

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
March 1, 2010**

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The meeting was called to order by Board President Don McAllister at 7:30 pm.

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

**Present**

Don McAllister  
Wes Merrill  
Jerry Bellew  
David Hallinan  
Margaret Tierney  
Anne Quinn  
Nancy Sue Keller  
Martha Cavanaugh  
Richard Shruhan

**Absent**

Maria Dakos  
Ted Quinn

**Approval of minutes from previous meeting**

A **MOTION** was made by Martha Cavanaugh to enter an Executive Session to address a particular matter of building security from the last meeting. The motion was seconded by Margaret Tierney. A vote was taken.

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

Following the conclusion of the Executive Session, a **MOTION** was made by David Hallinan to resume the normal rules of the Board. The motion was seconded by Martha Cavanaugh. A vote was taken.

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

President McAllister stated the minutes of the previous meeting would be approved at a later date following a change to be made by the recording secretary.

**Receipt of Communications**

President McAllister stated the Board had received a thank you letter for Recording Secretary Allison Lytle for the Edible Arrangement they sent following the birth of her child.

President McAllister reported the Board had received a note from Kathy Walsh regarding the arrangement sent following the death of Trustee Bob Walsh.

President McAllister reported the Board received a letter from the City Clerk regarding the ethics certification that needed to be completed online by April 15<sup>th</sup>.

President McAllister reported the Board had received a written request from Librarian Kelley Rae Unger seeking its approval of a three week vacation in the month of June 2010. President McAllister stated the Library Director would address the request during her report.

### **Report of the Library Director**

*Staffing:* Library Director Martha Holden reported Kathy Walsh had hired Kathleen Rogers as an aide at the West Branch Library. Ms. Rogers would work 15 hours per week.

Director Holden reported Adult Services Librarian Kelley Rae Unger had submitted a written request to take a three week vacation that summer. Director Holden stated she recommended the request was granted as she did not anticipate any difficulties with staffing at that time.

*Buildings & Grounds:* Director Holden reported she solicited a quote for asbestos removal per the findings of the ATC report the Library received in January. The vendor was on State Contract so it was not necessary to put the job out to bid and obtain three quotes. Director Holden stated that if the quote was in line with the estimate provided as part of ATC's report, she would schedule the work as soon as possible.

Director Holden reported the HVAC project was moving along slowly at that point. Director Holden stated she would be working with the Clerk of the Works, Louie Karamas, that week to schedule the first meeting of the Building Committee. They were waiting on the design report from the architect and lead engineer. Director Holden reported the Library submitted a request to appear at the March 18<sup>th</sup> meeting of the Peabody Historical Commission to present the design plan. At that meeting, architect David Torrey and Lead Engineer Dennis O'Leary would provide drawings and make the case that the improvements would not adversely affect the historical integrity of the Peabody Institute Library. Director Holden explained that due to the historic significance of the building, the Library had to appear before the Historical Commission who would then, in turn, make a recommendation to the Massachusetts Historical Commission. Director Holden stated the opportunities for maintaining ideal environmental conditions plus the aesthetic improvement to the first floor lobby should offset any minor visible changes to the exterior of the building.

Director Holden stated she would send out press releases starting that week regarding the HVAC project. The press releases would keep the Library's patrons informed, in general terms at first, then with more specific information as it became available to the Library. Director Holden stated that as soon as she had more information, she would also host an informational breakfast for staff that would provide her with an opportunity

to explain the project and timetable, and answer any questions the staff might have with regard to any changes in how the Library would provide services to its patrons as the work was being completed.

Director Holden reported that the storm that occurred the previous Thursday left the Library with some minor damage at the branches. A large tree fell just inside the fence, on the west side, of the West Branch Library. The tree took out a section of fence and fell across the neighbor's property and damaged the neighbor's truck. Director Holden reported the City removed the tree that afternoon. Director Holden reported the Library also had minor roof damage at the WBL that resulted in dripping in the Children's Room; that problem was being addressed that week. Director Holden reported that at the South Branch Library, water penetrated the Community Room exit; the door would be replaced as soon as possible.

Director Holden stated that, as a follow up to last month's report regarding reconfiguring the Young Adult space into a single area, Melissa Rauseo had been exploring options for consideration. Director Holden stated the Library could relocate the entire Young Adult Department in the second floor or move the second floor amenities to the first floor Young Adult Room. Director Holden stated that although she had originally preferred moving the entire department to the second floor, with current staffing levels, she did not feel the Library would be able to staff the area at all times. Director Holden stated she believed the area was too isolated to be operational without staffing; evenings and weeks would be particularly difficult. Director Holden stated that on the other hand, if the space were combined in the first floor area, the Library would have to relocate the newspapers and magazines, probably to the rear of the first floor Main Lobby. Director Holden stated the Library would also have to set procedures for use of the Young Adult PCs that would be in the areas that were accessible to the general public all day. Director Holden stated she would have more information on this next month.

Director Holden reported she received three quotes for the replacement of the furnaces at the South Branch Library, which were subsequently reviewed by the Building Inspector. Director Holden stated that as soon as capital funding was available, she would schedule the replacement of the equipment. Director Holden stated the Library would proceed with a high efficiency furnace with heating and cooling that would likely be more cost efficient to operate going forward.

Director Holden reported that since the last meeting, the Mayor requested that all departments update their capital improvement request schedules. Director Holden stated she had a copy of the Library's request schedule for the Trustee President and Chair of Buildings and Grounds. Director Holden stated she did not know what the Mayor's plans were for submitting the requests for City Council's review at that time, but the Library was prepared to move forward with the requests at any time. The Library's capital improvement needs include the furnaces at the South Branch Library; code improvements; carpeting; security cameras; paving; vehicle replacement; and sewer ejector pump replacement.

Director Holden stated the life-sized portrait of George Peabody that hung in the elevator lobby presented a unique challenge to the Library during the HVAC project as it would likely have to be removed during the most active portion of the project. Director Holden stated that the portrait, which was not of significant monetary value but from a local history standpoint was invaluable, needed treatment and repair. Director Holden reported the frame was extremely valuable but was fragile and damaged. Director Holden reported the Library had hoped to take that opportunity to have the portrait and the frame restored, particularly as the cost of removal, crating and re-installation just for the HVAC project would be at least several thousand dollars, and the process might further damage the frame. To avoid having to go through the process and expense twice, Director Holden stated that it was the Library's opportunity to address the restoration in the most efficient manner.

Director Holden reported Nancy Barthelemy submitted a request for CPC funding under the historical preservation category, to restore the portrait and partially restore and stabilize the frame, as well as reversing some earlier inappropriate treatment of both. The request was for \$69,000, and represented a fairly conservative treatment of the frame. Director Holden stated she would ask the Foundation, with the approval of the Board of Trustees, for \$5,000 to offset the request. In the meantime, Director Holden stated she would look for private sources of funding that may further offset the cost of the project, hopefully by another \$5,000. Director Holden stated that although it was an ambitious and costly undertaking, the portrait should be stable for at least the next 50 years and it would also be re-installed in environmental conditions that would be conducive to its continued stability. Director Holden stated she requested the Trustees' vocal support of the initiative, as that was, as far as the Library knew, the second-most important individual piece of art in the Library.

Service Upgrades: Director Holden reported the new Library Insight museum pass, meeting room and program reservation modules had been working well. There were a few glitches with individual patron accounts, but those were being fixed as they went along. Director Holden stated both patrons and staff were happy with the product that allowed people to reserve rooms, passes and program space from their PCs. It also included the more traditional options to reserve by phone or at library circulation desks. Director Holden stated the next item on the "wish list" was a print release station that would release print jobs to patrons at public PCs after payment was inserted into a coin/card tower. Director Holden reported most libraries had that type of system, but the PIL relied on patrons to come to the desk and pay for copies. Director Holden stated that although that was workable, it occasionally resulted in patrons arguing with staff over the amount owed, some non-payment of copies, and much staff time spent collecting dimes.

Reference Department: Director Holden reported Reference Librarian Nathalie Harty had submitted a Letter of Intent for LSTA funding of a "Libraries for Job Seekers" grant. However, because of severe restrictions on how awarded funds could be spent, overwhelming reporting requirements, and the ever-present possibility that LSTA funding might be rescinded during the grant period, Ms. Harty opted to withdraw her

grant proposal. Director Holden reported the Library would run a program that Ms. Harty could tailor specifically to the needs of the people in Peabody, using program funds from the Friends or from local business sources. Director Holden stated she agreed that the Library would run a better program without the program restrictions, onerous reporting requirements, and uncertainty of funding of the LSTA program. Director Holden reported Ms. Harty would meet with representatives from the North Shore Career Center the following week.

Programming/Services:

Director Holden stated adult programs/services in March included the following:

- AARP Tax Assistance by appointment at all buildings (booked at Main through March).
- White Goods sticker sales at all locations.
- “Ordinary Extraordinary Women of Peabody” – March 1<sup>st</sup> through April 30<sup>th</sup>.
- Microsoft Word Training – Mondays at 10am.
- Latin Dance in the Lower Level – Saturdays March 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup>, 3pm-4pm.
- Film Discussion Group sponsored by the Danversbank Charitable Foundation – March 8<sup>th</sup> at 7pm.
- Reading of “The Wander Theater” by Joanne Brasil – March 15<sup>th</sup> at 7pm.
- Watercolor Painting Class – March 18<sup>th</sup> from 10am – 1pm.
- “How to Find a Good Job in 90 Days” by local author Jim Stokely – March 24<sup>th</sup> at 10am.
- “Transformed T-shirts” – March 22<sup>nd</sup> at 7pm.
- “Astrology” – March 29<sup>th</sup> at 7pm.

Director Holden stated children’s programs in March included the following:

- “Peaceful Warriors” Yoga Program – Thursdays at the West Branch Library at 3:30pm.
- Music Together – March 6<sup>th</sup> at the Main Library.
- Do it Yourself: Build, Explore – March 3<sup>rd</sup> at 4pm.
- Let’s Sing with Peter Sheridan – March 16<sup>th</sup> at 10:30am.
- Boston Ballet presents “Copellia” – March 20<sup>th</sup> at 11am.

Budget: Director Holden reported the Library was on target with its budget and there were no anticipated problems for the year. Director Holden provided the Trustees with a copy of the budget and expenditures to date. Director Holden reported the municipal budget request was due that week and her instructions were to level fund the budget. Director Holden reported the Municipal Appropriation Requirement required for state certification was \$1,583,271; last year’s municipal appropriation was \$1,559,432. Director Holden reported that with level-funded, non-salary operations, the base projected budget was \$1,615,448, which accounted for contracted 3% increases, step increases for aides, people who met new longevity thresholds, and a fully-funded reference librarian position (last year the Library adjusted to 9-month funding for that

position that was vacant until October). As there was no good news filtering in from the State House, Director Holden stated she expected that municipalities' local aid would be substantially decreased, and state aid to public libraries would be further cut as well. Director Holden stated that after her budget meeting with the Mayor and Finance Director, she would likely be given further specific directives. As any cuts would jeopardize the public hours and service levels of the Library, Director Holden stated she would keep the Board informed of any directives from City Hall.

Other: Director Holden reported Sonia Weitz was that year's winner of the Mary Upton Ferrin Community Service Award. Ms. Weitz would be honored at the Peabody Chamber's Mary Upton Ferrin Awards presentation on March 31<sup>st</sup> from 6pm-8pm at Wiggin Auditorium in City Hall. Director Holden requested that should any Trustee be interested in attending, to please let her know.

Director Holden reported the Peabody Institute Library Foundation was selling tickets to the Rotary Club of Peabody's "Taste of the North Shore". Tickets for the raffle were \$100 for the \$10,000 grand prize, with a limit of 300 tickets sold. The tickets included the raffle ticket and admission for two people to the event. Director Holden stated approximately 16 restaurants would participate in the event, which included dinner, music and auction. Admission only tickets were \$30. Director Holden reported the Foundation would receive \$50 back for every \$100 ticket sold.

President McAllister inquired as to what areas of the Library would be affected for the public during the HVAC project and for what periods of time.

Director Holden stated that most areas of the Library would be affected at one moment of time. Director Holden stated the first phase of the project was the first floor and main library, which would be complicated by ADA requirements. It was possible the first floor lobby would be unavailable to the public for six to eight weeks. Director Holden stated the third floor of the old building and possibly the third floor of the new building would also be unavailable at some point. Director Holden stated that the good thing was the Library should be able to close things off easily with the fire doors.

A **MOTION** was made by David Hallinan to enter an Executive Session in order to discuss a particular matter of building security. The motion was seconded by Nancy Sue Keller. A vote was taken.

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

Following the conclusion of the Executive Session, a **MOTION** was made by David Hallinan to resume the normal rules of the Board. The motion was seconded by Nancy Sue Keller. 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 accept the Director's Report 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.

## **Report of Committees**

**AUDUBON PRINTS:** Committee Chair Jerry Bellew stated there was no new report from the Committee.

**BUILDINGS & GROUNDS:** Committee Chair Richard Shruhan stated there was no new report from the Committee. Trustee Shruhan stated he planned to attend the March 18<sup>th</sup> Historical Commission meeting in support of the presentation of the plans for the HVAC project.

**FINANCE:** There was no new report from the Committee in addition to the report provided by the Library Director.

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

**FUNDRAISING:** There was no new report from the Committee.

**FUTURE PLANNING:** There was no new report from the Committee.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION:** President McAllister reported there had been progress made on the fundraising for *Starry, Starry Night*, which would be held on September 29<sup>th</sup>. President McAllister reported they were able to obtain Boston College football tickets to raffle, as well as Red Sox memorabilia.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Trustee Martha Cavanaugh stated she had a report to be added to the minutes from the January Board of Trustees meeting. Trustee Cavanaugh stated she had not yet received notes from the Friends for February.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Jerry Bellew reported the Historical Commission was submitting an application to the Massachusetts Historical Commission requesting the Peabody Firehouse Museum be added to the National Register of Historic Places. Trustee Bellew stated that where the firehouse was moved from its original location to the location where it now sits at the Felton Historic site, the application process was a little more complicated.

**POLICY REVIEW:** President Don McAllister reported there was a Policy Review Committee meeting held that evening at 7pm to discuss a change to the meeting room use policy. President McAllister stated the Committee was recommending that two specific lines that were discussed should be removed from the policy.

**SPECIAL EVENTS:** There was no new report from the Committee.

A **MOTION** was made by David Hallinan to accept the reports of the Committees 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.

### **Unfinished Business**

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

### **New Business**

A **MOTION** was made by David Hallinan to write a letter of request to the Peabody Institute Library Foundation for \$5,000 for the restoration of the George Peabody portrait and frame. The motion was seconded by Martha Cavanaugh. A vote was taken.

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

A **MOTION** was made by Martha Cavanaugh to approve the three week vacation request submitted by Adult Services Librarian Kelley Rae Unger. 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 Margaret Tierney to eliminate two clauses from the Meeting Room Use Policy of the Library, as follows: "Groups or individuals may not use meeting rooms to promote a particular political candidate, nor may groups or individuals use the facilities for the propagation of religion." The motion was seconded by Nancy Sue Keller. A vote was taken.

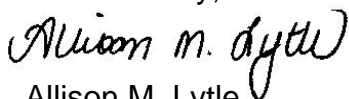
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

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

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

The meeting was adjourned at 8:15pm.

Submitted by,



Allison M. Lytle  
Recording Secretary