

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
January 14, 2009**

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

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

Present

Martha Cavanaugh
Jerry Bellew
Maria Dakos
Don McAllister
Darryl Ann McCarthy
Robert Walsh
Rosemary O'Brien
Margaret Tierney

Absent

Nancy Sue Keller
Ted Quinn
Christopher Burbridge
David Hallinan

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

A **MOTION** was made by Don McAllister calling for the suspension of the rules of the Board in order to elect officers for the 2009 term. The motion was seconded by Darryl Ann McCarthy.

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

Secretary Don McAllister assumed the Chair and the nominations of the Officers commenced.

A **MOTION** was made by Darryl Ann McCarthy to open nominations for President of the Board of Trustees for the 2009 term. The motion was seconded by Margaret Tierney. A vote was taken.

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

Secretary McAllister called for nominations of the President of the Board of Trustees. A **MOTION** was made by Darryl Ann McCarthy nominating Martha Cavanaugh as President of the Board. The motion was seconded by Margaret Tierney.

As there were no additional nominations, a **MOTION** was made by Darryl Ann McCarthy to close the nominations for the President of the Board of Trustees. The motion was seconded by Maria Dakos. A vote was taken.

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

Secretary McAllister called for a vote of the nomination. The nomination of Martha Cavanaugh as President was unanimously approved by the Trustees in attendance by a voice vote.

Martha Cavanaugh was unanimously elected President of the Board of Library Trustees for the 2009 term on a vote of the Board cast by its Secretary, Don McAllister.

A **MOTION** was made by Darryl Ann McCarthy to open nominations for Treasurer of the Board of Trustees for the 2009 term. The motion was seconded by Maria Dakos. A vote was taken.

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

Secretary McAllister called for nominations of the Treasurer of the Board of Trustees. A **MOTION** was made by Martha Cavanaugh nominating Don McAllister as Treasurer of the Board. The motion was seconded by Darryl Ann McCarthy.

As there were no additional nominations, a **MOTION** was made by Darryl Ann McCarthy to close the nominations for the Treasurer of the Board of Trustees. The motion was seconded by Margaret Tierney. A vote was taken.

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

Secretary McAllister called for a vote of the nomination. The nomination of Don McAllister as Treasurer was unanimously approved by the Trustees in attendance by a voice vote.

Don McAllister was unanimously elected Treasurer of the Board of Library Trustees for the 2009 term on a vote of the Board cast by its Secretary, Don McAllister.

A **MOTION** was made by Martha Cavanaugh to open nominations for Secretary of the Board of Trustees for the 2009 term. The motion was seconded by Maria Dakos. A vote was taken.

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

Secretary McAllister called for nominations of the Secretary of the Board of Trustees. A **MOTION** was made by Martha Cavanaugh nominating Darryl Ann McCarthy as Secretary of the Board. The motion was seconded by Maria Dakos.

As there were no additional nominations, a **MOTION** was made by Darryl Ann McCarthy to close the nominations for the Secretary of the Board of Trustees. The motion was seconded by Jerry Bellew. A vote was taken.

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

Secretary McAllister called for a vote of the nomination. The nomination of Darryl Ann McCarthy as Secretary was unanimously approved by the Trustees in attendance by a voice vote.

Darryl Ann McCarthy was unanimously elected Secretary of the Board of Library Trustees for the 2009 term on a vote of the Board cast by its Secretary, Don McAllister.

Following the election of the new Officers for the Board, newly-elected President Martha Cavanaugh assumed the Chair.

President Cavanaugh moved that the Board begin selecting seating assignments for the 2009 term. The selection process commenced. Following the selections by the Board members who were present, the Board requested recording secretary Allison Lytle assist in randomly selecting the remaining seats for the Trustees not in attendance.

The seating assignments for the 2009 term are as follows:

Trustee	Seat #	Trustee	Seat #
Darryl Ann McCarthy	1	Robert Walsh	7
Christopher Burbridge	2	Margaret Tierney	8
Ted Quinn	3	Rosemary O'Brien	9
David Hallinan	4	Nancy Sue Keller	10
Maria Dakos	5	Jerry Bellew	11
Don McAllister	6	Martha Cavanaugh	12

A **MOTION** was made by Don McAllister to resume the normal rules of the Board. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

President Cavanaugh called the meeting to order at 7:35pm.

Approval of minutes from previous meeting

President Cavanaugh called for a discussion on the minutes from the December 1, 2008 meeting. Maria Dakos noted she was not listed as present at the meeting, even though she did attend. Trustee Dakos requested the correction was made to the minutes to reflect her attendance. The recording secretary noted that correction.

As there were no additional changes or corrections to the minutes, a **MOTION** was made by Darryl Ann McCarthy to accept the minutes from the December 1, 2008 meeting as amended. The motion was seconded by Don McAllister. A vote was taken.

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

Receipt of Communications

President Cavanaugh reported the Board received a thank you note from the family of Marilyn Shaw, the wife of former Trustee Bob Shaw. Ms. Shaw recently passed away.

Report of the Library Director

Staffing: Director Holden provided the Board with a written request from Reference Librarian Gwen Charter who was seeking to take an extended leave for six weeks from the end of February to the beginning of April. Director Holden stated she would appreciate the deliberation and response from the Board as soon as possible as the time of the leave was relatively soon and was therefore a pressing matter.

Director Holden reported the negotiations with the Librarians' Union were ongoing with the second meeting scheduled the following day. Director Holden stated Library Trustee Nancy Sue Keller would represent the Trustees if her work schedule permitted.

Buildings & Grounds: Director Holden reported the city submitted Phase I of the Library's HVAC project to the Commonwealth as part of the federal economic stimulus recovery package. Director Holden stated the request from the Commonwealth was for proposals for projects that would be "shovel-ready" within 180 days and because the Library had begun the design phase and completed an energy audit in anticipation of the project, the Library was in good position to take advantage of that opportunity.

Director Holden reported she had not yet heard from the Mayor's Office regarding the capital improvement projects that were submitted the previous month.

Director Holden reported the parking lot adjacent to the building on the east side had been roped off for the winter per the direction of the city's insurance carrier. Director Holden stated the Library staff members had been parking in the sticker lot on Mill Street using library parking decals since the lot was closed. Director Holden stated that to her knowledge, there had only been one complaint about the parking lot closure and it was possible that the Trustees would receive that complaint in writing from the patron. Director Holden stated that she believed that enough patrons had witnessed the effect of the falling ice so that most frequent users understand the need to block the lot off for safety. Director Holden stated the roping would be removed only if there was a significant time period without snow and ice precipitation.

Grants: Director Holden stated that as of January 1st, the Peabody Institute Library would begin implementation of its year-long *Active PBD* program. The brochure was made available that evening for the review of the Trustees. Director Holden stated the Library was also looking into running job searching techniques workshops (when the Library could secure funding), vocational workshops geared towards teenage girls, and was considering a partnership with the Explorers Program at Salem State College. Director Holden reported that Adult Services Librarian Kelley Rae Unger was finalizing plans for the next Concert Series that would be held during the second half of the year.

Director Holden reported upcoming programs in January included the following:

- January 12th, 7pm – "Five Things You Need to Know to Ride Out a Volatile Stock Market", the first of two of the same sessions.
- January 13th, 7pm – Latin Dance Class with Greg Coles.

- January 15th, 10am – “five Things You Need to Know to Ride Out a Volatile Stock Market”, second of the two same sessions.
- January 28th, 7pm – Community Supported Agriculture.
- January 31st – Self-Defense Class for Teens.
- Daily children’s programs at the Main Library.
- The “Common Threads” needlework program would be held on the second and fourth Thursday in January.
- The AARP Tax Assistance sessions would be held at all three locations from the first week in February through April 15th.

Library Community Representation: Director Holden stated that for the Trustees’ information, she wanted them to know how library employees represent the Peabody Institute Library in the community and were scheduled to continue to do so in 2009.

Community representation by the staff included the following:

- Melissa Rauseo ran the Peabody Youth Service Club under the City’s Healthy Peabody Collaborative.
- Kelley Rae Unger sat on NOBLE’s Collection Development Committee.
- Gerri Guyote represented the Library on the City’s Wellness Committee and sat on NOBLE’s Resource Sharing Committee.
- Director Holden represented the Library as a member of the Healthy Peabody Collaborative and the Social Services Summit. Director Holden was also asked by the Mayor to join a “blue ribbon” Committee on the Status of the Downtown as well. Director Holden also represented the Library as a Board Member of the Peabody Chamber of Commerce; the Peabody Rotary Club; a Board member of the Peabody education Council; a Board member of the George Peabody House Museum; Trustee of the Peabody Historical Society; and a Chair of Peabody United. Director Holden stated she represented the Library as the Vice-President of NOBLE and would take over as President for a two-year term starting in July.

Budget: Director Holden provided the Board with an up to date budget and expenditures for its review. Director Holden stated the Library was reasonably on target. Director Holden stated that while the wage/salary portion of the budget appeared to be high, it was due to the number of payroll periods that occurred in the first half of the year versus the second half. As that was the case, the Library should be right on target by the end of the year. Director Holden stated overtime would be a concern that year because of the extra coverage of the custodians at the beginning of the fiscal year to cover Joe DaSilva’s resignation. Director Holden stated that because of the frequent snowfall that year, the Library continued to add overtime hours.

Director Holden reported the Library’s State Aid application was approved at the December meeting of the Board of Library Commissioners. Disbursements would be made in two parts that fiscal year and the Library received the first installment in December. Director Holden stated there would be no guarantee that the second installment would be paid in full (if at all). Director Holden explained that if Governor Patrick implemented 9C cuts, the Library would likely be negatively affected. Director Holden reported the Mayor was confident that the city would ride out the difficulty in

Fiscal Year 09, but anticipated cuts in Fiscal Year 2010 if city and state revenues could not meet projections. NOBLE had already planned for cuts and would probably no longer serve the region as the ILL service center. Director Holden reported the only NOBLE library that was not certified as of January 1, 2009 is Saugus.

Basic Service Statistics: Director Holden stated that the Trustees had probably heard that libraries were busier than ever during tough economic times. Director Holden stated the PIL was experiencing growth in circulation of books and materials, museum passes, and an almost overwhelming demand for comprehensive programming. At the Main Library, terminal circulation had increased by 7% from calendar year 2007 to 2008. At the West Branch, the terminal activity had increased by almost 4% and the South's terminal activity had increased by 6%. Museum pass circulation had increased by nearly 20%. Director Holden stated increases in circulation did not correspond directly to foot traffic increase as a good number of patrons visited the library for information; to use PCs; for programs; for tax forms, and for many other reasons. Director Holden stated she would estimate general library usage had increased about 15%. Director Holden stated that with increased usage, there were more "incidents" than usual, compounded by the fact that patrons seemed to exhibit more stress in tough economic times. Director Holden reported the incidents were handled well by the staff and the police department had been very responsive to the Library on the occasions when they called for assistance.

Other: Director Holden reported Peabody Historical Commissioner and PHS President Bill Power requested that the Trustees write a letter to support his assertion that the Pierce House (built by William Sutton, brother of Ebenezer Sutton, for William's daughter and her husband), on Aborn Street, was historically valuable and worthy of preservation. Director Holden explained the house, a unique and decorative "cottage" was recently slated for demolition and Mr. Power persuaded the owner to halt demolition. The plan now was to move the structure to the PHA property on Washington Street. Director Holden provided the Board with a draft of the letter of support for the Trustees review and input. If the Board concurs, Director Holden stated she would forward the letter to Mr. Power to support his assertion that the house was of historic interest to the community.

Policy Review: Director Holden reported she had a request for a change to the Materials Circulation Policies & Procedures that she would be forwarding to the Chair of the Policy Review Committee to review and feedback or approval.

Goal for 2009: Director Holden stated that archivist Nancy Barthelemy had identified approximately 20 books that were not consistent with the collection goals of the Sutton Room; were not purchased or donated by the Sutton Family, and may have value to collectors and special libraries. Director Holden stated she would like to explore the Library's options for de-accession of those and similar items that might be identified from time to time, and establish a process to ensure that any revenues generated by selling those items would be used to protect and strengthen the historic resources at the Peabody Institute Library. Director Holden explained that at the present time, if the

books were sold, the funds received would go into the general funds. Director Holden would like to see that those funds would be earmarked to go to the Library to use for its mission. Director Holden stated she would like to work with Trustee Keller or a Trustee-designated person to determine the best course of action toward that end.

The Board discussed the issues surrounding de-accessioning items in the Sutton Room collection and what type of legal assistance would be best to assist in the process. Director Holden stated that she had been given the names of three practicing attorneys who specialized in that type of law. Director Holden stated she would contact an appropriate attorney to assist in formulating a plan and gather a legal opinion on the matter.

Trustee McAllister suggested the Board consider forming an ad hoc committee to work on the issue and figure a plan of action. The Board agreed that forming an ad hoc committee to organize the efforts would be beneficial.

As there were no additional questions from the Board, a **MOTION** was made by Rosemary O'Brien 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 Committees

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

BUILDINGS & GROUNDS: As Committee Chair Christopher Burbridge was not present, there was no new report from the Committee.

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

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.

Trustee McAllister reported the Trustees had received the final money order from the kiosk at Hannaford's which was part of the *Starry Starry Night* fundraiser in the amount of \$323.00. Trustee McAllister stated he was thankful that Hannaford's had participated in the fundraising effort again last year.

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 stated there was nothing new to report.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Jerry Bellew stated there was nothing to add in addition to the information provided by Director Holden during her report on the activity involving the house on Aborn Street.

POLICY REVIEW: Committee Chair Don McAllister stated the Policy Review Committee would be taking up the matter of the new policy that Director Holden spoke about during her report and hoped the committee would be able to resolve the matter quickly.

SPECIAL EVENTS: Committee Chair Darryl Ann McCarthy stated there was nothing new to 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 Robert Walsh. 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

President Cavanaugh requested to Board consider the written request submitted by reference librarian Gwen Charter regarding her proposed six week leave of absence. The vacation would be February 27th through April 6th, with three weeks being paid vacation and three weeks unpaid. The reason for the six week leave was stated as a vacation with no urgent need noted.

In response to a question from the Board, Director Holden stated that she had not dealt with a leave of that length in the past and that senior staff would be necessary to cover for Ms. Charter during the leave if it was granted. Director Holden stated that the coverage could be managed but that should any of the staff members who would be covering need a day off or get sick during that time, it would be very difficult.

The Board discussed the staffing issues and the concern over setting a precedent should they grant that request. The Board agreed that should there be a more specific issue such as an ill family member or a different extenuating circumstance, the request might be handled differently. Where the only information provided was that Ms. Charter was requesting the time for an extended vacation, there was great concern over granting the request and setting a precedent that the Board did not want to set, particularly given the concerns over successfully staffing the Library for that elongated period of time.

In response to a question by the Board, Director Holden stated that the longest absence the Library has had to work through in the recent past was three weeks. Should the Board grant the leave, the Library would be working with a skeleton staff which would be compromised should anyone be out during that time for illness or personal time. Director Holden reminded the Board that the Mayor had the final say regarding the issue but believed he would most likely support the Board's decision unless he strongly disagreed.

The Board discussed the possibility of granting Ms. Charter a three week leave, with pay (using her vacation time). Director Holden agreed that staffing the Library for three weeks would be manageable.

A **MOTION** was made by Darryl Ann McCarthy to approve a three week vacation for reference librarian Gwen Charter, in response to her written request for a six week leave of absence; the request for an additional three weeks of leave without pay was not approved. The motion was seconded by Margaret Tierney. A vote was taken.

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

A **MOTION** was made by Darryl Ann McCarthy to send the letter of support regarding the historical importance of the Pierce House on Aborn Street, as drafted by Director Holden. The motion was seconded by Maria Dakos. A vote was taken.

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

President Cavanaugh stated she would like to re-organize the committees for the year in the coming month as appropriate. President Cavanaugh would also add an ad hoc committee to discuss the de-accession issue. President Cavanaugh requested the Trustees contact her with their preferences as to what committees they wished to serve on, in order to provide everyone with the opportunity to give their input. President Cavanaugh stated that at the beginning of the year, there would be a lot of buildings and grounds issues and, therefore, would like to have a larger committee in the coming year to deal with those issues.

Darryl Ann McCarthy and Don McAllister both requested to serve on the newly formed ad hoc committee.

Trustee McAllister announced the Policy Review Committee would be meeting at 7:15pm on Monday, February 2nd, just prior to the Trustees meeting.

The Board discussed the planning for George Peabody's birthday celebration. The George Peabody celebration would be held at the George Peabody gravesite at 11am on Saturday, February 14th, with a reception at the George Peabody House Museum to follow. Director Holden stated she would send out a press release and contact Trustee Ted Quinn about bagpipers for the event.

Director Holden stated that she wanted to make the Board aware of a phone call she received from a patron that day. The patron was angry because a child had left a

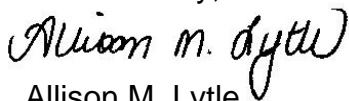
peanut butter cracker in the children's room, which was potentially dangerous for any child with peanut allergies. Director Holden stated the Library was not a peanut-free facility, not did they have any intention of becoming one. Director Holden stated that while that was the case, she believed the Board of Trustees might still be receiving a complaint from the patron regarding her concerns.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Don McAllister and seconded by Maria Dakos. 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,

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

Allison M. Lytle
Recording Secretary