

PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES

Minutes of Meeting
February 5, 2007

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

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

Present

Maria Dakos
Ted Quinn
Richard Tranfaglia
Christopher Burbridge
Darryl Ann McCarthy
David Hallinan
Robert Walsh
Nancy Sue Keller
Margaret Tierney
Rosemary O'Brien
Don McAllister

Absent

Martha Cavanaugh

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

Approval of minutes from previous meeting

Trustee Darryl Ann McCarthy requested a discussion on the minutes from the previous meeting regarding the nomination and vote for the President of the Board of Trustees. Trustee McCarthy stated that because the minutes did not reflect the vote of every member of the Board who was present, Trustee McCarthy stated she would be making a motion during the discussion of the Old Business of the Board to ratify the nomination of the President. The Board agreed to this procedure and agreed the minutes from the previous meeting did not need to be amended regarding the vote.

President McAllister requested the minutes from the meeting be amended to reflect the fact that, during the discussion of pursuing 501c3 status for the Board, President McAllister stated that this was not pursued the previous year due to illness and circumstances beyond the Board's control, rather than due to a lack of interest or priority.

A **MOTION** was made by Robert Walsh and seconded by Christopher Burbridge to approve the minutes of the January 8, 2007 meeting as amended. A vote was taken.

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

The recording secretary noted the amendment and agreed to make the change to the minutes.

Communications

President McAllister reported the Board of Trustees received a thank you note from Nancy Barthelemy for the cookies and the thoughts behind them, sent to her in congratulations of her recent anniversary at the Library.

Director's Report

Staffing: Director Holden reported that Carol Bender had joined the staff at the Library on January 18th as Children's Librarian. Director Holden stated Ms. Bender was currently in her final semester of the MLS program at Simmons and had experience in several local libraries, both public and academic. Director Holden reported Ms. Bender was transitioning very smoothly; the staff was very pleased with her work and was very excited to have her on board.

Director Holden reported John Baron joined the staff as a temporary part-time custodian to help Domingos Vieira as custodian Jack Modini continued to recover from his illness. Director Holden reported Mr. Modini had returned to work on a part-time basis last week and would continue to work on a very limited basis for the next few months.

Building: Director Holden reported she had met with Mayor Bonfanti and Finance Director Patricia Schaffer in January to begin the process of planning for the replacement of the HVAC control system and the remaining 1978 HVAC equipment. Director Holden reported Purchasing Agent Dan Doucette proposed that the Library take advantage of a procurement system in which ESCOs (energy service contractors) would propose and design wide-scale changes that affect the energy consumption in the building as a whole (including heat, electricity and water) and were paid from the energy cost savings of the building. Director Holden stated that, because the process would be time consuming and the Library would need to go through the standard municipal bid process, the Library would begin immediately so that it could make the necessary upgrades before more of the equipment failed. Director Holden stated she felt the process and upgrade would be worth it as the Library should see a specific energy savings boost, particularly given the age of the equipment at the Library.

Director Holden reported the work on the exterior of the West Branch Library was nearly completed. The building's appearance has been dramatically improved as a result of this work. Director Holden stated the Library would purchase the trellis to go over the bench that was dedicated to the memory of Albie Cohen at the West Branch. This would be done in the spring. The Library would also plant a climbing flower for the trellis.

Programs: Director Holden reported the *Prime Time Peabody* and *Serving Teens and Tweens* programs were going well. In January, an educator from the Audubon Society visited and spoke about winter birds on the North Shore, which included a very lively discussion. Director Holden stated the Memoir Writing workshop was going very well and, in response to the participants' requests, would be extended. Director reported that in the spring, authors Don Finegold and Linda Barnes would visit the South Branch Library and Noah Gordon would visit the West Branch. A pastel painting workshop would be held at the Main Library on February 21st.

Director Holden reported that upcoming Young Adults programs included:

- Podcasting – a program that would allow YAs to write, produce and upload informational content on the YA webpage.
- An anime workshop led by Shauna Leva, a talented artist and high school student from Burlington.
- Twisted Fairy Tale special for ages 9-13. This program would feature fairy tales that were unusual or with a slightly darker theme that older children find appealing.
- The children's department at all three branches would host Valentine's Day crafts and stories along with their regularly scheduled programming.

Grants/Gifts: Director Holden reported that on January 31st, the Library submitted the Public Libraries Fund application to the Massachusetts Board of Library Commissioners. Director Holden explained this was a new program implemented by the MBLC last year to encourage libraries to raise money through foundations and friends groups. The amount matched by MBLC would be determined by the response generated by the program. Director Holden stated the funds would be approved in March and the Library would know shortly.

Director Holden reported the Library instituted the Rosetta Stone learning language software on January 21st, which was purchased by funding from the Verizon Foundation as part of its eLiteracy Program. Director Holden provided the Board with a printed description of the Rosetta Stone program. Director Holden reported that the availability of the program has generated a great deal of buzz throughout the community and stated that she expected it would be widely used. Director Holden stated the program was expensive, at \$3000 a year, so she would have to find a way to continue funding the program after the first year. Director Holden stated she did not anticipate this would be a problem. Director Holden reported that in the first week and a half of availability, the Library saw 74 sessions, with 21 unique users. Director Holden stated she expected the numbers would increase dramatically as people recognized the effectiveness of the course. Access was available to Peabody Library card holders both in the Library or at home.

Director Holden reported that Julie Edwards was working on a music series that would be held once a month from August through December 2007. The (Arthur) McCarthy Family Foundation had generously agreed to sponsor the program to enhance the cultural experience of families in Peabody. Director Holden stated the schedule would be released within the next few months. For the next series, Ms. Edwards included a cellist, Celtic music, American Roots music, and a variety of other musical styles that should appeal to a variety of music enthusiasts.

Announcements: Director Holden reported the George Peabody House Museum would sponsor *Living Legacy*, an evening of classical music performed by graduates of the Peabody Conservatory of Music in Baltimore. Director Holden stated this year marked the 150th Anniversary of the Conservatory. The concert would be performed on February 16th, the evening before the Trustees would host the wreath-laying ceremony in honor of George Peabody's birthday. Director Holden stated she felt it was important that the Library support this event as it honored the legacy of George Peabody.

Miscellaneous: Director Holden reported she would be on vacation the week of February 18th. During that time, Gerri Guyote would be able to assist the Board if necessary. Also, Ms. Guyote and Board President Don McCallister would have her phone number in Maine where she could be reached along with her cell phone number.

A **MOTION** was made by Christopher Burbridge to accept the Director's Report as presented. The motion was seconded by Robert Walsh. A vote was taken.

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

Reports of the Committees

BUILDINGS AND GROUNDS: Committee Chair Don McAllister reported that the railing that was approved for the right hand side of the George Peabody monument stairs was due for installation this week. Therefore, the railing would be in place prior to the wreath-laying ceremony on February 17th. President McAllister stated there were no plans to go to the gravesite prior to the ceremony on the 17th to shovel, however, should snow or ice become a problem prior to this date, the Trustees could revisit this plan.

POLICY REVIEW: Committee Chair Nancy Sue Keller stated the committee did not hold a meeting prior to the Trustees meeting that evening, as had been planned. However, Trustee Keller did provide the Board with a copy of a proposed Unattended Children's Policy for which the Library was seeking approval. The policy, approved by the policy review committee, stated that patrons needed to supervise their children as appropriate and laid out an action plan for the Library should children be left unattended and were unruly. Trustee Keller requested the Trustees review the policy, if possible, as the Board would like to vote on the policy prior to the conclusion of the meeting.

FUTURE PLANNING: As Committee Chair Martha Cavanaugh was absent, Trustee Nancy Sue Keller provided the report from the Committee. Trustee Keller reported the Future Planning Committee held a meeting prior to the Trustees meeting, during which the pursuit of 501c3 status for the Board was discussed. Trustee Keller reported the Committee agreed the Board would need help with the 1023 form, which was the application for 501c3 status. To this end, the Committee would research other organizations that applied for, and successfully received, 501c3 status that would be comparable to the Library Board of Trustees. Once this information was gathered, the Committee agreed to contact the attorneys who worked with these organizations on the application to see if they would be willing to help the Board on their application, at a lower rate, as the research would have already been done in this area. Trustee Keller stated she would continue to work on this issue and requested the Board consider the previously approved allocation of \$2,500 for a lawyer to assist in this process. Trustee Keller stated she would be seeking approval of the expenditure of these funds for this issue prior to the conclusion of the meeting.

AUDUBON PRINTS: Committee Chair Richard Tranfaglia stated the Audubon Prints Committee would be holding a meeting on March 5th at 7:15pm, prior to the next Board of Trustees meeting. At that meeting, Trustee Tranfaglia would provide the Committee with price breaks for calendars and coffee mugs, as discussed at a previous meeting.

PERSONNEL: Committee Chair Nancy Sue Keller stated there was no new report from the Committee.

FUNDRAISING: Committee Chair Maria Dakos 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.

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

HISTORICAL SOCIETY LIAISON: With the absence of liaison Ted Quinn, there was no new report.

FINANCE: As Treasurer Martha Cavanaugh was absent, Library Director Martha Holden provided the Board with an updated budget and expenditures for the Library. Director Holden stated the outside services line item in the budget was very high this year, due to such issues as problems with the auto-flush toilets, necessitating several plumbers, and electrical work because of issues with the front lights. Director Holden reported the Library did have budget supplement money it could use, should need be. Also, Director Holden stated the Library had savings in electricity overages and a utility allowance as well should issues arise.

FRIENDS OF THE LIBRARY: Liaison Rosemary O'Brien provided the Board with the updated figures for the *Friends of the Library*. As of January 1st, the *Friends of the Library* had 142 members and had received \$3,460 from its membership.

A **MOTION** was made by Christopher Burbridge to accept the reports of the Committees as presented. The motion was seconded by David Hallinan.

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

Unfinished Business

Trustee McCarthy stated that during the nomination for the President of the Board of Trustees at the January 2007, not all of the Trustees votes were accounted for in the minutes. In light of this fact, Trustee McCarthy made a **MOTION** to ratify the nomination of Don McAllister as President of the Board of Trustees of the Peabody Institute Library for the year 2007. The motion was seconded by Nancy Sue Keller. A roll call vote was taken.

<u>Trustee</u>	<u>Vote</u>
Maria Dakos	Yes
Ted Quinn	Yes
Richard Tranfaglia	Yes
Christopher Burbridge	Yes
Darryl Ann McCarthy	Yes
David Hallinan	Yes
Robert Walsh	Yes
Nancy Sue Keller	Yes
Margaret Tierney	Yes
Rosemary O'Brien	Yes
Don McAllister	Abstained

The Motion unanimously passed.

A **MOTION** was made by Nancy Sue Keller to vote on the election of Don McAllister as the President of the Board of Trustees of the Peabody Institute Library for the year 2007. The motion was seconded by Christopher Burbridge. A roll call vote was taken.

Trustee	Vote
Maria Dakos	Yes
Ted Quinn	Yes
Richard Tranfaglia	Yes
Christopher Burbridge	Yes
Darryl Ann McCarthy	Yes
David Hallinan	Yes
Robert Walsh	Yes
Nancy Sue Keller	Yes
Margaret Tierney	Yes
Rosemary O'Brien	Yes
Don McAllister	Abstained

Don McAllister was unanimously nominated President of the Board of Library Trustees for the 2007 term on a vote of the Board.

A **MOTION** was made by Nancy Sue Keller to approve the Unattended Children Policy previously presented to the Board. The motion was seconded by Darryl Ann McCarthy. A roll call vote was taken.

Trustee	Vote
Maria Dakos	Yes
Ted Quinn	Yes
Richard Tranfaglia	Yes
Christopher Burbridge	Yes
Darryl Ann McCarthy	Yes
David Hallinan	Yes
Robert Walsh	Yes
Nancy Sue Keller	Yes
Margaret Tierney	Yes
Rosemary O'Brien	Yes
Don McAllister	Yes

The motion was unanimously approved.

A **MOTION** was made by Nancy Sue Keller to authorize Ms. Keller to spend up to \$2,500 to obtain an attorney to assist in the application for 501c3 status on behalf of the Board of Trustees of the Peabody Institute Library, as previously allocated by the Board. The motion was seconded by Christopher Burbridge. A vote was taken.

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

New Business:

President McAllister provided the Trustees with a list of committee assignments. President McAllister requested that should any of the Trustees have any requests or comments, to please bring those to his attention as soon as possible.

A **MOTION** was made by Ted Quinn requesting the Board of Trustees obtain a piper for the wreath-laying ceremony at the George Peabody Gravesite on February 17th. The motion was seconded by David Hallinan. A vote was taken.

All in favor: Yes. Any opposed: No. Motion approved.

Trustee Quinn agreed to take care of the arrangements for the piper at the ceremony.

President McAllister encouraged the Board to attend the *Living Legacy* concert being sponsored by the George Peabody House Museum on February 16th if possible. President McAllister stated he felt it was important for the Board to attend such events as the event was celebrating the legacy of George Peabody.

President McAllister reminded the Board of the celebration of George Peabody's birthday that would include a wreath-laying ceremony of GP's gravesite at 11am on February 17th, followed by a small reception at the George Peabody House Museum.

A **MOTION** was made by Ted Quinn requesting the Board contact Bill Power of the Peabody Historical Society to prepare his usual reading for the ceremony at the gravesite. The motion was seconded by David Hallinan. A vote was taken.

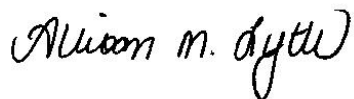
All in favor: Yes. Any opposed: No. Motion approved.

As there were no other matters to come before the Board, a **MOTION** to adjourn was made by Christopher Burbridge and seconded by Maria Dakos.

All in favor: Yes. Any opposed: No. Motion approved.

The meeting was adjourned at 8:05pm.

Submitted by,



Allison M. Lytle
Recording Secretary