be willing to do some clean up at the George Peabody burial site. The Board would provide a donation for the work as well as

reimburse the Garden Club for any flowers planted. The motion was seconded by Nancy Sue Keller. A vote was taken.

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

Assistant Director Guyote stated she would contact someone at the Garden Club to discuss the possibility.

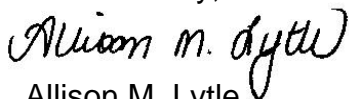
Trustee Keller inquired as to whether or not the Board would hold a meeting over the summer to work on *Starry, Starry Night*. President McAllister stated they could determine that at a later date; however a joint subcommittee meeting should be planned between the fundraising committee of the Trustees and the fundraising committee of the Peabody Institute Library Foundation.

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



Allison M. Lytle  
Recording Secretary