

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
January 14, 2008**

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

Martha Cavanaugh
Maria Dakos
Jerry Bellew
Christopher Burbridge
Darryl Ann McCarthy
Nancy Sue Keller
Margaret Tierney
Rosemary O'Brien
Don McAllister

Absent

Ted Quinn
David Hallinan
Robert Walsh

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

A **MOTION** was made by Christopher Burbridge calling for the suspension of the rules of the Board in order to elect officers for the 2008 term. The motion was seconded by Darryl Ann McCarthy.

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

Secretary Maria Dakos 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 2008 term. The motion was seconded by Christopher Burbridge. A vote was taken.

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

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

As there were no additional nominations, a **MOTION** was made by Don McAllister to close the nominations for the President of the Board of Trustees. The Motion was seconded by Christopher Burbridge. A vote was taken.

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

Secretary Dakos 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 2008 term on a vote of the Board cast by its Secretary, Maria Dakos.

A **MOTION** was made by Don McAllister to open nominations for Treasurer of the Board of Trustees for the 2008 term. The motion was seconded by Nancy Sue Keller. A vote was taken.

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

Secretary Dakos called for nominations of the Treasurer of the Board of Trustees. A **MOTION** was made by Maria Dakos nominating Nancy Sue Keller as Treasurer of the Board. The motion was seconded by Darryl Ann McCarthy.

As there were no additional nominations, a **MOTION** was made by Don McAllister to close the nominations for the Treasurer of the Board of Trustees. The Motion was seconded by Christopher Burbridge. A vote was taken.

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

Secretary Dakos called for a vote of the nomination. The nomination of Nancy Sue Keller as Treasurer was unanimously approved by the Trustees in attendance by a voice vote.

Nancy Sue Keller was unanimously elected Treasurer of the Board of Library Trustees for the 2008 term on a vote of the Board cast by its Secretary, Maria Dakos.

A **MOTION** was made by Martha Cavanaugh to open nominations for Secretary of the Board of Trustees for the 2008 term. The motion was seconded by Don McAllister. A vote was taken.

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

Secretary Dakos called for nominations of the Secretary of the Board of Trustees. A **MOTION** was made by Martha Cavanaugh nominating Don McAllister as Secretary of the Board. The motion was seconded by Christopher Burbridge.

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

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

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

Don McAllister was unanimously elected Secretary of the Board of Library Trustees for the 2008 term on a vote of the Board cast by its Secretary, Maria Dakos.

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 2008 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 2008 term are as follows:

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

A **MOTION** was made by Don McAllister to resume the normal rules of 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.

President Cavanaugh called the meeting to order.

Approval of the minutes from the previous meeting

President Cavanaugh called for a discussion on the minutes from the December 3, 2007 meeting. Nancy Sue Keller requested a correction on page three of the minutes, under Programs. The word "of" should actually be "if". The recording secretary noted this correction.

As there were no additional changes or corrections to the minutes, a **MOTION** was made by Don McAllister to accept the minutes from the December 3, 2007 meeting as amended. The motion was seconded by Christopher Burbridge. A vote was taken.

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

Communications

President Cavanaugh reported the Board received thank you notes from Brianna Hebert, a page at the Library, and from the staff at the West Branch Library.

There were no additional receipts of communication to report.

Report of the Library Director

Staffing: Library Director Martha Holden reported Library page Jess Homen had submitted her resignation in December. The Library hired Diane D'Avila who would start later that week, or when her required paperwork was completed.

Building/Furnishings: Director Holden reported one of the light poles at the entrance to the driveway at the West Branch Library was damaged around New Year's Day and it was unknown whether the damage was caused by a plow or a minor car accident. Director Holden reported the Library had called an electrician who capped it off for safety reasons; new parts were ordered and the pole would be repaired once they were in. Director Holden reported the Library also experienced plow damage to the side garden. The damage would be assessed in early spring.

Director Holden reported painter George Zamakis would be in within the next month to paint the Trustees Room. Director Holden reported she would ask for a motion to approve \$800 from Construction & Emergency Repairs to pay for that service.

Director Holden reported that, on Thursday, she would meet with the person who would conduct the energy audit that would be completed prior to the Library's HVAC upgrade. The City had received grant funding to pay for energy audits at the Main and West Branch Libraries and the police station. Director Holden stated a representative of the HVAC design firm would walk through the building at the same time.

Director Holden reported, following December's heavy snow, the Library had water in the front foyer once again. Therefore, the Library took advantage of the January thaw to patch the flat roof at the West Branch Library. Director Holden stated she was hopeful the minor patching would carry the Library through the remainder of the winter. Director Holden stated she included flat roof replacement as part of the Library's capital request for 2008-2012 as the flat roof was currently on year 18 and had approximately a 15-year life expectancy. Director Holden stated she felt it was important for the Library to consider replacement, hopefully with a 30-year product.

Director Holden reported the Library purchased a new music case in the lobby to accommodate the Library's growing CD collection. The new case doubled the storage capacity at the Library. The Library had been forced to store some of the music on book carts for the past couple of months because there was not adequate storage space for the collection.

Director Holden reported that, in December, the Library added an Internet drop to the meeting room at the West Branch to accommodate people who wanted Internet access for their meetings. The State Procurement Agency was the first user who used the connection successfully. Director Holden stated she expected a fairly regular use of the Internet connection in that meeting room. Director Holden reported the Library received frequent requests for wireless service at the branches as well. Director Holden reported she requested funding in the capital request for wireless implementation at the branches and projection equipment for the Lower Level meeting room at the Main Library. Such improvements would satisfy the increasing demand by the Library users for better access to technology.

Director Holden had the newly restored Gideon Foster portrait at the meeting for the Trustees viewing. Director Holden stated it was her opinion that the restoration was the finest art restoration the Library had commissioned to date. The portrait was restored with funds authorized by the Community Preservation Commission. Director Holden stated that as soon as the Trustees Room was painted, she would hang the portrait, and would perhaps reframe and better display the few Trustees photos that were currently hanging on the wall. Director Holden stated it would also be an optimal year to schedule a portrait for the current Board and would like to plan the taking of such if the Board was agreeable.

Grants: Director Holden reported the Library had received notice last week that Peabody was eligible – at least in the initial phase – for the Bill & Melinda Gates Grant Program, which was a program that matched funds for hardware purchases for public PCs. Director Holden reported Nelinet was the program facilitator for the Gates Grants. The Library would submit a technology inventory and, assuming the inventory met Gates guidelines, the Library would be invited to participate in the grant program. Director Holden reported the Library's inventory included 24 PCs that were purchased in 1999.

Director Holden reported Kelley Rae Unger had applied for the next round of funding for the Jewish Literature Grant administered by LFF for ALA. Director Holden stated that if the Library was successful in its application, it would be the third year of the program. Director Holden stated that she believed that the Library's program, in its numbers and output, measures tremendously strong relative to the program's implementation in other communities.

Director Holden reported the Library was working on its community read program *Play by the Book*. The program would run in April, thanks to a grant of \$7,500 from LSTA, funds administered by MBLC. Director Holden stated the Library would vote on a logo the next day and was currently ordering books and planning publicity for the event.

Director Holden reported the Library had submitted letters of intent for four categories of grants in the next LSTA funding round: Homework Help, Conversation Circles, Equal Access for branches, and Marketing Plan implementation. The applications were due in March and grants would be announced a few months thereafter.

Programs: Director Holden reported December programming highlights included the Aine Minogue harp concert at the Main Library on December 15th, and the Breakfast with Santa holiday event at the South Branch Library. Director Holden highlighted the following events from the Adult Services Department:

- Silent film with live piano accompaniment by Richard Hughes on January 15th.
- "Better Food Choices for Better Health" presented by Beverly Hospital's Lifestyle Management Institute on January 29th.
- "Cooking with Chocolate" presented by professional chef Liz Barbour on February 6th.
- Author of *Road without a Map* Meredith Hall on February 25th.

Director Holden highlighted the following events from the Children's Department:

- The "Mad Scientists Club" starting January 22nd for kids ages 9-13.
- Kinderdance for pre-schoolers on January 27th.
- The start of regular programming (e.g. Toddler Time), the week of January 28th.

Director Holden reported staff member Dale Sampson was planning a Wii and reading program for the kids at the West Branch Library in the spring, which promised to be a great program.

Archives: Director Holden reported Nancy Barthelemy was working on her component of the baseball themed community read by creating a project on the history of baseball in Peabody. Director Holden stated, from Ms. Barthelemy's observation, baseball appeared to have been significant in the lives of Peabody residents throughout the 20th Century. Director Holden stated that within the next several weeks, Ms. Barthelemy would also finish the inventory of the items in the vault.

Budget: Director Holden reported the Library submitted a Capital Improvement Request to City Hall. Director Holden stated she looked forward to reviewing the proposal with the elected Chair of Buildings & Grounds Committee. Director Holden reported the Library submitted funding requests for: HVAC; fire code improvements; safety mesh for railings; West Branch Library roof replacement; waterproofing front lobby glass; outdoor surveillance cameras; improved outdoor lighting; projection and wireless equipment; archival shelving; and carpet replacement the Main Library. Director Holden stated those were some of the improvements that would need to be addressed in the next five years or so.

Planning: Director Holden reported the Library's next Long Range Plan was due next year. Director Holden stated she hoped to work with the Chairperson of the Future Planning Committee to begin the process for creating the next plan to guide the Library's progress from Fiscal Year 2010 – Fiscal Year 2014. Director Holden reported she spoke with Scott Kehoe of NMRLS who would once again facilitate the process for the Library. Director Holden stated the process would take the better part of a year and would require the formation of a planning committee that would be comprised of local residents and officials and Trustees and staff of the Library.

Other:

Director Holden reported on the following miscellaneous issues:

- Gerri Guyote and Director Holden appeared on Brooksby Village's "Village View" last week to discuss library services that were of interest to Brooksby residents. Director Holden stated that from the feedback she received, the program was appreciated by the folks that lived there.
- Director Holden and Ms. Guyote also visited the Perkins Talking Library. Director Holden stated they hoped to establish a deposit collection in the next couple of weeks. Director Holden was hopeful the Library would be successful in introducing people who were visually-impaired to the services offered by the Talking Book Library. There were 180 people who lived in Peabody who were currently registered borrowers at the Talking Book Library.
- Director Holden reported she and Ms. Guyote had attended a NMRLS workshop at the PIL Danvers Library. The workshop explored libraries' increasing roles as

social services agencies. Director Holden explained that with inadequate social support services for the public, particularly for people with mental illness, the Library provided a warm place for people who often had nowhere else to go during the day. Director Holden stated they discussed programs such as “Clubhouses” that existed in many cities and towns, such as Pioneer House in Peabody. Director Holden stated, in too many instances, libraries became places for overburdened parents to abandon their children in lieu of daycare, and places of refuge for people with a variety of mental illnesses, often people who displayed behavior that might be inappropriate in a public library setting.

- Director Holden reported the family of Attorney John E. Wall, an accomplished resident of South Peabody who recently passed away, established a memorial fund at the South Branch Library in Atty. Wall’s name. Director Holden had a copy of Atty. Wall’s obituary for the Trustees’ information. Director Holden reported Renee Wood would sit down with a representative of the family to determine the best use of funds so that Atty. Wall’s memory was honored and the residents of South Peabody were best served. The fund currently had over \$900 in it.

Request for funds: Director Holden requested the Trustees consider for approval the tuition reimbursement for Children’s Librarian Carol Bender. Director Holden explained the reimbursement would be for Ms. Bender’s final class in her pursuit of her MLA from Simmons. Director Holden requested \$1,298, which was half of the cost of the course.

In response to a question from the Board, Director Holden reported the expenses shown in the oil line item in the budget was not unusual, given the cost of heating. Director Holden stated the Library did have supplemental state aid for this portion of the budget which they often used for oil, natural gas, and sometimes electricity.

As there were no additional questions from the Board, a **MOTION** was made by Nancy Sue Keller 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

Report of Committees:

HISTORICAL SOCIETY LIAISON: As Historical Society Liaison Ted Quinn was absent, there was no new report.

FINANCE COMMITTEE: Treasurer Nancy Sue Keller stated there was nothing to report in addition to the budget report provided by the Library Director during her report.

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

FUNDRAISING COMMITTEE: Committee Chair Maria Dakos stated there was no new report from the Committee.

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

FUTURE PLANNING: Committee Chair Martha Cavanaugh stated there was no new report from the Committee.

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

FRIENDS OF THE PEABODY INSTITUTE LIBRARY LIAISON: Liaison Rosemary O'Brien stated there was no new report.

POLICY REVIEW COMMITTEE: Committee Chair Nancy Sue Keller requested the Board review the draft of the Policy & Procedure for Closing the Library that was emailed to the Board prior to the meeting. Trustee Keller explained the Library had received a couple of complaints from patrons who were upset with how they were being asked to leave the Main Library. As this was the case, the Library wished to establish a policy and procedure for this process, to ensure the Library was closed properly.

The Board reviewed the draft of the policy. Trustee Jerry Bellew suggested the policy should contain a specific reference that each restroom should be checked for patrons prior to closing. Trustee Bellew suggested this notation could be added to #4 of the policy, whereby it would state that the custodian would check the level to insure that everyone had left, including the restrooms. The Board agreed this amendment should be made.

Trustee Keller stated she would be requesting a vote on the approval and adoption of this policy during the Unfinished Business of the meeting.

AUDUBON PRINTS COMMITTEE: There was no new report from the Committee. In response to a question from the Board, Director Holden reported the sale of the Audubon Print cards and calendars had been pretty steady but had fallen off a bit, following the new year. Director Holden stated she would be looking into possibly advertising the cards and calendars in the paper and suggested the Board also consider lowering the price of the calendars in the future. Director Holden stated she would have a report from Ms. Guyote at the next meeting regarding the sales of these items which would include sales figures.

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

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:

A **MOTION** was made by Nancy Sue Keller to approve the Policy & Procedure for Closing the Library as amended with the addition of “including all restrooms”, under article #4. 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:

A **MOTION** was made by Don McAllister to approve the tuition reimbursement of \$1,298 to Children’s Librarian Carol Bender. The motion was seconded by Christopher Burbridge.

The Board discussed the motion and determined the money would be expended from the unrestricted General Library Trust.

As there was no further discussion, a vote was taken on the motion as amended to include the information that the money would be expended from the General Library Trust.

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

A **MOTION** was made by Nancy Sue Keller to approve the expenditure of up to \$800 for the painting of the Trustees’ Room at the Library. The motion was seconded by Don McAllister. A vote was taken.

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

The Board discussed taking a new photo of the Board, and where and when such a photo should be taken. Following the discussion, the Board agreed to take the photo in the Trustees Room, against the wood wall as had been done in the past. The photo would be taken at the March meeting.

Trustee McAllister inquired as to how the new coffee truck at the Library was going. Director Holden reported the coffee truck was going very well. Business had been good, though not overwhelming for the students who were in charge of the truck. Director Holden reported the students were very polite and the teacher overseeing the project was very attentive. Director Holden stated there were a lot of people who attended the opening, including the mayor.

Trustee McAllister stated he wished to discuss the annual December meeting, which traditionally had been held at a restaurant, with a dinner to follow. Trustee McAllister stated he would like the Board to consider not holding this type of meeting in 2008. Trustee McAllister stated, having run several of these meetings, this meeting was typically very hard to run as a lot of the attendees couldn’t hear and keeping the meeting focused and on task was very difficult due to the set up. Trustee McAllister stated he did not feel the meeting accomplished what it needed to accomplish because of such issues.

The Board discussed possible solutions to these problems, as well as alternatives to where or how the meeting could be held, while still celebrating with a holiday dinner.

The Board discussed such options as holding the meeting in the Trustees' Room with dinner brought in, or holding the meeting on its regularly scheduled night, with the dinner held on an alternate evening.

Following the discussion, the Board agreed to look into the possibility of holding a meeting at 6pm at an alternate room of a restaurant, with the dinner to follow at 7pm. The Board agreed to revisit this issue closer to the meeting date and to look into the feasibility of a restaurant being able to accommodate the needs of the Board for this event.

President Cavanaugh requested the Trustees review the contact list that she had and make any changes, additions or corrections where appropriate.

Trustee McCarthy inquired as to the arrangements for the George Peabody wreath-laying ceremony. The Board discussed the arrangements and agreed to hold this event on Saturday, February 16th with a reception to follow at the George Peabody House Museum, per usual. The ceremony would be planned for 10am, with the reception at 11am. Director Holden stated she would ensure that the invites were sent out to everyone, including the elected officials. A press release would be sent out as well. The Board planned a snow date of February 23rd. Trustee McAllister stated he would contact Trustee Ted Quinn to arrange a bagpiper for the event, as he had the previous two years.

President Cavanaugh stated she wanted to organize the committees for the year in the coming month. 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. Should President Cavanaugh not hear from people, she stated she would assign people to committees.

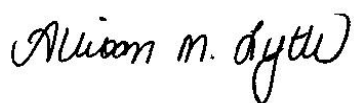
A schedule would be sent around with the 2008 meeting dates, for the Trustees information.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made Nancy Sue Keller 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 at 8:45pm.

Submitted by,



Allison M. Lytle
Recording Secretary