

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
June 2, 2008**

The meeting was called to order by Trustee Don McAllister at 7:35 pm. Trustee McAllister explained that President Martha Cavanaugh was unable to attend the meeting and had asked him to run the meeting in her absence.

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

Present

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

Absent

Martha Cavanaugh
Robert Walsh
David Hallinan

Approval of minutes from previous meeting

A **MOTION** was made by Christopher Burbridge and seconded by Maria Dakos to approve the minutes of the May 5, 2008 meeting as presented. A vote was taken.

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

Receipt of Communications

Trustee McAllister stated there were no receipts of communications on which to report.

Report of the Library Director

Staffing: Library Director Martha Holden reported Gerri Guyote was finalizing the staff schedule for the summer as staffing was a little challenging during the heavy vacation periods. Director Holden reported the Library was also in the process of looking for a seasonal employee to help with landscaping. Otherwise, the Library was in good shape for the summer. Director Holden reported Young Adult Librarian Melissa Rauseo recently started work on her MLS degree and was taking online courses from SCSU.

Buildings & Grounds: Director Holden reported she had recently received a summary energy audit report from Pepper White with his recommendations. That report would be

used as the basis for the design of the HVAC system. Director Holden stated the recommendations fall into three categories: capital improvement measures, comfort measures and energy conservation measures. Director Holden reported Mr. White's final report would be delivered to Dennis O'Leary at RDK, who would then propose options for the final design.

Director Holden reported that on Friday, May 23rd, at the South Branch Library, the Library held a flagpole dedication ceremony in honor of John Wall. The Wall family and friends joined the Library for the ceremony, along with a National Guard honor unit and a bugler. Director Holden reported the ceremony, which was coordinated by Veteran's Agent Chris Tighe, was very nice and went very well. Director Holden reported Trustee President Martha Cavanaugh delivered thanks and best wishes on behalf of the Board. Director Holden encouraged the Trustees to take a moment and stop by to see the flagpole and memorial stone. Director Holden stated that lighting would be installed within the next few weeks.

Director Holden reported she had not yet heard back from the vendor regarding the scheduling of the installation of branch signs, but expected the installation date would be in July.

Director Holden reported city officials had canceled a meeting to review the status and options for economic development of the downtown neighborhood that was scheduled for the previous Thursday evening. Director Holden recommended that any Trustees who were interested in expressing their opinions about the future development of the downtown attend the meeting when it was rescheduled. Director Holden stated she would let the Board know when the meeting was rescheduled.

May Programs: Director Holden highlighted the following programs from May:

- May 12th, Creative Feast Chef Liz Barbour presented *Cooking and Gardening with Edible Flowers* (28 people).
- May 28th, Allyson Hayward, author of *Norah Lindsay: the Life and Art of a Garden Designer* (30 people).
- *Flower Arrangement* presented by Fran Lucas (19 people).
- Saturday, May 10th, the Young Adult Department hosted the annual Book Buffet (26 teens).

Upcoming Programs: Director Holden reported on the following upcoming programs in June:

- Golf clinic, June 3rd at 7pm.
- Teas in Time, June 11th at 1pm.
- Ulysses book discussion group, first meeting of series of five, June 11th at 7pm.
- Latin Dance with Greg Coles, June 17th at 7pm.
- Folk Singer Jay Mankita, June 24th at 7pm.
- Flower Arrangement with Fran Lucas, July 15th at 6:30pm.

Director Holden provided the Board with copies of the handouts for the upcoming Young Adult and Children's "wild" summer program. Director Holden reported the Library was sponsoring the summer reading program for young adults once again wherein for every book that is read by the teens, the *Friends of the Peabody Institute Library* would donate \$1.00 (up to \$300) to *Making a Difference in Peabody*. The charity was chosen by the teens.

Budget Status: Director Holden requested the Board review the budget status report that she provided. Director Holden reported the Library was on target to close out the year successfully, thanks to the Library's State Aid funds. Director Holden requested that the Board approve the Fiscal Year 2009 State Aid allocation based on the Governor's budget cherry sheet figure of \$64,020 as follows:

- \$8,000 – Audubon Prints
- \$18,000 – Utilities Supplement
- \$15,000 – Operating Supplement
- \$13,000 – Books Supplement
- \$2,000 – Archival Supplies
- \$3,000 – Programs
- \$3,020 – Maintenance and Repair
- \$2,000 – Furnishings

George Peabody Medal Ceremony: Director Holden reported that on May 21st, the Library hosted the George Peabody Medal Award Ceremony in the Sutton Room. Director Holden reported that attendance was very good and thanked Martha Cavanaugh for doing a great job of hosting the event. Director Holden reported Board President Cavanaugh would be distributing the medals at the graduation ceremony on Sunday, June 8th.

Donation: Director Holden reported Trustee Gerald Bellew had recently donated to the Library a framed article from *Harper's Weekly* dated November 3, 1866 that described George Peabody's last visit to Peabody. Director Holden stated she would defer to Trustee Bellew for an explanation and description of the item and his reason for donating such to the Library.

Sutton Room: Director Holden reported she was providing to the Board a copy of a report prepared by Archivist Nancy Barthelemy that described the history and collection of the Sutton Room and outlined a case for de-accessioning some of the materials that were not consistent with the mission and function of the overall collection. Director Holden stated that the recommended items were not donated by Eliza Sutton, but rather were purchased by librarians at the Library over the years. Director Holden asked that the Library Trustees consider that report over the summer, and in September, consider voting on forming a subcommittee to determine the course of action of the Library, if any, for the future. Director Holden stated that any decision that involved revenue for the Library would likely have to involve a vote by the City Council that would allow the Library to use any funds generated to improve the collection and space in the Eben Dale Sutton Library for the increased accessibility to, and benefit of, the residents of

Peabody. Director Holden stated that City Solicitor John Christopher should also be involved in the discussion on this matter from the start.

The Board discussed this issue and the process by which the Library could de-accession items currently in its collection. Trustee McCarthy questioned what sort of legal issues the Board would have to deal with in order to go forward with de-accessioning. Director Holden explained that the Board would need to work with the City Solicitor during the process in order to navigate through any potential issues. Director Holden explained that there were some items in the collection that were donated that absolutely could not be sold off. The items currently being proposed for de-accessioning were items that were not donated but were rather purchased by previous librarians. As that was the case, it would be an easier process to de-accession the items.

Director Holden stated that she was recommending the Trustees form a subcommittee in order to fully look into the issues surrounding de-accessioning and the process by which to do so.

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 Christopher Burbridge. 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: Committee Chair Christopher Burbridge reported he was still waiting to hear back from Gabe Rossi regarding the George Peabody Gravesite. Trustee Burbridge explained that Mr. Rossi needed to revisit the gravesite in order to provide an estimate on the work that still needed to be completed – the restoring of the plaque and the sealing of the crypt. Trustee Burbridge stated Mr. Rossi believed the cost of those two projects would be approximately \$1,000.

Trustee Burbridge reported Comack Landscaping would be doing the landscaping and maintenance work at the gravesite again that year. The cost of that work would be approximately \$300.

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

PERSONNEL: Committee Chair Nancy Sue Keller stated there was nothing to report in addition to the staffing report provided by Director Holden during the Report from the Library Director.

FUTURE PLANNING: Committee Chairman Rosemary O'Brien submitted a written report for the record. Said report attached.

LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY: Liaison Rosemary O'Brien submitted a written report for the record. Said report attached.

POLICY REVIEW: Committee Chair Don McAllister stated there was no new report from the Committee.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Liaison Don McAllister stated there was nothing new to report. Trustee McAllister reported the Foundation Board of Directors would hold its next meeting on Wednesday, June 25th.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Jerry Bellew reported there would be guided tours at the Samuel Holten House on Saturday, June 7th for anyone who was interested in attending.

In response to a request from the Board, Trustee Bellew reported on the donation he made to the Library. Trustee Bellew explained he was a collector of George Peabody memorabilia and the item he donated was part of his collection. The piece was an original copy of *Harper's Weekly* from November 1846 in which a complete transcript from the last time George Peabody spoke publicly in the Library was published. Following that speech, he returned to England where he stayed until his death. Trustee Bellew stated he donated the framed original magazine to the Library as he felt it was appropriate to have the item displayed in the location where the speech was given. The speech was given to 1700 school children. Trustee Bellew reported he had also had an actor record the speech onto audiocassette, which had subsequently been transferred to CD. Trustee Bellew reported he would be donating a reproduction of the magazine article and a CD of the speech to the George Peabody House Museum for its display and possible interactive use as well.

Trustee Don McAllister, on behalf of the Library and the Library Board, thanked Trustee Bellew for his generosity and donation.

FUNDRAISING: Committee Chair Maria Dakos reported the fifth *Starry, Starry Night* fundraiser would be held on Wednesday, October 1st at the Smith Barn from 6pm-9pm.

Trustee Dakos reported she had the letters ready to send to local businesses requesting donations and just needed to know how many each Trustee would like to send out. Trustee Dakos stated she would provide the letters to the Trustees that evening so they could be sent out as soon as possible. Trustee Dakos stated she hand delivered her letters as she found that she had a better response that way rather than through mailing.

Trustee Dakos stated that the Trustees had to do a better job with the set up, clean up and organization of the event in order to continue to use the Smith Barn via donation

from the Historical Society. Trustee Dakos stated that Historical Society President Bill Power had done a lot of work for the event in the past, on his own time. Trustee Dakos stated that should there be more participation from the Trustees, they would not have to rely so heavily on Mr. Power and inconvenience him as much as in years past.

The Board discussed this issue and agreed that it was important for all of the Trustees to participate in the event. The Board discussed making the attendance at the event mandatory for the Trustees and organizing both pick up crews, set up crews and clean up crews. Trustee Dakos stated the food pick up usually began around 3pm, at which time people needed to also be at the Barn to set up tables and centerpieces. It was important to start at 3pm sharp in order to have adequate time to set everything up.

The Board discussed the needing to have all Trustees make a commitment to be at the event, especially given the advanced notice of the date and time that their assistance would be needed. Trustee Dakos stated that one of the major complaints of Mr. Power was that, in years past, once the guests arrived, many of the Trustees would stop assisting with the food and in the kitchen and would rather speak with the guests. That left Mr. Power to do a lot of the work that should have been done by the Trustees. Trustee Dakos stated it was important to be cognizant of that this year and make sure that there were always people working in the kitchen and cleaning up. The Board discussed the possibility of making a chart with all of the necessary work and make assignments.

The Board discussed the cost of the tickets for the event. The previous year, the tickets cost \$15.00 in advance and \$18.00 at the door. The Board agreed to keep the price the same as last year for advance purchase, but to consider also having the cost the same at the door. The raffle ticket prices would also be kept the same at \$1.00 each, six tickets for \$5.00. Trustee Dakos reported she was considering combining some of the raffle items, depending on what was donated, as in years past the raffles had taken too much time at the event.

The Board discussed the issue of the bar and what to do about it that year. In years past, the Trustees purchased beer and wine and served it at a very reasonable cost. The Trustees discussed the possibility of having the Historical Society open its bar at the Barn as it would for a wedding reception. The Historical Society could then run the bar, sell the alcohol out of their stock and keep the proceeds. The Trustees agreed that while that would be easier, there were concerns over the prices that would be charged for the drinks. The event only raised approximately \$90 at the bar last year, therefore the loss of those funds were not that much of a concern. Director Holden agreed to discuss this issue with Mr. Power and see about what the procedure and cost would be to have him open the bar.

The Board agreed it was important to hold a subcommittee meeting prior to the next Trustees meeting in September. The meeting of the Fundraising subcommittee was scheduled for Monday, August 25th at 6:30pm.

A **MOTION** was made by Christopher Burbridge to accept the reports of the Committees as presented. The motion was seconded by Rosemary O'Brien. A vote was taken.

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

Unfinished Business

Trustee McAllister stated there was no unfinished business on which to report.

New Business

A **MOTION** was made by Darryl Ann McCarthy to approve the recommendation of Library Director Martha Holden to approve the Fiscal Year 2009 State Aid allocation as follows:

\$8,000 – Audubon Prints

\$18,000 – Utilities Supplement

\$15,000 – Operating Supplement

\$13,000 – Books Supplement

\$2,000 – Archival Supplies

\$3,000 – Programs

\$3,020 – Maintenance and Repair

\$2,000 – Furnishings

The motion was seconded by Nancy Sue Keller. A vote was taken.

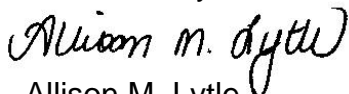
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Christopher Burbridge 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 9:00pm.

Submitted by,



Allison M. Lytle

Recording Secretary