

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
February 4, 2008**

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

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

**Present**

Martha Cavanaugh  
Maria Dakos  
Ted Quinn  
Jerry Bellew  
Christopher Burbridge  
David Hallinan  
Robert Walsh  
Nancy Sue Keller  
Margaret Tierney  
Rosemary O'Brien  
Don McAllister

**Absent**

Darryl Ann McCarthy

**Approval of minutes from previous meeting**

Trustee McAllister noted a correction to the minutes from the previous meeting. During the nominations of the President of the Board of Trustees, the motion to nominate Martha Cavanaugh as President was made by Don McAllister and seconded by Darryl Ann McCarthy. The minutes incorrectly stated that Trustee McCarthy made the nomination, which was then seconded by Trustee McAllister. Trustee McAllister requested the correction be made to the minutes.

Trustee Keller noted a correction on page two of the minutes whereby instead of stating that Don McAllister was elected Secretary of the Board of Trustees, the minutes, as written, stated he was elected Treasurer. This clerical error was noted twice on page two of the minutes.

Trustee Keller noted that on page seven of the minutes, under Historical Society Liaison report, the word "not" should be changed to "no".

A **MOTION** was made by Robert Walsh and seconded by Christopher Burbridge to approve the minutes of the January 14, 2008 meeting as amended. A vote was taken.

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

The recording secretary noted the amendments and agreed to make the changes to the minutes.

## **Receipt of Communications**

President Cavanaugh reported the Board received a thank you note from Trustee Darryl Ann McCarthy for the gift sent from the Board.

## **Report of the Library Director**

Staffing: Library Director Martha Holden reported Page Diane D'Avila joined the library staff in January, replacing Jess Homen.

Building: Director Holden reported Pepper White of LCI Energy, the contracted State Energy Auditor, conducted a walk-through of the building in January. Mr. White would be back on February 11<sup>th</sup> with a representative of RDK, the design firm responsible for the library HVAC project. Director Holden reported after the second visit, Mr. White should have the information that he needed to write the recommendation report. Mr. White would then share his findings with Dennis O'Leary of RDK so the design process could move forward in consideration of the recommendations of the energy audit report.

Director Holden reported Building Inspector Kevin Goggin walked through the Main Library with her last week and would make recommendations to upgrade emergency lighting in the building. Director Holden reported the Library had annual contracts for fire extinguisher, sprinkler and fire alarm systems. Director Holden stated the Library would continue to move forward to make any safety improvements that were recommended.

Director Holden reported Mrs. Jane Wall of South Peabody wished to fund the establishment of a flagpole on the small parcel of library yard on Lynn Street in honor of her late husband John Wall. Director Holden stated the Library had some space restraints in the yard, but Veterans' Services Agent Chris Tighe would provide the Library with several options for placement and flagpole size. Building Inspector Kevin Goggin offered his assistance in the project as well. Director Holden would meet with both Chris Tighe and Kevin Goggin within the next couple of weeks to determine whether the Library could come up with a plan that was attractive and might be reasonably easily maintained and lighted at night. Director Holden explained the Library did not have the staff available to raise and lower the flag on a daily basis.

Grants: Director Holden reported the Library submitted a technology inventory to Nelinet for consideration for Gates funding for the Library's public PCs. Director Holden stated she was hopeful that the Library would qualify for assistance for the 22 PCs that were purchased in 1999. Director Holden reported the Library would hear from the Gates Foundation in April. The Foundation would provide 75% of the replacement cost of each approved PC in the first year, and 50% in the second year. Director Holden stated she would front-load these purchases as much as possible to take best advantage of the opportunity.

Director Holden reported the Library recently submitted its application for *Public Libraries Funding* to the MBLC. The Board of Library Commissioners would vote on the FY2008 award at their March 6, 2008 meeting, after certification for FY2008 State Aid to

Public Libraries was completed. Director Holden reported the award was based on the amount of money raised from alternate sources (Friends, Foundation, gifts, etc.) that were raised for the Library in a specific calendar date range.

Director Holden reported Kelley Rae Unger recently submitted a grant application for what would be the Library's third round of *Jewish Literature Grant* funds. Director Holden stated that if the Library was successful in that application, the Library would plan a program for the fall.

Director Holden reported Melissa Rauseo was looking for grant opportunities for funding a Homework Help Station at the Main Library. The Library would consider new sources of funding as one of the Library's traditional sources would not fund the activities and materials that it needed. Director Holden reported the Library's goal was to create a more serious workspace for students who were working on school projects and might need tutoring, reference materials and supplies. The Library anticipated that it would need approximately \$25,000 to implement the center.

Director Holden reported Gerri Guyote was working on a *Conversations Circles* grant administered by the MBLC for LSTA. Director Holden explained that the program would help strengthen spoken English for people who were new to the English language. The program had been successful in many other libraries and, because of the City's large immigrant population, the Library thought it would be successful in Peabody.

Director Holden received a letter from the State Attorney General's Office regarding distribution of residual funds subsequent to the 2002 anti-trust litigation brought by the Commonwealth against the recording industry. In recollection, the Library initially received several boxes of music CDs which the Library either catalogued or sold with the proceeds used for music collections and programming. The residual funds would be at least \$300 per public library. Director Holden stated she would mail out the required paperwork within the next couple of days. Director Holden reported Kelley Rae Unger preferred to use the funds for programming.

### Programming:

Director Holden highlighted the following programming events:

- The Mad Scientists' Club met two days a week with about 18 participants.
- The Automotive Club at Peabody Veterans High School was going well with about 17 participants.
- Drop-ins continued to be very busy with 20-25 registrants a day.
- Weekly children's and toddler's programming at all libraries was underway.
- January 22<sup>nd</sup> – Kinderdance with Nancy Sullivan.
- February 21<sup>st</sup> – Meteorologist Matt Noyes.
- Program planning for *Play by the Book* continued. The Library was currently working on booking Johnny Pesky. David Kruhe would present a program *Curse of the Bambino* at the South Branch Library. Bill Nowling would present a program on Ted Williams at the Main Library. Stewart O'Nan, author of *Faithful: A Chronicle of the 2004 Red Sox Season*, would speak at the Main Library.

Budget: Director Holden stated Treasurer Nancy Sue Keller would distribute the budget update later in the meeting. Director Holden stated the Library was slightly above target, but barring any unforeseen incidents, should be able to close out the fiscal year successfully. Director Holden reported the Library's Fiscal Year 2009 budget request was due on February 29<sup>th</sup>. The Library had been asked to present a level0funded budget excluding contractual requirements.

Director Holden and the Board discussed the recent incident at the New Bedford Library where a six year old boy was assaulted in the stacks of the Library while his mother was at the computer. Director Holden assured the Board the Library staff was vigilant and was very aware of the patrons, but it was impossible to guarantee that something like that would never happen at the Library. Director Holden stated that the Library staff did ask adults to move along who were in the children's area unaccompanied by children, and did keep an eye on adults who behaved suspiciously.

The Board discussed ways to continue to be vigilant and alert. Trustee Bellew offered to set up a meeting for the staff with the police department to set up a protocol and go over what the Library could and couldn't do, including which photos of sex offenders it could post and what it couldn't post. Director Holden thanked Trustee Bellew for the offer and agreed such a meeting would be worthwhile. A meeting would be arranged as soon as possible.

As there were no questions from the Board, a **MOTION** was made by Robert Walsh 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 the Committees**

President Martha Cavanaugh distributed a list of Committee assignments. The members of the Board were in agreement with the assignments as presented.

**AUDUBON PRINTS COMMITTEE:** Committee Chair Jerry Bellew reported the Committee recommended dropping the price of the calendars from \$10.00 to \$5.00.

A **MOTION** was made by Robert Walsh to approve the recommendation of the Audubon Prints Committee to drop the price of the Audubon Prints calendars from \$10.00 to \$5.00. The motion was seconded by David Hallinan. A vote was taken.

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

**BUILDINGS & GROUNDS:** Committee Chair Christopher Burbridge stated there was no new report from the Committee.

**FINANCE:** Treasurer Nancy Sue Keller provided the Board with an updated budget and expenditures for the Library to date. The Board discussed the report, particularly the overrun currently seen in the cost of oil heat. Director Holden stated the Library would address this deficit through the state aid the Library would receive. The Library had used such funds for this purpose in the past. Director Holden stated the Library would probably increase the budget request for this line item next year.

**FUNDRAISING/SPECIAL EVENTS:** 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.

**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 stated there was no new report from the Committee.

**LIAISON TO THE FRIENDS:** Liaison Rosemary O'Brien stated there was nothing new to report.

**LIAISON TO THE HISTORICAL SOCIETY:** Liaison Jerry Bellew reported the George Peabody House Museum hired a new curator, Merritt Fitzpatrick. Trustee Bellew stated Ms. Fitzpatrick was a very qualified candidate with excellent credentials who should prove to be a great asset to the Museum.

Trustee Bellew reported Mary Richards was also joining the George Peabody House Museum as an assistant. Ms. Richards would be involved in setting up the new Leatherworkers Museum. The position she was working in was an internship. Ms. Richards had also done a lot of volunteer work at the Museum.

Trustee Bellew stated both hires should prove to be very beneficial for the George Peabody House Museum.

A **MOTION** was made by Nancy Sue Keller 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**

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

### **New Business**

Trustee Keller provided the Board with a copy of the Massachusetts Department of Revenue Division of Local Services FY2000 – FY2008 Cherry Sheet Receipts by Program. The report outlined how public funds were distributed to the public schools and libraries in the state.

Director Holden reported that a couple of years ago, funds were cut across the board. Since then, funds had been reestablished to public schools, etc., but had not been restored to the public libraries. Director Holden stated the MBLC would like to see the funding restored to 2002 levels. To this end, the MBLC was asking people to contact

their elected representatives to advocate for funding increases for the public libraries. This was particularly important as Governor Deval Patrick had asked the public and representatives to come forward and discuss their priorities because he was considering the budget to be a blank slate.

A **MOTION** was made to re-open discussion on the minutes from the January 14<sup>th</sup> meeting by David Hallinan. The motion was seconded by Don McAllister.

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

President Cavanaugh requested clarification as to the time of the ceremony at the George Peabody Gravesite on February 16<sup>th</sup> as the minutes from the previous meeting appeared to be incorrect. The Board discussed this issue and noted that the minutes were correct because, at the time of the meeting, the Board discussed having the ceremony at 10am with the reception to follow at approximately 11am. It was only after the meeting that the Board changed the time of the ceremony. Therefore, the minutes did not need to be corrected.

A **MOTION** was made by Don McAllister to close the discussion on the minutes of the previous meeting. The motion was seconded by Christopher Burbridge. A vote was taken.

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

The Board further discussed the ceremony at the George Peabody Gravesite for George Peabody's birthday. The ceremony would take place at 11am, with the reception at the George Peabody House Museum to follow. Trustee McAllister reported he did contact Trustee Ted Quinn to arrange for a piper at the ceremony.

Director Holden reported she had sent out the invitations for the ceremony with the correct time. Director Holden stated she would contact the cemetery to make sure the steps were shoveled or swept as needed.

The Board discussed the gravesite and the work that needed to be done, particularly one hole that had once been filled but was again problematic. Trustee Burbridge stated that he would speak with the landscaper, Comack Landscaping, who was contracted to perform routine landscape maintenance at the site, about the possibility of filling in this hole once again.

Trustee McAllister reported that, in accordance with the goals set forth by the Board the previous year, most of the repairs at the gravesite had been completed. To this end, the tomb would be resealed in the near future.

Trustee O'Brien reported the Sunshine Fund was running low and additional funds were needed. Trustee O'Brien requested the Board members contribute whatever amount they thought appropriate at the next meeting. The contributions were voluntary.

Trustee O'Brien complimented the new paint in the Trustees' Room. Trustee O'Brien inquired as to the possibility of resizing some of the portraits of the prior Board of Library Trustees as she found some of them to be too large. Trustee O'Brien stated she felt

some of the portraits should be reproduced in a smaller size in order to hang them on the walls in a nice and orderly fashion.

The Board discussed this possibility and agreed that there was only one picture that was quite large, poster-sized, which should be shrunk and reframed prior to re-hanging. The Board agreed the other portraits were acceptable in size as they were much smaller. The Board agreed to scale down the poster-sized portrait and keep the others the size that they were.

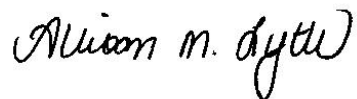
Director Holden stated she would reframe any portraits whose frames were broken or cracked, prior to re-hanging. Director Holden stated she may also be able to find a photograph of the first Board which, if she could, she would have reproduced, enlarged and framed with an appropriate frame. This portrait would be hung along with the others.

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

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

The meeting was adjourned 8:25pm.

Submitted by,

A handwritten signature in cursive script that reads "Allison M. Lytle".

Allison M. Lytle  
Recording Secretary