

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
May 5, 2008**

The meeting was called to order by Board President Martha Cavanaugh at 7:30 pm.

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

Present

Martha Cavanaugh
Jerry Bellew
Christopher Burbridge
Maria Dakos
Don McAllister
Robert Walsh
Rosemary O'Brien
Margaret Tierney

Absent

Nancy Sue Keller
Ted Quinn
Darryl Ann McCarthy
David Hallinan

President McAllister reported that Darryl Ann McCarthy, David Hallinan and Ted Quinn had all called to let the Board know they would not be able to attend the meeting.

Approval of minutes from previous meeting

The Board requested several corrections to the minutes from the April meeting:

- On page 5, the sentence "Trustee Burbridge inquired as to how strong Director Holden felt the Library was..." should read "Trustee Hallinan inquired as to how strong..."
- On page 7, the sentence "A **MOTION** was made by Christopher Burbridge to accept the reports of the Committees as presented", should read "A **MOTION** was made by David Hallinan to accept the reports of the Committees as presented."
- On page 5, a change was requested to the sentence "The Board discussed this issue and agreed that would be a good idea so that the extra calendars that were not purchased would not go to waste" to address ambiguity. The sentence would be changed to read "The Board discussed this issue and agreed that would be a good idea so that the unsold calendars would not go to waste."

The Recording Secretary, Allison Lytle, noted all of the corrections and changes to the minutes.

A **MOTION** was made by Don McAllister and seconded by Rosemary O'Brien to approve the minutes of the April 7, 2008 meeting as amended. A vote was taken.

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

Receipt of Communications

President Cavanaugh stated there were no receipts of communication on which to report.

Report of the Library Director

Staffing: Library Director Martha Holden reported that Bradley Baugh had joined the staff as a page at the Main Library. Mr. Baugh replaced Pamela Quezada-Ocampo.

Buildings & Grounds: Director Holden reported she had spoken with Dan Doucette regarding the status of the HVAC project. Director Holden stated the reports from Energy Auditor Pepper White and Engineer Dennis O'Leary were due by approximately the end of April, but she had not heard anything yet. Director Holden stated if she did not receive anything by the end of the week, she would call Ms. White and Mr. O'Leary directly.

Director Holden reported she had been working with Veterans Agent Chris Tighe and Mrs. Jane Wall to erect the John A. Wall memorial flagpole at the South Branch Library. Director Holden reminded the Board that family and friends of John Wall had donated money in his name to erect a flagpole with a veteran's memorial plaque in his honor. Director Holden reported DigSafe had been to the Library to approve the site, and the flagpole was scheduled to be installed that week. A dedication ceremony would be held on Friday, May 23rd at 2pm. Director Holden stated she would send out invitations to the Board who were encouraged to attend if they were available.

Director Holden reported the Library had experienced some building issues in the last month, including an infestation of termites at the West Branch Library and recurrent plumbing issues at the Main Library. Director Holden reported the West Branch was sprayed to temporarily rid the Library of ants. Director Holden stated that within the next few days, she planned to schedule more aggressive treatment to destroy the nests that may be present in the walls. Director Holden reported plumber Bob McLaughlin would test the Library's sewage pipes at the Main to see if he could determine the cause of the water flow restriction, so the Library would not continue to incur roto-rooting costs. The Library also had to replace three auto-flush toilet mechanisms over the past month.

Director Holden reported she had spoken with the Mayor about the future development of the land adjacent to the Main Library. Director Holden reported City officials were considering the best and highest use of a number of parcels of vacant or under-utilized land, including the piece adjacent to the Library. Director Holden stated she would continue to make the Mayor aware of the Board's interest in that parcel. Director Holden reported Lou Cersosimo, Jr., who represented the Knights of Columbus, had recently expressed his interest in supporting a parking expansion for both the KoC and the Library.

April Programs: Director Holden reported that April programs were dominated by the **Play by the Book** community read program. The major events during that programming were the display of the two Red Sox World Champion Trophies in the elevator lobby at the Main Library (820 visitors) and Johnny Pesky at the Wiggin Auditorium (190 attendees). Director Holden reported All-American Girls' Baseball League player Mary Pratt visited the Library as well and gave an interesting talk on her days as a baseball player. Director Holden reported Ms. Pratt called the Library back after her visit and offered to give a one-time baseball clinic at one of the parks that summer. Director Holden stated she would follow up on that offer with Director of Parks and Recreation,

Dick Walker. Director Holden stated that, all in all, the Play by the Book community read was a fun-filled and successful program.

Director Holden reported that, in April, the Children's Department hosted Theresa Coelho's *Music Together* program on Saturday, May 3rd and had 53 attendees.

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

- May 12th, 6:30pm - Creative Feast Chef Liz Barbour would present *Cooking and Gardening with Edible Flowers*.
- May 28th, 7pm – Allyson Hayword, author of *Norah Lindsay: The Life and Art of a Garden Designer*, would discuss the life of Norah Lindsay and the biography writer's research process.
- May 10th, 10am-4pm – The Young Adult Department would host the annual Book Buffet in the lower level.
- Melissa Rauseo was also planning a teen financial literacy workshop and the Favorite Poem event for May.

Director Holden reported the elementary school art display was currently exhibited on the 1st floor of the Main Library. Director Holden reported the Artists' Reception would be held on Wednesday, May 7th at 6pm. Director Holden stated that she hoped to work with the art teachers in the City to create an art tour of the Library featuring the Library's many works of art. The pieces were representative of a variety of historical periods from the portrait of Revolutionary War General Gideon Foster to the Audubon prints of the 1830s to the Victorian portraits of Queen Victoria, George Peabody and others, to the 20th century seascapes by Rockport Artist Emile Gruppe. Director Holden stated she felt the tour could be utilized by teachers for professional development or classroom visits from art students.

Budget Status: Director Holden stated she expected to have to request additional municipal funding to provide for utility costs for the library buildings to finish out the fiscal year. Director Holden reported bookkeeper Russ Whitehead was preparing the estimate that would be discussed with the Mayor and the Finance Director as soon as possible. Director Holden stated that, other than that issue, the Library should close out the fiscal year successfully. Director Holden stated she would like to request the authorization from the Board of \$750 from both the Winchester Main and South Funds, and \$1200 from the Dorothea Osborn Fund to cover the cost of summer reading materials for 2008.

Miscellaneous: Director Holden reported that on May 21st, at 5:30pm, the Trustees would present the George Peabody Awards at a ceremony in the Sutton Room. Invitations to the event were sent out today. Director Holden reported the Library was in process of updating the recipients' booklet. Punch and cookies would be served at the event. Director Holden reported graduation was June 8th, at which time Trustee President Martha Cavanaugh would present the medals.

Director Holden reported the lead article in the Salem Evening News that day covered School Committee Member Beverly Ann Griffin Dunn's criticism of a couple of summer reading selections at Peabody Veterans Memorial High School, namely *The Curious*

Incident of the Dog in the Nighttime and the Kite Runner. Director Holden stated that both books were, in part, disturbing to teens and adults. Director Holden stated that more disturbing to the professional library staff was the possibility that the School Committee might try to override professional teachers' selections of quality reading material. Director Holden stated the themes in both of the books were absolutely worthy of serious discussion by teens and adults. Director Holden stated the Library was hopeful and confident that teachers would facilitate thoughtful discussion of the books once the students returned to the classroom in September. Director Holden stated the Library staff encouraged the inclusion of provocative literature in high schools, as the staff, as professional librarians and avid readers, firmly believed that the free exchange of ideas and information was crucial to the development of intellect and character in people of all ages. While it was not the public library staff's right to interfere with school department affairs, Director Holden stated she and the Library staff hoped that all future required reading lists would include a variety of titles that would challenge the status quo and stimulate the intellectual curiosity of readers and, in doing so, would create critical thinkers and informed citizens.

Director Holden stated she wanted to discuss the possibility of drafting a letter to the school committee expressing the opinion of the Library and Library Staff so that they were made aware of their professional opinions on the proposed reading lists. Director Holden stated she would write the letter from the point of view of the professionals who would be providing the books to the students that summer and working with them throughout that time.

The Board discussed the issue and agreed that it was important to express the view of the Library with regards to the reading list for that year, especially given that the Library and Library staff would be the professionals working with the students throughout the summer. The Board encouraged Director Holden to write a letter expressing her professional point of view and send it to school committee, though not to the newspaper as the letter was not being written to be critical of the school committee, rather to voice the Library's opinion on the matter.

As there were no additional questions from the Board, a **MOTION** was made by Bob Walsh 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: Committee Chair Jerry Bellew reported he had contacted the Director in charge of the events at the Peabody Essex Museum, Jane Winchell, and inquired as to their interest in having the Audubon prints on display, as discussed at the previous meeting. Trustee Bellew reported the PEM was backed up several years in scheduled events, therefore they did not have any interest at that time.

BUILDINGS & GROUNDS COMMITTEE: Committee Chair Christopher Burbridge reported he had a phone call into Comack Landscaping regarding the spring clean-up of the George Peabody gravesite and was waiting on an estimate for that work. Trustee Burbridge

reported he also had left a message for Gabe Rossi regarding the repairing of the plaque on George Peabody's tomb. He was awaiting a call back from him as well.

FINANCE COMMITTEE: As Treasurer Nancy Sue Keller was not present, Library Director provided the Board with the budget for the Peabody Institute Library to date.

The Board reviewed the budget and had no additional questions for the Director on the report.

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

POLICY REVIEW: Committee Chair Don McAllister provided the Board with a copy of the recommended volunteer policy, as discussed at a previous meeting. Trustee McAllister requested the Board review the policy once again. As there were no questions, Trustee McAllister stated the Policy Review Committee would recommend that the policy was voted on and adopted during the New Business presented by the Board.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Foundation Liaison Don McAllister reported that the Peabody Institute Library Foundation hosted its first reception the previous Thursday in the Sutton Room of the Library. Trustee McAllister thanked all of the Trustees who were in attendance. Trustee McAllister reported it was the hope that the Foundation would provide a means through which interested individuals could donate to the Library. The Foundation would provide that mechanism that had been missing previously and all donations would be fully tax deductible as the Foundation was granted 501c3 (non-profit) status. Trustee McAllister reported that, at the last Foundation meeting, the Board elected former councilman Tom Walsh as a new member of the Board.

Library Director Holden reported, as an addendum to Trustee McAllister's report, the State Senate just voted on the budget and the state aid to public libraries. Director Holden reported the Senate recommended a matching amount to library donations of .50 on a dollar. If this passes therefore, any money donated to the Peabody Institute Library Foundation would be matched at that rate.

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 reported the Friends were busy planning for the upcoming book and geranium sale. The booksale would be held on May 15th for teachers and the 17th & 18th for the general public. The hours were 10am-2pm on Saturday and 1pm-3pm on Sunday. Trustee O'Brien reported the Friends were still looking for additional volunteers for the event should anyone be interested.

Trustee O'Brien reported that starting in June, the Friends would be hosting monthly booksales down on the lower level in the Library. Trustee O'Brien stated she was not sure yet which Saturday it would be but would keep the Board informed.

LIAISON TO THE HISTORICAL SOCIETY: Liaison Jerry Bellew reported the election of the new officers for the Society would be held on Wednesday, May 21st at Brooksby Farm. A dinner would follow the election.

FUNDRAISING/SPECIAL EVENTS: Committee Chair Maria Dakos reported she would be starting on the planning of the *Starry, Starry Night* fundraiser the following week by contacting Bill Power of the Peabody Historical Society to figure out a date the Barn would be available for the event. Trustee Dakos stated that once the date was established, she would begin sending out letters regarding donations.

A **MOTION** was made by Don McAllister 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 Don McAllister to approve the volunteer program policy and guidelines as presented. The motion was seconded by Maria Dakos. A vote was taken.
All in favor: Yes. Any opposed: No. The motion was unanimously approved.

New Business

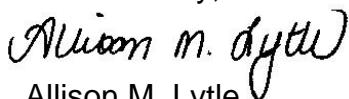
Trustee McAllister reported he received an invitation from the Veterans Administration inviting the Board to participate in the Memorial Day Parade, which would be held on Monday, May 23rd should anyone on the Board be available and interested in participating in the event.

A **MOTION** was made by Don McAllister to approve the expenditure of \$750 from the Winchester Main Branch fund, \$750 from the Winchester South Branch fund, and \$1200 from the Dorothea Osborn Fund to cover the cost of summer reading materials for 2008. The motion was seconded by Bob Walsh. 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 Don McAllister 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 at 8:15pm.

Submitted by,



Allison M. Lytle
Recording Secretary