

PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES

Minutes of Meeting
December 1, 2008

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

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

Present

Martha Cavanaugh
Jerry Bellew
Nancy Sue Keller
Ted Quinn
Christopher Burbridge

David Hallinan
Margaret Tierney
Darryl Ann McCarthy
Don McAllister
Rosemary O'Brien

Absent

Nancy Sue Keller
Robert Walsh

Also present were recording secretary Allison Lytle, Assistant Library Director Gerri Guyote and Peabody Historical Society President Bill Power.

Approval of minutes from previous meeting

A **MOTION** was made by Christopher Burbridge and seconded by Don McAllister to approve the minutes of the November 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 that there were no receipts of communication on which to report.

Directors Report

Director Holden reported that she had emailed a copy of her report to all of the Trustees prior to the meeting and also provided copies of the report to all in attendance.

Staffing: Director Holden reported staff member Kelley Rae Unger had been selected to attend the Lifelong Access Institute in Newton that week. Director Holden reported Ms. Unger was selected from a large pool of applicants based on her experience and

commitment to community service. *Libraries for the Future* sponsored the event, which is designed to provide enrichment for libraries and professional development for librarians throughout the country.

Director Holden reported part-time evening custodian John Baron was adjusting well in his new position. Director Holden stated the Library was very happy to have him as a member of the staff.

Buildings & Grounds: Director Holden reported the Library experienced another problem last week with backed up sewage at the South Branch Library. Director Holden reported Building Inspector Kevin Goggin reviewed the pipe inspection video and believed that the Library may have to plan for major renovation. There was a fresh water infiltration into Library pipes, and the sewage pipe route included sharp angles, drops and extended areas without adequate pitch. Director Holden reported Mr. Goggin had been very helpful but did not know why that had not been a problem up to that point. Director Holden stated Mr. Goggin would work with the plumber and try to determine the best course of action. Director Holden stated she would try to arrange a meeting with the two of them to come up with a plan for resolution of the problem.

Director Holden reported she met with Purchasing Agent Dan Doucette and HVAC design engineer Dennis O'Leary that day to discuss priorities and a timetable for the replacement of the Library's HVAC system. Director Holden stated the project would likely cost between \$2.0 and \$2.5 million, depending on whether any existing equipment could be retained and depending on the selection of the final design including alternates. The project would be phased as follows:

- Phase 1 – First Floor original building – lighting and whole building controls.
- Phase 2 – Second Floor and catwalk, original building – chilled water units, boiler replacement, ductwork in attic, finalize DDC controls.
- Phase 3 – 1978 building – removal of RTUs, replacement of ductwork and connection to chiller.

Director Holden reported Mr. O'Leary would provide cost schedules to her shortly.

Director Holden stated that once she received the information from Mr. O'Leary, she would finalize the Capital Improvement paperwork for submission to the Mayor. The request would include building upgrades (waterproofing, ejector pumps and paving); safety upgrades (magnetic fire door closing devices and safety mesh for open balconies); and the HVAC project. Director Holden stated she would not include the sewage problem at the South Branch Library as she had no idea yet as to the extent of the project. Director Holden reported the Mayor and the Finance Director were aware of the problem as she had been reporting on it for nearly six months in weekly staff meetings.

Grants: Director Holden reported Children's Librarian Carol Bender and Adult Services Librarian Kelley Rae Unger would apply for funding in the next LSTA round; Letters of Intent were due that day. Director Holden reported Ms. Bender would apply for a program called *Mother Goose on the Loose*, and Ms. Unger would apply for the *How*

Green is My Library? Grant. In the meantime, the various departments were working on *Prime Time Branches Out*, Gates Hardware, LFF's *Fit for Life*, ALA's *Jewish Literature*, and the Peabody Institute Library Foundation's McCarthy Concert Series. Director Holden reported Young Adult Librarian Melissa Rauseo was working on applications for a NMRLS grant "Toolkits for Tomorrow's Jobs" and "Youth Leaders for Literacy".

Director Holden reported upcoming programs in December included the following:

- Tuesday, December 2nd at 7pm (South Branch Library) – Making Wreaths and Bows.
- Thursday, December 4th at 7pm (West Branch Library) – Klezmer Music.
- Monday, December 1st & 8th at 3:30pm (West Branch Library) – Gingerbread Kids.
- Monday, December 8th at 7pm – Author Rebecca Goldstein.
- Wednesday, December 10th at 10am (South Branch Library) – Breakfast with Santa.
- Wednesday, December 10th and Monday, December 15th – Harpist Aine Minogue.
- Tuesdays in December at 4pm – Winter Store Trees (Children).
- Monday December 15th at 10am – Holiday Sing-Along with Dara (Children).

Director Holden reported NOBLE recently launched the Overdrive downloadable audiobook program. Director Holden stated users could now log into the program from the Library's website and download an audiobook to their PC. The audiobook could then be transferred to a portable device – an MP3 player or, in some cases, an iPod, which could then be played with headphones or connected to a car or home stereo. Director Holden stated patrons could check out up to four audiobooks at a time. Director Holden stated the service was easy to use but required users to install a software program on their desktop. After the initial download, it was very easy to transfer the book. Director Holden requested the Trustees try out the program and let her know if they had any questions.

Budget: Director Holden provided the Board with a copy of the most recent financial report for its review. Director Holden stated the Library was reasonably on target. Director Holden stated she expected that the Library's State Aid would be approved at the December meeting of the Board of Library Commissioners. Director Holden stated disbursements were being made in two parts that fiscal year so that if the Governor was forced to implement 9C cuts later in the year, and state aid was reduced, it would be done equitably among communities.

Director Holden stated she was requested that the Trustees approve \$500 from the Vrettos Gift Fund to pay for the digitization, printing and framing of the Queen Victoria print. The print would be a gift to the George Peabody House Museum for their Victoria Room. Director Holden stated the electronic image might be useful to the Board for fundraising purposes at a later time.

Next Meeting: Director Holden reported Inauguration Day and the Mayor's mid-term address was Monday, January 5th; therefore, the next meeting of the Trustees would be Monday, January 12th at 7:30pm in the Trustees Room at the Main Library.

In response to a question from the Board, Director Holden stated the Buildings and Grounds Committee of the Trustees would need to meet to discuss some of the capital improvement and general building issues of the Library.

As there were no additional questions from the Board, a **MOTION** was made by Don McAllister to accept the Director's Report 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.

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 to report in addition to the information provided during Director Holden during her report.

Trustee McAllister inquired as to whether or not there was any additional information regarding the cost of sealing the gravesite of George Peabody. Trustee Burbridge reported he was still awaiting a couple of additional estimates so did not have a price at that time.

FINANCE: As Treasurer Nancy Sue Keller was not present, there was nothing to report in addition to the information provided by Director Holden during her report.

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

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 submitted a written report for the record. Said report attached.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Jerry Bellew reported there was a renewed interest in restarting the exchange program between Peabody High School and the Peabody Trust in London. The possible renewal of the program was being spearheaded by the Historical Commission and would eventually involve the assistance

of the other historical groups in the City. Trustee Bellew reported they had spoken with Pam Alexander, the Director of the Peabody Trust in London following her recent visit to Peabody and she expressed enthusiasm for the revitalization of the exchange program. The program probably would not begin again until 2010. Trustee Bellew stated he would keep the Trustees informed as to any progress made in this matter.

POLICY REVIEW: Committee Chair Don McAllister was stated there was no new report from the committee.

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

A **MOTION** was made by Don McAllister 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 Cavanaugh stated there was no unfinished business on which to report.

New Business

A **MOTION** was made by Christopher Burbridge to allocate \$500 from the Vrettos Gift Fund to pay for the digitization, printing and framing of the Queen Victoria print. The motion was seconded by David Hallinan. A vote was taken.

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

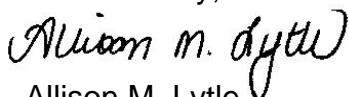
Bill Power, President of the Peabody Historical Society and Chairman of the Historical Commission, expressed his gratitude for being invited to the dinner event. Mr. Power stated he felt the Peabody Institute Library was the most important institution in the City and was honored to support the Library.

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

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

The meeting was adjourned at 8:00pm.

Submitted by,



Allison M. Lytle
Recording Secretary