

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
March 5, 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
Darryl Ann McCarthy
David Hallinan
Robert Walsh
Nancy Sue Keller
Margaret Tierney
Rosemary O'Brien
Don McAllister

Absent
Ted Quinn
Christopher Burbridge
Nancy Sue Keller

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

Approval of minutes from previous meeting

A **MOTION** was made by Maria Dakos and seconded by Richard Tranfaglia to approve the minutes of the February 5, 2007 as presented. A vote was taken.

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

Communications

President McAllister reported there were no receipts of communication to report.

President McAllister requested the Board review the committee assignment information he sent to the Trustees last month. President McAllister requested that, should any Board member have an issue with a committee assignment or wish to be added to a committee, please let him know as soon as possible so he can make any changes or additions as appropriate.

Director's Report

Staffing: Library Director Martha Holden reported the new Children's Librarian, Carol Bender, was progressing well in her new position and had shown a lot of capability and enthusiasm. Director Holden reported the staff was very happy to have Ms. Bender on board. Director Holden reported the Library received some unfortunate news as Adult Services Librarian Julie Edwards had resigned her position effective March 29th as she and her husband planned to move back to Montana. Director Holden reported Ms.

Edwards had accepted a position at the University of Montana in Missoula. Director Holden stated that Ms. Edwards had made a great mark on the Library in her short time there in terms of her professional accomplishments. Director Holden stated the staff would also miss her as she was a person of great warmth, humor and integrity.

In response to a question from the Board, Ms. Holden stated the Library would host a party for Ms. Edwards before she left and would be sure to let the Board know when it was planned. Also, Board President Don McAllister stated he would like to send Ms. Edwards a gift on behalf of the Board as a thank you for all her hard work and accomplishments at the Library.

Director Holden reported that custodian Jack Modini continued to make progress, albeit slowly, with his illness. Director Holden reported she hoped he would be on his feet again soon. Director Holden reported Domingos Vieira had been working hard to clean and maintain the buildings in Jack's absence, with only part-time assistance. Director Holden stated Mr. Vieira had been very supportive during the period of Jack's recovery and commended Mr. Vieira for all of his hard work.

Building and Grounds: Director Holden stated she would work with the Library's energy service contractor to try to keep the HVAC system functioning as well as possible until the procurement/bid process was completed and the system could be designed, purchased and installed. Director Holden stated she spoke with Dan Doucette that day who had indicated that it would likely be four or five months before the projected was completed.

In response to a question from the Board, Director Holden reported there were still approximately seven old units that needed to be replaced. As the units fail, the service calls have proven to be costly and the Library has been incurring severe expenses as a result. Director Holden stated that, while the process was very frustrating due to its time-consuming nature, the end result would prove very beneficial to the Library.

Director Holden stated that, because of to the thick ice during the Valentine's Day storm, and the fact that Jack Modini had been out; it took several days before the Library was sufficiently cleared. Director Holden reported the City stepped in to help with the clearing of the handicapped ramp as the thick ice that formed was almost impossible to break up. Director Holden stated, since then, the Library had minor problems with rain on top of the ice but these problems had been manageable to date.

Programs/Services: Director Holden reported the response to the Rosetta Stone software had been very good to date. Director Holden stated there were 201 registered users who had logged in over 1900 hours of instruction. Director Holden reported those figures represented approximately 5 weeks of use. Steven Lau would host a Rosetta Stone training session for the public on Saturday from 11-12 in the tech lab.

Director Holden reported the Teen After-school drop in program had been going well. To this end, in January there were 307 participants in the after-school activities. There were 264 in February, most likely owing to the fact that February was a short month and there was slower foot traffic during February vacation. Director Holden reported the daily programs drew a handful of participants and the PCs continued to be very busy.

Director Holden reported Yunan Guo was currently installing the new PCs funded by the City Council's ad hoc Committee on Drug Abuse. The Library was able to purchase two new PCs with those funds. Director Holden explained the Library had been waiting for the new Windows operating system, Vista, to be released before purchasing the new PCs. Melissa Rauseo set up an anti-drug book display and was looking for some good anti-drug fiction to round out the collection.

Director Holden reported that, on Saturday March 3rd, the Young Adult Department held its annual *All You Can Read Buffet*, during which approximately 57 teens participated in the six-hour reading marathon.

Director Holden reported the Memoir Writing Workshop recently started its 2nd session. Director Holden stated the group was very enthusiastic about the program.

Director Holden reported the Adult Monthly Book Group at the Main Library in February celebrated its 6th anniversary. Most of the original members still belonged to this group.

Director Holden reported on the upcoming events at the Library.

At the Main Library:

- Linnea Johannsen for three programs in March and April
- A three-week genealogy training workshop (April)
- A four-week quilting session (April)
- A lecture by Irene Pepperberg on her famous parrot Alex (April)

The Young Adult Department was planning the following events:

- A Yoga Program
- Everything You Wanted to Know About Blogging workshop
- The release of their 3rd podcasting release in March
- *Self-defense for Teens* workshop in May, in response to popular demand

At the West Branch Library:

- A screening of the film *Women of the Revolution* on April 19th
- A Palmistry lecture (April – date TBD)
- Author Noah Gordon (May – date TBD)
- Dr. Mark Raizin would present *To Your Health: What's So Important About Healthy Living Anyway?* on April 26th at 7:30pm

At the South Branch Library:

- Presidential Landmarks of NE by David Kruh on April 10th at 7pm
- A children's special *Search & Rescue Dogs of NE* on Wednesday, April 18th at 1:30pm

Director Holden reported the free tax preparation assistance program provided at the Library by the AARP was going very well. There were lines of people waiting for assistance very Tuesday morning. Director Holden stated she believed the Library had more people participate in the program this year than ever before. The program would run through April 10th.

Grants/Gifts: Director Holden reported that Gerri Guyote would submit an application for the Library's next community read. The baseball-themed event would begin on Red Sox Opening Day of 2008 and would continue with themed programming for all people

of all ages for a week. Director Holden reported the Library had already received a positive response from one of the grant administrators so the Library was optimistic about its chances of success with this application. Director Holden stated, as is usual with the Library staff, the program was well-planned and comprehensive in scope.

Director Holden reported that at their March meeting, the MBLC would approve the distribution of the Library Incentive Grant, a program designed to reward libraries for their fundraising efforts. In the Governor's budget, this program was omitted in 2008, so this may be a one-time opportunity for the Library. Director Holden stated that, at this point, she had no idea what the Library's share would be, but stated she would notify Martha Cavanaugh and Don McAllister as soon as the Library heard from the MBLC. Director Holden requested the Library keep any funds received in reserve for a few months until the Library determined how successfully it would close out the fiscal year.

Budget: Director Holden reported the current budget status report was not available for the Board that evening. Director Holden stated she would email it to the Finance Chair, Martha Cavanaugh, and to President Don McAllister early next week, as soon as the figures were available. Director Holden stated the numbers were slightly above target for this time of year. As discussed at the previous meeting, Director Holden stated she would be diligent with regard to library expenditures so that the Library could successfully close out the fiscal year. Director Holden reported Wages/Salaries were slightly below target.

Director Holden stated she had a request from Children's Librarian Dale Sampson for funding to replace her audiobook collection with audio CDs. The Library's current audiobook selection was a cassette collection that was out of date. To start the collection, Director Holden requested the Board's approval of the expenditure of \$2,000 from the Dorothea Osborn Fund (balance \$16,300). Director Holden stated Ms. Sampson would fund subsequent purchases of audiobooks on CD from her regular book budget. Director Holden reported the audiobooks had historically circulated very well at the Children's Room at the West Branch.

Miscellaneous: Director Holden reported there were two NOBLE libraries, Saugus and Stoneham, that would in all likelihood lose their certifications in the next year. The Director from the Saugus library requested that Trustees in other NOBLE libraries reiterate their policy with regard to servicing residents of de-certified communities. Director Holden reported the Peabody Institute Library's policy was that the Library would not serve such residents for the period of de-certification. Director Holden requested the Board address this issue for the record during the meeting.

A **MOTION** was made by David Hallinan to accept the Director's Report 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.

President McAllister requested Director Holden pass along the thank you of the Board to her staff for all of their hard work.

Reports of the Committees

BUILDINGS AND GROUNDS: Committee Chair Don McAllister stated there was nothing to report in addition to the information on Buildings and Grounds presented by Library Director Martha Holden in the Director's Report.

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

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

The Board reiterated their concerns regarding the development of the adjacent land to the Library, as discussed at a previous meeting. President McAllister recommended the Future Planning Committee consider setting up another meeting with the Mayor, and any other appropriate parties, regarding the Board's ongoing concerns in this matter. President McAllister stated he felt this was important in order to keep the City aware of the Library's interest in this issue.

AUDUBON PRINTS: Committee Chair Richard Tranfaglia stated that the Audubon Prints Committee would be holding a meeting in April. Trustee Tranfaglia reported the Committee would be receiving pricing grids regarding the upcoming fundraiser products, which he requested they review. The Committee was asked to provide feedback to Trustee Tranfaglia regarding the products and pricing.

Trustee Tranfaglia reported the Committee was getting ready to unveil its new fundraiser for the Audubon Prints at the Starry, Starry Night III fundraiser. The Committee was putting together tote bags, which would have an image of an Audubon Print. The tote bags would contain a coffee mug, a 2008 calendar of Audubon Prints, 10 greeting cards with prints, possibly a holiday ornament, and a one year membership to the Friends of the Peabody Institute Library. Trustee Tranfaglia stated the Committee planned on donating one of these bags to the Starry, Starry Night raffle, in order to revitalize interest in the preservation of the Audubon Prints. Trustee Tranfaglia reported that, to this end, the Committee would be looking into producing a commercial on the Peabody Access Cable Channel and running advertisements in the local newspaper.

President McAllister reported the Committee was also discussing additional products, such as travel mugs. President McAllister requested that should any Trustee have an idea for a product or feedback regarding these products and fundraiser, please contact Trustee Tranfaglia. The Trustees stated they would continue to discuss this project at future meetings.

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

President McAllister stated he had not had an opportunity to meet the new children's librarian, Carol Bender, but encouraged the Trustees to do so whenever possible. President McAllister stated the Library received very nice press coverage on this hire.

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

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

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

HISTORICAL SOCIETY LIAISON: As liaison Ted Quinn was not present at the meeting, there was no new report.

FINANCE: Committee Chair Martha Cavanaugh stated there was no new report available for the meeting, as discussed by Director Holden.

FRIENDS OF THE LIBRARY: Friends of the Library Liaison Rosemary O'Brien provided a written report for the record. Said report attached.

A **MOTION** was made by David Hallinan to accept the reports of the Committees as presented. The motion was seconded by Rosemary O'Brien.

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

Unfinished Business

President McAllister stated he had previously met with Library Director Martha Holden to discuss establishing goals for the year for the Board of Trustees. President McAllister explained he felt it was important for the Trustees to set up goals in order to help the Board focus for the year. To this end, President McAllister and Director Holden discussed the following goals for the Library Trustees for the year:

(1) Determination of need for library foundation. President McAllister explained he felt it was important to continue to explore the possibility of establishing a library foundation and the necessity of doing so. President McAllister reported that, as discussed at the previous meeting, Trustee Nancy Sue Keller had been pursuing this issue recently as the Board had agreed to restart this process.

(2) Establishment of a plan for acceptance of donations for the Sutton Room. Trustee McAllister explained he and Director Holden felt it was important to approve a plan by which to evaluate and accept donations for the Sutton Room. The Library would continue to work on this issue.

(3) The completion of repairs and maintenance at the George Peabody gravesite. President McAllister stated the Buildings and Grounds Committee had overlooked many improvements the past year and would continue to do so in the coming year. Repairs that still need to be made include the replacement of one of the broken marble plaques around the outside of the base of the sarcophagus. Also, the plantings and routine maintenance needed to be continued. President McAllister stated he would be passing all of the information he had on these issues along to Trustee Christopher Burbridge, who would be overseeing the Buildings & Ground Committee in the year to come.

(4) The consideration of the establishment of a coffee shop on the first floor of the Library. President McAllister stated the Library and the Board of Trustees had discussed this issue previously and stated it would be a goal of the Trustees to look into this possibility further this year.

President McAllister stated he would continue to refer back to these goals every couple of months to ensure the Library and the Board was on track.

Trustee Darryl Ann McCarthy questioned whether or not the issue of the establishment of 501c3 status for the proposed library foundation would be discussed by the entire Board or if it was an issue that would be discussed in the Policy Review Committee primarily. The Board discussed this question and agreed the research, planning and review of the establishment of the foundation would be best coordinated by the Future Planning Committee. However, Trustee Nancy Sue Keller, who had already begun work on this issue and had recently met with an accountant, along with Trustee McCarthy and Director Holden, would continue to be the lead person who would be researching and pursuing this issue. Future Planning Committee Chair Martha Cavanaugh stated she would discuss this with Trustee Keller and coordinate the next meeting of the Committee.

New Business:

A **MOTION** was made by Darryl Ann McCarthy to approve the request for funding made by Library Director Martha Holden for the allocation of \$2,000 from the Dorothea Osborn Fund for the purchase of audio CDs to establish and upgrade the Library's audiobook collection. The motion was seconded by David Hallinan. A vote was taken.

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

A **MOTION** was made by Richard Tranfaglia that the Peabody Institute Library Board of Trustees, by a vote, reconfirm that the Library will stand by its policy that the Library does not serve residents from an area where a Library has been de-certified for the period of said de-certification. The motion was seconded by David Hallinan. A vote was taken.

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

President McAllister referred to a memo submitted to the Board from Policy Review Committee Chair Nancy Sue Keller regarding the prior allocation and approval (by a vote of the Board) for up to \$2,500 in funding for a lawyer to investigate and assist the Board with their work relating to establishing a library foundation. In the memo, Trustee Keller stated that, upon meeting with an accountant regarding the application for 501c3 status, it was determined that the assistance of an accountant during this process would be just as critical as the assistance of a lawyer. As this was the case, Trustee Keller requested the Board consider an amendment to the vote for approval of funding which would expand the approved use of said funds to include the procurement of an accountant, and any additional professional assistance as required. The Board discussed this issue and agreed with Trustee Keller's assessment and the need to expand the scope for which the allocated funds could be used.

A **MOTION** was made Darryl Ann McCarthy requesting that the scope of the expenditure of the previously allocated funding (up to \$2,500) to research the Board of Library Trustees application for non-profit status for proposed library foundation would be expanded to include all professional services necessary to assist in this process. The motion was seconded by Maria Dakos. A vote was taken.

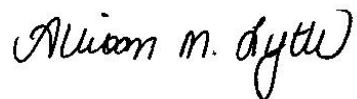
All in favor: Yes. Any opposed: No. The motion was unanimously approved.

As there were no other matters to come before the Board, a **MOTION** to adjourn was made by David Hallinan and seconded by Margaret Tierney.

All in favor: Yes. Any opposed: No. Motion approved.

The meeting was adjourned at 8:30pm.

Submitted by,

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

Allison M. Lytle
Recording Secretary