

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
June 1, 2009**

---

The meeting was called to order by Board President Martha Cavanaugh at 7:35 pm.

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

**Present**

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

**Absent**

Robert Walsh  
Christopher Burbridge  
Ted Quinn

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

President Cavanaugh stated that both Christopher Burbridge and Robert Walsh had called her to let her know they were unable to attend the meeting that evening.

**Approval of minutes from previous meeting**

Trustee McCarthy requested a correction to the minutes from the May 2, 2009 meeting as they did not reflect the fact that Robert Walsh was at the meeting; he was not listed at all on the attendance report of the meeting. The recording secretary noted the correction.

A **MOTION** was made by Don McAllister to accept the minutes of the May 2, 2009 meeting as amended. The motion was seconded by David Hallinan. A vote was taken.

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

**Receipt of Communications**

President Cavanaugh stated there were new Peabody Institute Library Foundation brochures available for everyone's information.

President Cavanaugh stated there was no additional correspondence on which to report.

## **Director's Report**

*Staffing:* Director Holden reported part-time Reference Librarian Leanne Connery had recently received her bachelor's degree from Salem State College and had graduated number one in her class with a degree in art history. Director Holden reported Young Adult Librarian Melissa Rauseo received her master's degree in Women in Politics and Public Policy from the McCormack School, UMASS, Boston. Director Holden reported Ms. Rauseo had received the program's Academic Excellence Award.

Director Holden reported she had submitted paperwork for a vacancy review meeting with the Mayor to discuss the hiring of a new Senior Reference Librarian effective October 1, 2009. Director Holden stated she hoped to have a candidate for the Trustees' approval at the September meeting.

*Buildings & Grounds:* Director Holden reported the City of Peabody had begun the application process for ARRA (federal stimulus) funding in the amount of \$424,200 toward the Library's HVAC project. Director Holden stated she had the preliminary design report from RDK Engineers for the review of the Trustees and stated she would be happy to email a copy of the report to anyone who was interested in reviewing the document and offering feedback if necessary. Director Holden stated she also had a copy of a letter that the Mayor sent to DOER that contained the cost and task breakdown of the three phases of the project. The City would prepare a bond document that would be submitted to the City Council to seek authorization to carry out the first two phases of the work. The bond authorization request would be for \$1,850,000. Director Holden stated she felt it would be helpful if there were Library Trustees in attendance on the evening the authorization request was held. Director Holden did not have a date at that time, however Director Holden stated she would notify the Trustees as soon as it was assigned.

Director Holden reported she was in the process of soliciting three quotes for the replacement of the railing in the courtyard.

Director Holden reported the conference room in the lower level of the Main Library now had internet access as two internet drops were installed the previous week. Director Holden stated that people who used the meeting room space now could access internet resources to enhance their meeting or presentations. Director Holden reported the Library hoped to place two PCs in the lower level during the summer food program and would load educational software on those PCs.

Director Holden reported the grounds of the Library looked great thanks to the Peabody Garden Club.

Director Holden reported that the following day several staff members would be attending NOBLE's Tech Expo, which was a series of workshops designed to demo new technologies and products and discuss technology trends such as Web 2.0 and the growth and implementation of open source software products. On Thursday, June 4<sup>th</sup>,

Director Holden would be attending a workshop at the Burlington Public Library entitled "Greening Your Library". Director Holden stated she hoped to bring back some tips for implementing green initiatives at the Peabody Institute Library; as well as bringing some suggestions back to the City's Green Peabody Group.

Grants: Director Holden reported the Library received a \$4,000 grant to support the summer food program funded by Project Bread and administered by the Massachusetts DESE. The Library would use the funds to purchase materials to support the program such as tables and chairs, a refrigerator, programming supplies, two PCs, marketing items (signs/banners), and related program items.

Director Holden reported the Gates Foundation recently disbursed funds awarded under the PC purchase program. The Peabody Institute Library received \$7,800 to purchase four PCs – two for the South Branch and two for the Main. The PCs were purchased the previous week. Director Holden reported the Library also used Gates funds to purchase eight monitors, two switches, the internet drops in the Lower Level, and a new color printer for the public. Director Holden stated the remaining funds would be used to purchase additional PCs and peripherals.

Director Holden reported NMRLS awarded the Peabody Institute Library and additional \$500 to extend the Explorers program series. The Explorers program was held in conjunction with Salem State College and was designed to encourage life-long learning. Director Holden stated Adult Services Librarian Kelley Rae Unger planned to offer a poetry writing session in the fall.

Director Holden reported the Massachusetts Board of Library Commissioners recently awarded the third installment of State Aid to Public Libraries. Peabody received \$8,586.70. Director Holden reported the Library's total State Aid Award in Fiscal Year 09 funds was \$71,155,13, most of which was allocated by the Trustees at the June 2008 meeting. Director Holden stated the Library's award would most likely be severely reduced next year, possibly by 40%.

Director Holden reported Young Adult Librarian Melissa Rauseo had recently written a grant request to the Eastern Bank Charitable Foundation to fund new PCs in the Young Adult drop-in area. Director Holden stated the PCs in that room were 8-10 years old and could not adequately support newer technology.

Director Holden reported she wrote a letter to the McCarthy Foundation requesting funding to support the 2009 Concert Series. Director Holden stated she thought that the series would be more in demand than ever that year as people should respond well to free, high-quality public programming.

Upcoming adult programs in June included the following;

- Thursday, June 4<sup>th</sup>, South Branch Library – "Abigail Adams: Remember the Ladies", sponsored by LSTA Equal Access.

- Monday, June 8<sup>th</sup>, 7pm, Main Library – “Your Aging Parent”, funded by MetLife “Fit for Life”.
- Monday, June 15<sup>th</sup>, 7pm, Main Library – “Discover your MA State Parks”, funded by MetLife “Fit for Life”.
- Monday, June 15<sup>th</sup>, 7pm, Main Library – First meeting of the Gothic Novels Discussion Group, funded by Massachusetts Cultural Council and the Friends of the Peabody Institute Libraries.
- Thursday, June 18<sup>th</sup>, 1:30pm, South Branch Library – “Bridging the Gap” program for special needs adults.
- 2<sup>nd</sup> and 4<sup>th</sup> Thursdays, 10am, Main Library – Common Threads Needlework Group.

Budget: Director Holden stated the budget update that she distributed that evening showed that the Library was right on target for the time of year. The Library would be over in overtime, natural gas and electricity, but had managed to save a bit in wages and outside services.

Director Holden reported the status of the Fiscal Year 2010 budget was still uncertain. Director Holden stated that although the Library would have to make some cuts, it was not yet clear exactly how much state aid the City and Library would receive next year. Director Holden stated she would present at least two scenarios for the Mayor’s review. The first hopeful scenario would incorporate reductions in hours and in operational spending (books), but just qualified the Library for recertification. The second scenario would require layoffs and some reduction in public hours and would force the Library to apply for a waiver for recertification. Director Holden stated she would continue to work with the Finance Committee to try to come up with the best possible option for the public. Director Holden stated that as soon as she heard any definitive news from the Mayor’s Office, she would share it with the Board.

Request for Funds: Director Holden stated she would like to request \$3,000 from the Dorothea Osborn fund for summer reading. The public summer reading lists were complete and the librarians were in the process of ordering titles that the Library currently lacked.

Policy: Director Holden provided the Board with a copy of a proposed cell phone policy for its review. Director Holden requested the Policy & Procedures Committee review and revise the policy as they saw fit, and provide a recommendation on the policy at the next meeting.

Director Holden explained she felt it was important to have a policy in place that restricted the use of the Library telephones by the staff for Library business only and outlined that they were not to be used for personal business. Director Holden stated she also felt it was important to have a policy in place that addressed the use of cell phones and Blackberries when driving on behalf of the Library.

CD Incident: Director Holden reported that the Library, over the past couple of months, worked with police to identify a youth who was systematically borrowing and pirating music CDs and returning the pirated edition to the Library. Director Holden reported that because the value of the items stolen was slightly under \$250, the police consider the theft a misdemeanor. The Peabody Police Department visited the home of the youth and spoke with the boy and his parents. Director Holden reported that all of the items were returned in perfect condition and the police are confident that the youth was appropriately disciplined by his parents. Director Holden stated the Library was following the recommendation of the Police and would not be pressing any charges against the youth.

Director Holden reported the Library received an update regarding the status of the person who was accused of stealing a ring from the Holocaust Center in April. The defendant was sentenced to two years in the House of Corrections (six months to be served and the balance suspended pending community service and mental health evaluation if necessary.)

Correction: Director Holden reported that at the May meeting, she had mistakenly reported on a request from Gerri Guyote to loan Peabody Library items in bulk to the Torigian Community Life Center for re-circulation to their patrons. However, the request was actually from Brooksby Village, a private for-profit Erickson community. Director Holden stated the Library had not yet heard back from their representative, but if the discussion came up again, the Library would carefully consider the request and its implications, if any, for other similar requests by other organizations. Director Holden stated the fact that Brooksby Village is a private for-profit organization makes the consideration of the request very different than if the request was made by the community center.

Other: Director Holden reported that effective July 1<sup>st</sup>, she would serve as the President of NOBLE for a two-year term.

Director Holden reported that Assistant Director Gerri Guyote had identified a number of books that were not part of the Sutton donation, were not about Peabody and were not part of the Library's cohesive collection, and therefore were appropriate for sale. As that was the case, Director Holden stated she was reviewing Massachusetts General Law Chapter 78 to determine whether or not the Library could sell the books and purchase items that would benefit and enhance the Library's collection. Director Holden stated she would continue to do the research and discuss options with Trustee Nancy Sue Keller, the City and legal council.

Director Holden reported there was a customer service incident over the weekend that she heard about involving a patron receiving substandard service. Director Holden stated she was in the process of gathering information regarding the incident and would be working to resolve the situation as best as possible.

As there were no questions from the Board, a **MOTION** was made by Don McAllister to accept the Director's Report as presented. The motion was seconded by Nancy Sue Keller. 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 AND GROUNDS:** President Cavanaugh reported that Committee Chair Christopher Burbridge, who wasn't present at the meeting, had discussed resigning as the chair of the committee as he was not able to give the position the time and attention it required at that time. President Cavanaugh requested that should any Trustee be interested in chairing the committee, to please let her know.

**FINANCE:** Treasurer Don McAllister stated there was nothing to report in addition to the financial report provided by Director Holden.

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

**FUNDRAISING:** Committee Chair Maria Dakos reported that the committee had just held a meeting prior to the meeting of the Board and continued to move forward with the plans for *Starry, Starry Night*.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Jerry Bellew reported the Peabody Historical Commission was currently working with Peabody Veterans Memorial High School to reestablish the exchange program with the Peabody Trust in London. To that end, on Thursday, May 14<sup>th</sup>, there was a meeting scheduled with Edward Sapienza, the Principal at PVMHS which included Bill Power, Andy Metropolis, Frank Hardy and Jerry Bellew (all from the Historical Commission) and Jan Anderson, former staff member from the High School. Trustee Bellew reported that the meeting was successful and it was agreed that the trip would take place in November 2010 and would include eight students and two chaperones, one male and one female. Trustee Bellew reported that Mr. Metropolis, Mr. Hardy and Ms. Anderson had run the program in the past prior to their retirement and agreed to assist the present faculty in the process.

**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 submitted a written report for the record. Said report attached.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Darryl Ann McCarthy reported that the Foundation had not met since the prior Trustees meeting and therefore there was nothing new to report. Trustee McCarthy stated that the Fundraising Committees of both organizations held a joint meeting prior to the Trustees meeting to discuss the planning of *Starry, Starry Night*. The committees discussed coming up with new items to raffle and sell at the event. The committees also discussed the possibility of raising the ticket prices to the event, however it was ultimately decided that it was not the time to raise the price due to economic hardships. Trustee McCarthy stated the committees would continue to work to obtain unique and different raffle items to hopefully increase the raffle tickets sold.

**POLICY REVIEW:** Committee Chair Don McAllister stated he would to call a meeting of the committee to discuss the telephone policy and procedure prior to the next Trustees meeting.

The Board discussed the policy in general. Trustee Keller stated that she thought it was important that the cell phone use portion of the policy make it clear that all types of cell phone communication was prohibited when driving on Library business, including using speakerphones, Bluetooth and texting. Trustee Keller stated she thought the policy should also make mention that all calls were prohibited during that time, including calls from the Library regarding anything work-related. The driver would be required to pull over or wait until they were at their destination and then return the call.

Director Holden stated she would make the recommended changes to the policy and discuss the policy with the City's legal council. Director Holden stated she would then await the policy review meeting and the discussion and approval of the policy at the next Trustees meeting.

A **MOTION** was made by Don McAllister to accept the reports of the Committees as presented. The motion was seconded by David Hallinan. A vote was taken.

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

### **Unfinished Business**

President Cavanaugh stated that she attended the ceremony for the George Peabody Medal winners which was very nice, although not as well attended as usual. Trustee McAllister noted that there were no school committee members present as there had been in the past. Director Holden reported the invitations for the event were sent a little late which would probably explain the slightly lower attendance.

### **New Business**

A **MOTION** was made by Nancy Sue Keller to approve the expenditure of \$3,000 from the Dorothea Osborn fund to purchase books for the summer reading lists. The motion was seconded by David Hallinan. A vote was taken.

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

The Board discussed whether or not it was necessary to meet in July or August in order to provide adequate time to assist in the planning of *Starry, Starry Night*. The Board agreed it would be beneficial to meet later in the summer, in mid to late July, then to meet again in September, following Labor Day.

A **MOTION** was made by Nancy Sue Keller to approve the scheduling of the next two Board of Trustees meetings for Monday, July 20<sup>th</sup> and Tuesday, September 8<sup>th</sup>. The motion was seconded by David Hallinan. A vote was taken.

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

President Cavanaugh requested that should anyone not be able to attend either of those two meetings, to please let her know so that they can ensure they are able to have a quorum present.

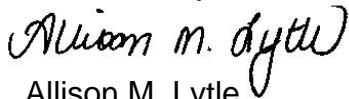
Trustee McAllister stated the Policy Review Committee would hold a meeting on Monday, July 20<sup>th</sup> at 7pm, prior to the next Trustees meeting, to discuss the telephone and cell phone policy and procedures.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by David Hallinan and seconded by Nancy Sue Keller. A vote was taken.

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

The meeting was adjourned at 8:25pm.

Submitted by,



Allison M. Lytle  
Recording Secretary