

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
November 3, 2008**

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

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

Present

Martha Cavanaugh
Jerry Bellew
Nancy Sue Keller
Ted Quinn
Christopher Burbridge
Robert Walsh
David Hallinan
Margaret Tierney

Absent

Maria Dakos
Don McAllister
Darryl Ann McCarthy
Rosemary O'Brien

President Cavanaugh noted that Don McAllister, Maria Dakos, Rosemary O'Brien and Darryl Ann McCarthy had all called to let her know they would be unable to attend the meeting.

Approval of minutes from previous meeting

A **MOTION** was made by Robert Walsh and seconded by David Hallinan to approve the minutes of the October 6, 2008 meeting as presented. A vote was taken.

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

Receipt of Communications

President Cavanaugh reported the Board received a thank you card from the staff at the South Branch Library for the staff luncheon.

President Cavanaugh reported the Board received formal communication from the American Federation of Teachers to open negotiations with the Library. President Cavanaugh stated she would give the letter to the Personnel Chair, Nancy Sue Keller.

Report of the Library Director

Staffing: Library Director Martha Holden reported that on October 21st, John Baron started working as the Library's part-time evening custodian. Director Holden reported Mr. Baron worked for the Library in the spring of 2007 as a season substitute when Jack Modini was out of work for an extended time. Director Holden stated the Library was

very happy to have Mr. Baron on staff. Director Holden stated she was hoping the Trustees would be able to meet Mr. Baron that evening. Director Holden reported Library bookkeeper Russ Whitehead would be out of work for the next several weeks to have surgery. Director Holden stated hopefully Mr. Whitehead would recover quickly and completely.

Buildings & Grounds: Director Holden reported she had spoken with Rich Howcroft of the DPS about several grounds issues at the Library that needed to be addressed. Director Holden stated that since the last Trustees meeting, the sidewalks at the West Branch Library had been repaired and the worst areas of the Main Library driveway had been patched. Director Holden stated she would try to plan for capital funding to grind up and repave the entire driveway at the Main in the spring. Director Holden stated she also requested that a gully behind the Library that was rapidly expanding, be filled with crushed stone before the winter. Director Holden stated it is important that the gully be filled in before the area's first winter storm.

Director Holden reported Dennis O'Leary of RDK Engineers submitted an informal schedule of recommendations that would be included in the proposed design for the HVAC project at the Main Library. Director Holden reported that among his recommendations are:

- Replacing the coils and the condensing unit serving the two large air handlers in the attic with chilled water coils including the replacement and insulation of ductworks (old building).
- Rooftop units and split systems should be replaced with a chilled water/hot water rooftop VAV air handler and separate VAV box and temperature control zones on each floor (new building).
- Conversion to gas appliances.
- New HVAC/humidity control system for the Sutton Room.
- Replacement of pneumatic with digital controls.
- Alternate option of replacement of light fixtures.

Director Holden noted the replacement of the existing ductwork distribution system would be priced as an alternate.

Director Holden stated she hoped to be in touch with Mr. O'Leary in the next week or so to get a funding estimate for these recommendations, in order to assist her in planning for capital funding.

Director Holden reported the Mayor had requested that all departments submit their top three capital requests for the next round of capital funding. Director Holden stated she would meet with the Mayor and the Director of Finance next Monday morning to discuss that issue. Director Holden stated that although she had approximately ten projects that should be done immediately, she would ask for funding for: the HVAC upgrade; parking lot paving; and waterproofing of the elevator lobby.

Grants: Director Holden reported that Shelley Quezada, who is the Massachusetts Board of Library Commissioners' Project Manager for *On the Same Page*, notified Gerri

Guyote that she was going to recognize Peabody in her federal LSTA report as having done an “exemplary project” in its implementation of the “Play by the Book” grant. Director Holden stated she was very proud of the Library and the staff for their implementation of said grant. Director Holden reported various departments were currently working on the following grants:

- *Prime Time Branches Out*
- Gates Hardware grant
- LFF’s *Fit for Life*
- ALA’s *Jewish Literature*
- Peabody Institute Library Foundation’s McCarthy Concert Series

Director Holden reported Young Adult Librarian Melissa Rauseo was working on applications for a NMRLS grant “Toolkits for Tomorrow’s Jobs” and “Youth Leaders for Literacy”.

Director Holden reported upcoming programs in November included the following:

- Wednesday afternoon, 4-5pm – Mad Scientist Club (Main Library/Tweens).
- Thursday, November 6th – Silent Movies with Richard Hughes (South Branch Library).
- Monday, November 10th at 7pm – Dr. Riham Bahi, a speaker for the Center for Middle Eastern Studies at Harvard University, would present the lecture, “US Foreign Policy in the Middle East Region” (Main Library).
- Thursday, November 13th at 4pm – Harvest Tea Party (South Branch Library/Children’s).
- Saturday, November 15th – “Music Together” with Teresa Coelho (Main Library/Children’s).
- Tuesday, November 18th – Thanksgiving Centerpiece (West Branch Library/Adults).
- Tuesday, November 18th – Digital Cameras 101 (West Branch Library/Adults).
- Tuesday, November 18th, 6:30pm – Creative Feast: New Traditions for Thanksgiving (Main Library).
- Wednesday, November 19th, 7pm – Laura and Clara Kennedy in concert (Main Library, part of the McCarthy concert series).
- Tuesday, November 25th – Winter Story Trees (Main Library/Children’s).

Director Holden reported the traffic flow at the Main Library continues to be very heavy. On a recent half day for the Higgins Middle Scholl, the Main Library had approximately 50 teens inside the building. Director Holden stated that on a particularly busy day the week prior, the drop-in center at the Library had 35 teens present. Director Holden reported the circulation figures and PC registrations reflected the increased numbers and programming for all ages continues to be in high demand.

Director Holden reported NOBLE recently implemented the *Next Reads* readers’ advisory program. Director Holden explained patrons could sign up for that program that provided recommended reading lists for a variety of readers’ tastes. Director Holden reported the Peabody-branded edition also offered patrons a subscription to a monthly newsletter that outlined upcoming adult programming. Director Holden

reported NOBLE also enabled a text-to-phone catalog feature that allows a user to send a call number to their cell phone. Director Holden stated this feature is very popular among college students and reduces the demand for scrap paper and pencils at the catalog workstations.

Director Holden reported the Overdrive downloadable audiobook software had not yet been implemented. NOBLE was completing the initial collection cataloging and making adjustments to the patron interface. Director Holden stated Overdrive would probably be implemented within the next few weeks.

Budget: Director Holden provided the Board with an updated report of the Library's budget and expenditures to date.

Director Holden reported Mayor Bonfanti had requested that all department heads submit and implement a budget that was reduced 2.5 percent from the figure that was approved in July. Director Holden reported she proposed a budget that was slightly reduced in book expenditures and part-time wages. Director Holden stated the Mayor also warned of potential 9C cuts that Governor Patrick, provided he received the legislature's 9C authority, might opt to implement early in 2009. Director Holden stated the Library was currently running as lean as possible without implementing layoffs, but there was very little discretionary funding included in the budget. Director Holden stated that all staff would do what they could to cut back spending on anything that was not essential.

Miscellaneous: Director Holden provided the Board with a copy of the Library's Annual Report that was recently prepared.

Director Holden reported that she recently had a restorer into the Library to look at the George Peabody portrait that hangs in the Library. Director Holden stated that it had always been the assumption that the portrait was an oil painting done by Healey. Director Holden reported the restorer looked at the painting and discovered that it was not an oil painting but rather oil over a photograph. Director Holden stated the Library would like to get the portrait restored but learned that the restoration could not be done in place; the portrait would have to be moved. Director Holden stated that, as that was the case, the Library would have to hire a moving company to take the frame down, and then the restorer would remove the painting from the frame to restore it. Director Holden stated the Library would have to wait for temperate weather before the painting could be moved because it was on a metal-based surface which could cause cracking if it was moved in the winter. Director Holden stated she would be looking into funding from several different sources for the restoration of the portrait, and the frame, if possible, as she expected the restoration to be quite costly. Director Holden stated she would be putting together a proposal for this project in the next six months or so.

Annual Dinner Meeting: Director Holden reported the Library Board of Trustees next meeting would be held at Su Chang's restaurant on December 1st at 7:30pm.

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 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 Christopher Burbridge stated there was nothing to report in addition to the information provided during Director Holden during her report.

FINANCE: Treasurer Nancy Sue Keller stated there was nothing to report in addition to the information provided by Director Holden during her report.

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

FUNDRAISING: As Committee Chair Maria Dakos was not present, there was no new report from the committee.

FUTURE PLANNING: As Committee Chair Rosemary O'Brien was not present, 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 HISTORICAL SOCIETY: Liaison Jerry Bellew reported the construction of the Leatherworkers Museum at the George Peabody House Museum was moving right along. The foundation had been poured and a lot of the lumber had arrived. Trustee Bellew stated the construction should continue to move forward through the winter. Trustee Bellew stated Mr. D'Orsi, the owner of D'Orsi's bakery, had made a request to take down the bakery building because of issues with sustaining tenants in the building. Trustee Bellew reported Mr. D'Orsi was seeking permission to tear down the building and put up a new building that would have a smaller footprint but was taller. Trustee Bellew stated there were many approvals Mr. D'Orsi would need before the project could move forward, particularly given that the bakery was in an historic district. Trustee Bellew reported the Historical Commission, in particular Andy Metropolis, Frank Hardy and himself, were looking into the possibility of restarting the exchange program with the Peabody Trust, or at the very least sending students from Peabody to London to visit the Peabody Trust. Trustee Bellew stated the Historical Commission believed it was an ideal time to discuss the program again, particularly given the recent successful visit of Peabody Trust CEO Pam Alexander. Trustee Bellew reported Mr. Hardy and Mr. Metropolis discovered that about 15 Peabody students were

visiting London next April. Trustee Bellew stated they would be looking into the possibility of arranging a visit to the Peabody Trust.

POLICY REVIEW: As Committee Chair Don McAllister was not present, there was no new report from the committee.

SPECIAL EVENTS: As Committee Chair Darryl Ann McCarthy was not present, there was no new report from the committee.

A **MOTION** was made by Robert Walsh 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

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

New Business

The Board reviewed the annual report that was provided by Library Director Martha Holden during her report. Director Holden stated the report was a recap of the year and contained a lot of the reporting that had to be done to the state.

In response to a question from the Board, Director Holden stated that the moderated adult book groups were the book groups where the discussions were actually moderated by a member of the Library staff. Director Holden explained that the reason the number of moderated adult book groups declined was because the Library was able to spin off some of the more independent groups so that the Library staff did not have to moderate the meetings. Director Holden stated the Library was still involved in organizing the book groups, but no longer attended those groups that were more independent.

In response to a question from the Board, Director Holden stated the adult book collection actually dropped because the Library had recently done an extensive purging of the collection, which was done every few years. Director Holden stated the process was a good one for the Library to undertake every few years.

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 8:00pm.

Submitted by,

Alison M. Dytch

Allison M. Lytle
Recording Secretary