

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
June 4, 2007**

The meeting was called to order by Board President Don McAllister at 7:35pm.

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

Present

Martha Cavanaugh
Maria Dakos
Richard Tranfaglia
Christopher Burbridge
Darryl Ann McCarthy
Robert Walsh
Nancy Sue Keller
Margaret Tierney
Don McAllister

Absent

Ted Quinn
David Hallinan
Rosemary O'Brien

President McAllister noted that Trustee Rosemary O'Brien did notify the Board that she would not be attending the meeting.

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

Approval of minutes from previous meeting

A **MOTION** was made by Christopher Burbridge and seconded by Richard Tranfaglia to approve the minutes of the May 7, 2007 meeting as presented. A vote was taken.

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

Receipt of Communications

President McAllister reported the Board received a note from City Councilor Bob Driscoll expressing his regrets that he was not able to attend the George Peabody Medal Ceremony as he was out of town. Councilor Driscoll requested the Board of Trustees pass along his congratulations to the recipients.

Report of the Library Director

Staffing: Library Director Martha Holden reported that part-time reference librarian Jesse Light had joined the staff of May 29th. Director Holden reported Mr. Light would work three days a week at the Reference Desk and was there that night, should the Trustees get a chance to introduce themselves. Director Holden stated the Library was very pleased to have Mr. Light on staff. Director Holden reported the current Librarian Contract expired at the end of June and that she would meet with Union Steward Kathy

Walsh over the next several weeks to review any proposals and prepare for negotiations.

Buildings & Grounds: Director Holden reported City Purchasing Agent Dan Doucette prepared a bid solicitation for engineering design of the HVAC system at the Library. The Library should have a good idea of interested contractors by the end of June.

Director Holden reported she was working with Marcia Cohen to schedule a dedication ceremony for the Albert Cohen memorial bench at the West Branch Library. This ceremony would be held on June 21st at 6pm. Director Holden reported she contacted Ray Wallman and Raymond Silva, who would both be there. Ms. Cohen would invite friends and family of Mr. Cohen.

Director Holden reported the various gardens at the three library buildings looked good due to the work of several volunteers who participated in the City's Adopt-An-Island program. Also, the Peabody Garden Club recently planted a weeping cherry tree in the garden in front of the Main Library.

Program Highlights:

Director Holden reported on the following events at the Library:

- The Young Adult self defense class for teens in May was a great success with positive feedback from both teens and parents.
- A Young Adult Documentary was filmed on May 16th & 17th. This documentary was currently being edited. The teens also filmed a commercial for summer programming at the Library and would kick off the summer with a Wizard Rock concert on Wednesday, June 20th.
- Author Noah Gordon's visit to the West Branch Library on May 24th was very successful. The Library had a full house (62 people) and a very enthusiastic audience. Director Holden gave her congratulations to staff member Kathy for her work in getting Mr. Gordon to visit.
- On Tuesday, June 5th, the Library would host an Evening with Dorothy Stevens, a woman who wrote of her experiences of living in Kenya with her family during its dangerous final days as a British colony.
- The Adult Technology Training sessions in May were very well attended with enough of a waiting list to prompt the Library to try to repeat the classes. Adult craft classes had been very popular as well with a full house at the pressed flowers workshop and a long waiting list for the evening's first calligraphy class – another event the Library would try to repeat.
- Nancy Barthelemy had been working on an exhibit that would open on September 20th in the Sutton Room. The exhibit would present letters from women who nursed soldiers in the field, written to Eunice Cook, the founder of the South Danvers Ladies Soldiers' Aid Society. Ms. Barthelemy had applied for program funding to support a series of three programs to support the exhibit.
- On Wednesday, June 6th, author Don Finegold would be at the South Branch Library to discuss his books. Registration for this event was going well.

- The Summer Reading kickoff would start on June 27th at the South Branch Library with a presentation by Boston Museum of Science called “Science Magic”.
- The West Branch Library Children’s Room hosted a garden club, Mother’s Day program and a teddy bear picnic in May.
- The Children’s and Young Adult Department would host a “Readers to the Rescue” summer reading incentive program, which was designed to motivate children to read for a favorite cause. In this case, the favorite cause was the Northeast Animal Shelter. The kickoff event would be a petting zoo at the Main Library on June 27th.

Miscellaneous: Director Holden reported Assistant Director Gerri Guyote was completing a marketing plan for the Library with the support of NMRLS. The grant addressed logo creation and getting the Library’s message out to all users and potential users.

Director Holden reported the portrait of Gideon Foster that hung in the Trustees Room was recently sent out to Theresa Carmichael for conservation. Director Holden stated that the portrait would be restored thanks to a grant of \$3,400 from the Community Preservation Committee.

Budget: Director Holden reported the Fiscal Year 08 budget meetings were held on May 24th, during which the Library budget passed without any problems. The Library received a 1.1% increase for FY08. Director Holden stated she had asked for more funding in a couple of line items in order to cover additional expenses for the next year including the cost of a new file server, wireless security maintenance and building maintenance.

Director Holden stated she would be requesting a transfer of funds from the salary line item to operation to cover operating expenses that ran high in FY2007. Director Holden stated the HVAC and plumbing were sources of particular concern that caused the overrun. There was plenty of money in salaries because of temporary vacancies in various departments over the past year. Director Holden stated she would be requesting \$10,000 to be transferred.

Director Holden stated she would like to request authorization to reimburse Dale Sampson \$348 for a college course that she completed toward her Bachelor’s Degree. These funds would be taken from the General Library Trust pending cost comparison between North Shore Community College and Salem State College.

Director Holden reported that this was the first day that she had any problems with a Saugus patron who was refused borrowing services. Director Holden explained that, as requested by the now-closed Public Library in Saugus, Peabody would not allow Saugus residents to borrow a book from the Library. The Saugus Library had requested this procedure be enforced in order to assist them in their endeavor to have the Library re-opened by the City, due to pressure from the public. Patrons from Saugus were allowed to use the Peabody Library computers, etc., but would not be allowed to borrow books from the Library. Director Holden stated that when the patron was denied

borrowing privileges, he took Director Holden's card and stated he would be complaining to City Council.

In response to a question from the Board, Director Holden reported she would not be requesting the approval of the transfer of funds from salary to operations from the Board that evening as that was a function of City Council. Director Holden explained that this transfer request was not that out of line with what was requested last year. Director Holden also stated the Public Works was expected to reimburse the Library \$4,000 for the amount the Library spent in fixing the failing automatic toilets that were installed in the Library without its request.

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

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

Report of the Committees:

FRIENDS OF THE LIBRARY: As Friends of the Library Liaison Rosemary O'Brien was not present, there was no new report.

BUILDINGS AND GROUNDS: Committee Chair Christopher Burbridge stated he recently spoke to Comak Landscaping regarding the maintenance and upkeep of the George Peabody Gravesite. Trustee Burbridge reported the landscaping services had increased \$100 in price for the year, however the Library did have the funds to continue with this service. Trustee Burbridge expected to hear from Comak by the end of the week regarding this issue. Trustee Burbridge reported he also spoke with a gentleman regarding fixing the broken plaque at the gravesite that was discussed at previous meetings. The Board of Trustees had received approval from the board of the cemetery to go forward with the fixing of this plaque, therefore Trustee Burbridge stated he would contact the appropriate portion on the cemetery board to inform them this work would take place in the near future. Trustee Burbridge stated he would also speak to the cemetery board member regarding the sinkhole to the left of the sarcophagus. This problem had been brought to the attention of the cemetery board in the past but had not been fixed to date.

AUDUBON: Committee Chair Richard Tranfaglia stated he would be requesting up to \$1,500 from the Audubon Print Restoration fund to be used towards the purpose of greeting cards, tote bags and calendars for sale to support the continued restoration of the prints. Trustee Tranfaglia reported he would be organizing a subcommittee meeting in July to show the Board samples of the products.

FINANCING: Treasurer Martha Cavanaugh stated there was nothing to report in addition to the financial report provided by the Library Director.

FUNDRAISING: Committee Chair Maria Dakos reported she continued to work on *Starry, Starry Night III*. Trustee Dakos reported she had met with Brothers Deli in Danvers, a new contact, who agreed to donate a spinach and cheese pie and also donated 5, \$10 gift certificates for the raffle.

Trustee Dakos asked the Board if there were any ideas regarding centerpieces for the tables. The Board discussed this issue and, as a result, Library Director Martha Holden agreed to contact Northeast Nursery regarding the possible donations of centerpieces as she had a contact at the company.

Board President Don McAllister reported he contacted Hannaford's as requested. President McAllister reported that the contact he dealt with the previous years was no longer there and, as a result, he needed to find a new contact at that location. President McAllister reported he was successful in that he was able to discuss the fundraiser with the appropriate person at Hannaford's and was able to work out a donation. President McAllister explained that Hannaford's had a kiosk at which the store promoted a different organization every month and collected money for this organization. As such, Hannaford's agreed to promote *Starry, Starry Night III* during the entire month of August and, as this was the case, all proceeds collected at the kiosk during that month would be donated to the event.

The Board discussed the entertainment for the evening. President McAllister reported that Chris Kirsker, who usually provided the entertainment, would not be available for the evening. As this was the case, President McAllister reported Mr. Kirsker provided him with the name of another individual who could provide the same type of entertainment. President McAllister reported he would contact this individual shortly to discuss the event.

The Board discussed the possibility of having chafing dishes at the event, allowing the food to stay warm and also allowing the Board to replenish dishes as necessary. The Trustees agreed this was a good plan; Martha Holden, Margaret Tierney, Nancy Sue Keller and Darryl Ann McCarthy all agreed to lend their chafing dishes for the event. The Board also discussed the possibility of having a couple of volunteers, perhaps high school students, to work at the event. The plan would be to put less food out at the beginning of the event and to continuously replenish the food as appropriate. The Board agreed to pursue this idea.

The Trustees discussed additional donation possibilities, including the possibility of contacting a local hotel and requesting the donation of an evening's stay. Trustee McCarthy agreed to contact the Sheraton Ferncroft regarding this possibility as she had a contact at the hotel.

The Trustees discussed the possibility of introducing the Peabody Institute Library Foundation at the event and involving the members of the foundation board. The Trustees could take that opportunity to explain the Foundation and also explain that in the future, the fundraiser would be organized and run by the Foundation. The Board agreed this was an excellent idea and would discuss how this would be handled at a future meeting.

Trustee Dakos reported that she would hold a subcommittee meeting in July, in conjunction with the Audubon Prints Committee meeting. Additional details of the event would be worked out at this meeting.

PERSONNEL: Committee Chair Nancy Sue Keller stated there was no new report from the Committee in addition to the staffing information provided during the report of the Library Director.

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

FUTURE PLANNING: Committee Chair Martha Cavanaugh stated Trustee Nancy Sue Keller would be passing out a draft of the Articles of Organization and the Bylaws for the Peabody Institute Library Foundation, Inc. Trustee Keller requested the Board review the documents one final time and noted that a correction would be made on page 7 of the Bylaws where a duplication of text was noted. Trustee Keller reported she would be seeking a motion to approve both the Articles of Organization and the Bylaws during Unfinished Business which would be brought before the Board later in the meeting.

Trustee Keller stated the Articles of Organization necessitated the naming of a President, Clerk and Treasurer for the Foundation prior to their submittal. As this was the case, the Articles named Don McAllister as President, Martha Holden as Clerk, and former George Peabody Medal winner Ernest D. Kappotis as the Treasurer. Trustee Keller stated the Board still needed to confirm that Don McAllister was amenable to the position of President for the filing of the Articles. Also, Trustee Keller stated the Board still needed to add additional Board of Directors members. Said members would be nominated during New Business of the Board at the evening's meeting. Trustee Keller stated she was hopeful that the documents would be filed prior to the next Board of Trustees meeting.

SUTTON ROOM: As Committee Chair Rosemary O'Brien was absent, there was no new report from the Committee.

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

SPECIAL EVENTS: Committee Chair Darryl Ann McCarthy stated there was no new report from the Committee in addition to the report on *Starry, Starry Night* provided by Trustee Dakos during the Fundraising Committee report.

A **MOTION** was made by Nancy Sue Keller to accept the reports of the Committees as presented. The motion was seconded by Christopher Burbridge. 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 Articles of Organization for the Peabody Institute Library Foundation, Inc. as proposed. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

A **MOTION** was made by Nancy Sue Keller to approve the Bylaws of The Peabody Institute Library Foundation, Inc. as amended (see page 7, duplicate words). The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

New Business

A **MOTION** was made by Nancy Sue Keller to approve the reimbursement of \$348 to Dale Sampson from the General Library Trust for a college course. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

A **MOTION** was made by Rich Tranfaglia to approve the expenditure of up to \$1500 from the Audubon Prints Restoration fund for the purpose of purchasing calendars, greeting cards and tote bags. The motion was seconded by Nancy Sue Keller. A vote was taken.

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

The Board discussed nominations of Library Trustees to the Foundation Board, as the Bylaws stated that at all times at least three of the Directors of the Foundation Board shall be designated by the Peabody Institute Library Board of Trustees.

A **MOTION** was made by Nancy Sue Keller to nominate Don McAllister to The Peabody Institute Library Foundation Board and to be named as the President of said board on the Articles of Organization. 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 Nancy Sue Keller to nominate Richard Tranfaglia to serve as a director on the Peabody Institute Library Foundation Board. The motion was seconded by Christopher Burbridge. A vote was taken.

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

A **MOTION** was made by Nancy Sue Keller to nominate Darryl Ann McCarthy to serve as a director on the Peabody Institute Library Foundation Board. The motion was seconded by Maria Dakos. A vote was taken.

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

The Trustees discussed the additions and corrections that needed to be made to the list of the Board of Directors for the Foundation prior to the Articles of Organization being filed. Director Martha Holden stated she would complete the list of the directors and would email said list to Nancy Sue Keller.

A **MOTION** was made by Nancy Sue Keller to approve the allocation of up to \$500 from the General Library Trust for the filing fees for the Articles of Organization for the Foundation. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

The Board discussed arranging upcoming meetings of the Future Planning, Audubon Prints and Fundraising Committees. The Board agreed to the following meeting schedule:

The Future Planning Subcommittee would meet on Monday, June 11th at 7pm in order to finalize the Articles of Organization and By-laws for the Peabody Institute Foundation.

The Audubon Prints Subcommittee would meet on Tuesday, July 10th at 7pm to review samples of the products discussed previously.

The Fundraising/Special Events Subcommittees would meet on Tuesday, July 10th at 7:15pm to further plan the *Starry, Starry Night* fundraiser.

Director Holden agreed to post the information for the meetings for the public.

As there were no additional issues to come before the Board, a **MOTION** to adjourn was made by Nancy Sue Keller and seconded by Christopher Burbridge. A vote was taken.

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

The meeting was adjourned 8:40pm.

Submitted by,



Allison M. Lytle
Recording Secretary