

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
May 4, 2009**

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

**Absent**  
Christopher Burbridge  
Ted Quinn  
Nancy Sue Keller

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

**Approval of minutes from previous meeting**

A **MOTION** was made by Don McAllister and seconded by David Hallinan to approve the minutes of the April 6, 2009 meeting as presented. A vote was taken.

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

**Receipt of Communications**

President Martha Cavanaugh stated there were a few pieces of correspondence that were circulating for the Trustees' information.

**Director's Report**

**Staffing:** Director Holden reported part-time reference librarian Leanne Connery would be leaving the Library in mid-August to begin her graduate studies at the University of Texas at Austin. Director Holden stated Ms. Connery had been a great asset to the staff who worked her way through the ranks from page to reference librarian as she completed her college degree. Director Holden stated that because of the current situation at Reference that had left the Library without a Reference Department Head, she felt it was crucial that she received the support of the City to bring staffing levels to an adequate level for consistent service, particularly as she believed the Reference Department was the operations center of the Library. Director Holden stated she would have a discussion with the Mayor and Finance Director to discuss options for staffing the department so that customer service was not compromised.

Buildings & Grounds: Director Holden reported she would meet that week with the Mayor, the City's Finance Director and Procurement Agent to discuss the Library's role, if any, in implementing federal economic stimulus funds for energy, that were awarded to Peabody. Director Holden reported they would discuss the proposed HVAC proposal and the Mayor would determine whether the stimulus funds could be best used to help with the first (and possibly second) phase of implementation. The Library benefited from the fact that it was well into the planning phase and can implement the project quickly. Director Holden stated that the complex and labor intensive nature of reporting that was required subsequent to expenditure of federal funds lent itself to funding a single project as opposed to multiple sites which would require multiple reporting, especially for a relatively small share of the federal funds. Director Holden stated the difficulty would be in identifying matching funds to complete the initial phase or phases.

Director Holden reported that in April, the Holocaust Center at the Library was robbed; a gold ring was stolen from a locked case. Because of the compelling story behind the history of the ring, there was a lot of publicity and the Holocaust Center staff and the Director spent days fielding calls from the media and even received a visit from the Channel 7 News. Director Holden stated that thanks to Joanne at the Holocaust Center who noticed the ring's absence within only a couple of days, and good police work, the ring was recovered in Peabody and the suspect was arrested. Director Holden reported the thief was identified immediately by a detective who recognized him from a surveillance clip from a camera that was only a few feet from the display case. Director Holden reported that because of the quick identification and the positive outcome, the benefit of video surveillance in public spaces was being touted by the Mayor and the Peabody Police Department. The Library had previously observed flagrant illegal activity and had a strong history of positive identification. Director Holden reported the Library had identified additional areas that needed coverage and a request for additional cameras was included in the Library's latest capital request. Because of the positive correlation between the cameras and the Library's ability to identify criminals, Director Holden stated that request would probably be favorably considered.

Director Holden reported the wireless access at the Branches had been a tremendous success with many library users taking advantage of the free service to connect their own laptops to the internet. Demand for internet had been very high as many people were forced to look online for jobs and fill out and email applications. Director Holden reported patrons' stress levels were high, however, as many people who were now forced to use technology had never before used a computer or a mouse. Director Holden reported the Library continued to offer free internet classes and would continue to support job seekers in any way it could. Director Holden reported the provision of wireless service was a great first step as many people who were unemployed or under employed had chosen to discontinue paid internet service in order to reduce their monthly bills.

Grants: Director Holden reported that she and President Martha Cavanaugh spent Thursday afternoon and Friday morning at a conference in Newton sponsored by the

Gates Foundation. The conference was the first of seven nationwide events that the Gates Foundation would host to discuss broadband coverage and sustainability in advance of a Gates grant program designed to provide a predetermined minimum standard of broadband service to underserved communities. Director Holden explained broadband was defined as 1.5MB or higher service (T1). Director Holden reported that currently the Main Library had a T1 connection and the Branches shared a T1. Director Holden stated broadband was important in providing consistent and durable connectivity particularly as the number of users continued to increase as did the sophistication of the applications used by patrons. With the advent of Internet 2, the infrastructure must be designed to handle large amount of complex information flowing in two directions. Director Holden reported that with the information shared at these conferences, the Gates Foundation would design a needs-based grant program that would be announced in the summer of 2009. Director Holden stated the Library's ability to prove that it could sustain any technology improvements that would be funded would be crucial to the success of the initial application.

Director Holden reported the Gates Foundation was currently disbursing funds that were awarded as a result of the Gates PC purchase program. The Peabody Institute Library would receive \$7,800 to purchase 4 PCs – 2 for the South Branch and 2 for the Main. The PCs were for public access to the internet. Director Holden reported leftover funds would be used to provide for improvements to public access to, and use of, the internet – scanners, printers and hardware for connectivity. The Library had to verify a match of 25% (\$2,600) the first year, which came from operating funds. Director Holden reported year two of the project required a match of \$3,900 from the Library. Director Holden stated that would be harder to verify as funding would not be available through municipal operating funds in 2010.

Director Holden reported Young Adult Librarian Melissa Rauseo continued to work on the Summer Lunch program for youth at the Library. The program, funded by Project Bread, aimed to ensure that needy children, particularly those who were served by the free school lunch programs, were provided an option during summer months. Director Holden reported the Library applied for a grant-funded position (FirstJobs, administered by NSWIB) for an assistant site supervisor and applied for a separate grant for supplies such as tables, books and a refrigerator, to support the program. The program would run for six weeks in the lower level of the Main Library.

Director Holden reported upcoming programs in May included the following:

- Thursday, May 7<sup>th</sup>, 7pm – at the South Branch Library, “Preserving Your Financial Future”; funded by Equal Access.
- Monday, May 11<sup>th</sup>, 7pm – at the Main Library, “Meditation”; funded by MetLife “Fit for Life”.
- Thursday, May 14<sup>th</sup>, 7pm – at the South Branch Library, “Wills, Estates and Trusts”; funded by Equal Access.
- Monday, May 18<sup>th</sup>, 7pm – at the Main Library, “Fen Shui & Health”; funded by MetLife “Fit for Life”.

- Tuesday, May 19<sup>th</sup>, 7pm – at the South Branch Library, “Reverse Mortgages”, funded by Equal Access.
- Tuesdays, beginning May 19<sup>th</sup>, 1pm – at the Main Library, “Survey of Western Architecture”; funded by Lifelong Access Libraries and the Friends of the Peabody Institute Libraries.
- Tuesday, May 26<sup>th</sup>, 7pm – at the South Branch Library, “Boston Harbor Islands”; sponsored by Equal Access.
- First Thursday of every month – at the Main Library, “Word of Mouth” Book Discussion.
- 2<sup>nd</sup> and 4<sup>th</sup> Thursdays, 10am – at the 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 that time of year. Director Holden reported the Library would be over budget 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. Although the Library would have to make some cuts, it was not clear yet 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 operation spending (books), but just qualified the Library for re-certification. 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 for the Mayor’s Office, she would share it with the Board.

Other. Director Holden reported the Library had received a request from a group of people at the Torigian Community Life Center to consider setting up a deposit library at the Center. Director Holden stated that the details would have to be worked out, but it would basically involve moving a small collection of a variety of books to the Center where they would be re-circulated by people who frequent the Center. Director Holden stated she was happy to work with Assistant Director Gerri Guyote to come up with a practical and feasible method for doing that, but wanted to get the input of the Board first. Director Holden stated she would address any concerns or answer any questions the Board might have with regard to that program.

In response to a question from the Board, Director Holden reported that as far as she knew, the Library had not undertaken such a program in the past. Director Holden stated she was not concerned with the books not being returned to the Library and they would not be lending a whole group of bestsellers that were under high demand. The Library would provide a mixture of books including some large print and a few bestsellers. Director Holden stated she would designate a controller of the program at the Library and a controller at the Torigian Center who would be responsible for controlling

the books on their end that were coming back into their system. Commissioner McAllister suggested they may also want to include some literature about the Library and obtaining library cards with the books. Director Holden stated she would also ask for a small display area for information on the Library and the Foundation.

As there were no additional questions from the Board, a **MOTION** was made by Robert Walsh to accept the Director's Report as presented. The motion was seconded by Don McAllister. 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:** As Committee Chair Christopher Burbridge was absent, there was no new report from the Committee. President Cavanaugh stated she sent Trustee Burbridge a message and asked that sometime in the near future he hold a meeting of the Committee as there was a lot going with the Library between the HVAC project, the resealing of the windows, and the George Peabody gravesite.

**FINANCE COMMITTEE:** Treasurer Don McAllister stated that as reported by Director Holden during her report, the Library appeared to be right on target with its spending. The overrun in overtime was due to snow removal and vacation coverage.

Director Holden reported the operational expenses of the Library were on target as well. The line items that were over budget were natural gas heat, which they would supplement with state aide, and gasoline, which was such a small amount it could be made up in other categories. Director Holden stated the Library was in decent shape and she was not concerned about the current budget.

Trustee McAllister reported the Finance Committee had met just prior to that evening's Trustees meeting to discuss the Library's potential scenarios that would be presented to the Mayor for next year's budget. Trustee McAllister stated he would provide a full report during the New Business of the Board.

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

**FUNDRAISING:** Committee Chair Maria Dakos reported the *Starry, Starry Night* fundraiser would be held at the Smith Barn on Wednesday, September 30<sup>th</sup>. Trustee Dakos requested that should anyone have any suggestions on places to visit regarding donations, to please let her know.

Trustee McCarthy stated that, on behalf of the Peabody Institute Library Foundation, she would like to organize a meeting between the Fundraising Committee of the

Trustees and the Fundraising Committee of the Foundation to discuss *Starry, Starry Night*. Trustee McCarthy explained that the Foundation had held a meeting the previous week and had requested she organize a meeting between the two Boards to discuss the event. Trustee McCarthy stated *Starry, Starry Night* would be sponsored that year by both Boards.

The Board discussed the idea and agreed it would be beneficial to organize a meeting between the committees in order to discuss the planning of the fundraiser. The Fundraising Committee, and any interested members of the Board, agreed to meet with the Foundation Fundraising Committee on Monday, June 1<sup>st</sup>, at 6:45pm, which was prior to the next Trustees meeting.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Jerry Bellew stated the opening of the new Peabody Leatherworkers Museum was still scheduled for the end of July, and that timeline should be met.

**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 is attached.

**LIAISON TO PEABODY INSTITUTE LIBRARY FOUNDATION:** Liaison Darryl Ann McCarthy reported the Foundation was preparing a solicitation letter to go out to a target audience aimed to introduce the Foundation as a means to donating to the Library during estate planning. Trustee McCarthy reported the Foundation was also discussing how to raise funds in the future and planned to work with the Trustees to increase the success of *Starry, Starry Night*.

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

A **MOTION** was made by Don McAllister 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**

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

### **New Business**

Trustee McAllister reported the Finance Committee met prior to the meeting that evening to discuss the scenarios prepared by Library Director Holden in the light of the budgetary problems the Library might face in the upcoming year. Trustee McAllister requested Director Holden explain the scenarios to the Board.

Director Holden reported she offered the Mayor the first scenario which took \$55,000 off of the 2009 budget. The scenario would involve trimming the hours across the board for the part-time staff, pages and aides. It would also involve cutting \$20,000 off of the book budget that would have to be made up in other ways. Director Holden stated that scenario would still qualify the Library for recertification as they would meet all of the obligations to be recertified.

Director Holden reported the Mayor then asked for another scenario that would cut an additional \$30,000 off of the budget. That second scenario would involve some layoffs of part-time staff, cutting the hours of the branches from 44 hours a week to 35 hours a week, and additional cuts to the book budget. Director Holden stated that should the Library need to employ the measures outlined in the second scenario, it would be significantly more difficult to become recertified as the Library would not qualify for certification. Should that be the case, the Library would need to apply for a waiver.

Director Holden reported the City was still uncertain as to where they would stand, therefore a determination as to which scenario would be more likely was impossible to make at that time. Director Holden stated she hoped the Library could go forward with the first scenario. Director Holden stated that while the difference between the first and second scenario was only \$30,000, the impact of that difference was substantial. Director Holden stated it was difficult because they were dealing with such a small, tight budget.

Trustee McAllister reported the Committee discussed every possible the way the Library could cut the budget and stated it was good to see the way the Library staff were trying to save money. Trustee McAllister stated that even if the worse deductions would need to be made, the Library was still in good shape compared to other area libraries. Trustee McAllister reported that Director Holden would be the person responsible for determine where the cuts should be made. Trustee McAllister thanked Director Holden for all of the work that was done working out the scenarios.

Trustee McCarthy inquired as to when the State would let the City know where the budget stood. Director Holden stated that the fiscal year ended on June 30<sup>th</sup>. Should it happen that the State didn't meet the June 30<sup>th</sup> deadline, the City would have to go month to month. Director Holden stated that everything was so uncertain that the City was in uncharted waters.

Director Holden stated she just wanted to let everyone know what the Library was facing. While things were still undetermined, it was important the Trustees know what the Library's options were and what the Trustees might need to think about in the next couple of months.

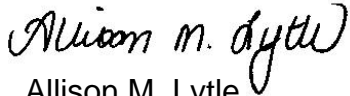
President Cavanaugh reported the George Peabody medal ceremony was scheduled for May 20<sup>th</sup>. The invitation would be going out the next day.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by David Hallinan and seconded by Don McAllister. 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,

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

Allison M. Lytle  
Recording Secretary