

# **BOARD OF LIBRARY TRUSTEES**

## **MINUTES OF MEETING**

**MONDAY, FEBRUARY 1, 2010**

Prior to the meeting being called to order, Martha Cavanaugh wanted to be sure that everyone on the Library Board was aware of the sad news that Trustee Robert Walsh had passed away suddenly the evening before. It was not yet known when the services would be scheduled. It was anticipated the services would be held at Conway, Cahill, Brodeur, Lynn Street.

Bob Walsh and his wife Kathy Walsh, West Branch Library Librarian, are well known in the city. Bob was presently serving his second term on the Board of Library Trustees and had also served a term as Library Trustee in the 1980's. He was elected two times to the Board of Library Trustees for the Peabody Institute Library. He has been a great addition to the board and he will be missed.

The meeting was called to order at 7:30 p.m. Roll call was taken.

**PRESENT:**

Don McAllister  
Martha Cavanaugh  
Gerald Bellew  
Maria Dakos  
Nancy Sue Keller  
Wesley Merrill  
Anne V. Quinn  
Richard C. Shruhan  
Martha Holden, Director

**ABSENT:**

Margaret Tierney  
David Hallinan  
Ted Quinn

A quorum of members was present at the time the meeting was called to order.

After review of the minutes from the January 2010 meeting, it was noted to amend and correct the roll call by adding David Hallinan as present. Nancy Sue Keller made a motion to accept the minutes, as amended, which motion was seconded by Martha Cavanaugh, and unanimously approved.

**COMMUNICATIONS:** The Driscolls wrote that they would be unable to attend the February George Peabody wreath-laying ceremony.

The Trustees have been asked to attend a legislative breakfast on February 26, 2010.

The Mayor has sent invitations to the annual Board Summit scheduled for Wednesday, 24, 2010, at 7:00 p.m., in the Frank L. Wiggin Auditorium.

**DIRECTOR'S REPORT:** Director Martha Holden reported as follows:

Staff: Kathy Walsh conducted interviews last week to fill the position of library aide at the West Branch. When Kathy returns, she will award the position right away.

Building: ATC Associates of Woburn completed the asbestos survey of the Main Library. There are some minor areas of asbestos present in the basement and sub-basement of the building. The estimated cost of abatement is \$3,300, which the Director believes reasonable in light of the age of the building. In the up-coming week, the Director hopes to meet with the City Building Inspector Kevin Goggin, Architect David Torrey, Purchasing Agent Dan Doucette and Clerk of the Works Lou Karamas to discuss the MAAB requirements that will be necessary in order to meet the mandated project cost thresholds. Trustees Shruhan and Merrill will be kept informed of all developments.

The Mayor has approved the Library HVAC Building Oversight Committee, which includes the Library Director Martha Holden, Dan Doucette, Kevin Goggin, Richard Shruhan, Wes Merrill, Kendra Piza, and Lou Karamas, in an administrative role. The first meeting will be set in February and meetings will be held on a regular basis until the project is completed.

There have been some heating issues at the South Branch. The plumber has recommended replacing two furnaces that are showing signs of failing. The Director will solicit estimates as required and work with the City to come up with an appropriate source of funding for this small project. There were heating issues at the West Branch as well, but after replacing an ignitor, the heat is working fine.

The Director requested that the Board consider a reconfiguration of space for Young Adults at the main branch by consolidating the two spaces presently on the 1<sup>st</sup> and 2<sup>nd</sup> floors. The Director suggested possibly using the 2<sup>nd</sup> floor drop in space to include the YA collection or removing the 1<sup>st</sup> floor Quiet Study area, moving the drop-in PC's to the first floor, and then relocating the magazines and newspapers to the rear of the reference area. The current split configuration is unmanageable on days when there are upwards of 50 kids some afternoons, especially during school vacation time. The Director was not requesting a specific plan tonight but requested that the Trustees consider allowing her to start the planning process so that she can present a number of options over the next six months or so.

Technology: The Main library has implemented the Library Insight museum pass, meeting room, and program reservation modules as of today. The hope is that the module will make it easier for patrons to view availability, reserve a pass, make a program reservation, or reserve space. Some practices will have to be implemented in order to prevent patrons from booking multiple museum passes. There has always been a give and take with passes. With a calendar out in the open, there should be some restrictions from the beginning, as people will reserve all the dates that they might want to go and not use them all, thereby tying up the passes. A written policy with some specifics must be put in place; however, the Director does not plan to implement policy until it is known what will work in the long-run. The Director wants to make sure the practices are feasible and as least restrictive as possible for patrons. With the Board's

approval, the Director will work out these issues over the next month and make a recommendation to the Policy Review Committee in order to see to it that the policy and procedures are properly formulized.

Grants/Reference Department: Reference Librarian Nathalie Harty submitted a Letter of Intent for LSTA funding for a “Libraries for Job Seekers” grant. Grant application is due in March, awarded in September, and then commencement stars October 1 for a one-year period.

It was decided to pursue this opportunity due to the overwhelming demand for basic technology literacy assistance from many patrons facing unemployment. There has been an increased demand for the library’s weekly basic Internet classes. In addition, Technology Librarian Yunan Guo recently advertised classes in Microsoft Word for adults, and the classes have been full for a few weeks. Yunan oversees three students at a time. Years ago, there was a heavy demand for basic technology classes as the internet was a relatively new phenomenon, but the demand leveled off in recent years. As unemployment figures rise, there is a steady increase in demand for basic technology skills, as they are now considered essential for most positions, regardless of job type. Patrons are happy with the library’s technology training opportunities and the hope is to continue to assist people in any way possible with career searching strategies and skills.

Programming Services: The library will have the following additional programming/services for February: AARP Tax assistance, by appointment at all locations starting this week and the Main branch is already booked through February. White Goods stickers continue to be sold at call locations.

The Children’s Department of all three branches, in conjunction with the Torigian Community Life Center, will send more than 250 hand-made valentines for recipients of the Meals on Wheels program.

Adult Programs for February include: Coping Skills/Stress Management lecture sponsored by Beverly Hospital on February 2 at 7:00 p.m.; Film Discussion Group sponsored by Danversbank Charitable Foundation on February 8, at 7:00 p.m.; “Effective Communication with your Health Care Professional” sponsored by Aviv Centers for Living on Feb. 11 at 10:00 a.m.; “The Wander Theater” a one-woman drama written and read by Joann Brasil; a stamping class hosted by Evelyn Rauseo on February 18 at 10:00 a.m.; and an “Altered Books” class led by Adult Services Librarian Kelley Rae Unger on February 22, at 7:00 p.m.

All three branches continue to offer a full schedule of regular daily programming for kids of all ages, including a variety of story times crafts activities and some special vacation programs the week of February 15. On Friday, February 5, at 10:00 a.m. Teresa Coelho will present a special “Music Together” program for ages 5+ in the lower level of the Main branch.

On January 25, 2010, at 7:00 p.m. Children’s Librarian Carol Bender and Young Adult Librarian Melissa Rauseo hosted “For the Love of Books” at the high school, for the Peabody School Department’s Parent Academy sponsored in conjunction with city-wide PTO.

On Wednesday, January 27, Center School 3<sup>rd</sup> graders visited the library for an art tour. Archivist Nancy Barthelemy, Assistant Director Gerri Guyote, and Director Holden each led a group of 20 students each. Nancy Bathelémy adapted the adult Library Art Tour brochure to elementary students. The tour was very successful, and the students exhibited great enthusiasm and knowledge of the subject matter, particularly of George Peabody and the Civil War era. The Director hopes this program can be repeated with other schools.

Patrice Grandee, who started the Bookworm Café program with grant funds she applied for, has approached the Director for support for a new grant program targeting students who are “age out” of the school-based Life Skills Program. The support for the proposed program would be in the form of providing space for vocational training. Although the Director could not guarantee the space for each day, she has indicated a willingness to provide space on the 2<sup>nd</sup> floor drop-center, but indicated that the supply of space is limited, especially due to present demands, in light of career and adult service programs and the up-coming HVAC project considerations. The Director agreed to support the program with the understanding that the school program would have to be flexible in their space requirements. If they utilize meeting room space, public areas, and 2nd floor drop-in area, the Director does not expect any problems. The grant will be written in the spring and implemented in September.

Budget: No problems anticipated by the Director. The budget is in good shape and the expectation is that it will remain in good budgetary shape.

Policy Review: The Director is requesting that the Trustees review the Meeting Room Policy and amend certain language relating to political and religious use of the library, as it is not compliant with the law and therefore, is unenforceable. The matter is being referred to the Policy Review Committee.

The Director is also requesting the following language be added to Meeting Room Policy: “Rooms are available on a first-come, first-serve basis. Room assignments are confirmed in the interest of the most-equitable-possible access to all.”

The Director reminded the Trustees of the George Peabody Birthday and wreath-laying ceremony scheduled for Saturday, February 13, 2010, with a snow date of Saturday, February 20. Invitations have been sent. The wreath laying will be held in Harmony Grove Cemetery with birthday cake following at the George Peabody House.

Don McAllister inquired whether the Director was seeking approval this evening with regard to the Life Skills vocations training grant, and the Director replied not yet, she just wanted to keep the Board apprised.

There was a discussion among the Trustees regarding the Meeting Room Use Policy. By law, if the library offers public meeting rooms, it cannot keep out any particular campaign or group, whether religious or political. It is a Freedom of Speech issue. The library cannot limit the content of conversations or discussions within the library. Although behavior can be monitored, religious and political content cannot. All present case law goes against the policy as it presently stands, as the law prohibits regulations of content at public buildings.

Nancy Sue Keller made a motion to accept the Director's report. Seconded by Gerald Bellew. Unanimously approved.

## **REPORTS OF COMMITTEES**

**FINANCE COMMITTEE:** Financial reports were distributed and reviewed.

**PERSONNEL COMMITTEE:** Nancy Sue Keller reported that the Personnel Committee had met just prior to the Trustee's meeting. After consideration of the January presentation at the Trustee's meeting with regard to Christine Spinale's grievance and after review of the contract regulations, it was the personnel committee's recommendation to the Board of Trustees that her grievance be denied. A motion will be brought up under unfinished business.

**FUNDRAISING COMMITTEE:** Nothing to report.

**BUILDING AND GROUNDS COMMITTEE:** Richard Shruhan had nothing to report at this point as the committee has just been formed. He is waiting to receive further information regarding the HVAC project as soon as available.

**FUTURE PLANNING COMMITTEE:** Nothing to report.

**POLICY REVIEW COMMITTEE:** Nancy Sue Keller scheduled a meeting of the Policy Review Committee for Monday, March 1, 2010, at 7:00 p.m., just prior to the monthly Trustee's meeting so that the committee can discuss the changes to the meeting room policy. Other than that, nothing to report.

**AUDUBON PRINTS COMMITTEE:** Gerald Bellew reported that this past Friday, a number of Trustees, including Gerald Bellew, Martha Cavanaugh, Anne Quinn, Ted Quinn, Wesley Merrill, and Assistant Director Gerri Guyote met at T.K. McClintock's studio in Somerville to review the process of the on-going restoration of the Audubon Prints. T.K. has processed 122 prints and has 18 more, for a total of 140 prints. There are 332 in all. Trustee Bellew was happy to report that the meeting was exceptional and informative. T.K. is confident that the present storage of the Audubon prints at the library is adequate and proper. With 2-3 people, T.K. manages 15-20 prints on a yearly basis for the library, and he is almost finished with the 18 prints he has now. The process is a long one in terms of pasting, backing, wetting and drying. When asked about the indelible ink print "Peabody Institute Library" on some but not all of the prints, TK reported that the stamp could be removed, even though it is indelible. However, it is not recommended, as the stamps are on the physical print of the bird and it is just not worth it. The stamp does not decrease the value of the print.

Trustee Bellew further reported that after the restoration is complete, the Trustees need to discuss and research what other organizations have done with Audubon prints. There were 200

printings of the four volumes of the Audubon prints and 120-130 are still in existence, being held both privately and in museums. In the future, the Trustees should contact those that have gone through restoration and see what they have done with them

**FOUNDATION LIAISON:** Donald McAllister reported that at the January Foundation meeting they discussed new ways to raise funds. They are in the planning stages of seeking out sports people in the community to help bring out people to the Starry, Starry Night event. Looking at B.C. football tickets and are writing to the Red Sox, Bruins, and Celtics.

The Board of Library Trustees nominated Trustee Ann Quinn as the second Trustee representative to side on the Peabody Institute Library Foundation board, and she will be welcomed by the Foundation Board at its next meeting in April.

**LIAISON TO THE FRIENDS OF THE LIBRARY:** Nothing to report.

**HISTORICAL SOCIETY LIAISON:** Nothing to report.

**SPECIAL EVENTS COMMITTEE:** Nothing to report.

A motion to accept the reports of committees was made by Martha Cavanaugh, seconded by Nancy Sue Keller, and unanimously approved.

### **UNFINISHED BUSINESS**

**MOTION:**

Nancy Sue Keller made a motion to deny the grievance of Christine Spinale and send a letter to that effect to her. Maria Dakos seconded the motion, and it was unanimously approved.

Richard Shruhan inquired who would draft the letter to Ms. Spinale, and it was asked that the Director do so. It must be sent by Friday. The letter will be prepared by Director Holden and run by human resources tomorrow.

### **NEW BUSINESS**

Donald McAllister inquired whether increased staffing would help solve the problem with the young adult space as it is configured. It is not anticipated that any increased staffing would alleviate the problem.

There was a question about how Bob Walsh's vacancy on the Board will be addressed. The seat will remain vacant until the next election in 2011 and it will be open for the remainder of Bob Walsh's unexpired term. Library Trustee is a six-year term.

Martha Holden advised the Board of Library Trustees that the Rotary Club's annual "Taste of the North Shore" is scheduled for Wednesday, March 24, 2020. The Rotary offered to have other non-profits get involved in their \$10,000 raffle. A \$100 raffle ticket will get you entered in the \$10,000 raffle, as well as dinner for two that night. If you sell a \$100 ticket, the Rotary Club will give \$50 back to the Peabody Institute Library Foundation. Let Martha know if interested.

Director Holden reported that she will miss the April meeting, as she is going on a trip to Ireland.

With not further business, Nancy Sue Keller made a motion to adjourn the meeting. Seconded by Maria Dakos; and unanimously approved.

Whereby, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Darryl Ann McCarthy, Acting Recording Secretary