

**PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES**

**Minutes of Meeting  
November 2, 2009**

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The meeting was called to order by Board President Martha Cavanaugh at 7:35 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  
Nancy Sue Keller  
Jerry Bellew  
Martha Cavanaugh

**Absent**

Christopher Burbridge  
Ted Quinn  
Robert Walsh

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

President Cavanaugh noted that Christopher Burbridge and Robert Walsh had let her know they would be unable to attend the meeting.

**Approval of minutes from previous meeting**

A **MOTION** was made by Don McAllister to accept the minutes of the October 5, 2009 meeting 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.

**Receipt of Communications**

President Cavanaugh reported the Board had received a thank you note from Martha Holden.

President Cavanaugh reported the Board had received notice of a motion to maintain the will of Asenath S. Blake that would be heard that morning in Salem, MA.

President Cavanaugh reported the Board had received an invitation to the Veterans' Day observations in the City.

## **Director's Report**

**Staffing:** Director Holden reported West Branch aide Lorraine Lauria submitted her resignation the previous week. Director Holden reported Ms. Lauria had been an aide at the West Branch for approximately ten years and would be missed by the staff. Director Holden reported new pages Olivia Barreto and Pamela Ortiz had started working at the Main Library; both replaced pages who recently started college.

**Buildings & Grounds:** Director Holden reported she had recently met with Purchasing Agent Dan Doucette, Design Engineer Dennis O'Leary, Architect David Torrey and Clerk of the Works Louie Karamas to discuss the status of the Library HVAC project. Director Holden stated she had contacted three firms that provided asbestos survey work to obtain quotes and explained the survey had to be completed prior to the start of the project. Director Holden reported the architect would propose options for ceiling/lighting on the first floor and any exterior work to be performed on the building. Director Holden explained she would like to install lighting that was more historically appropriate to the Library as what was currently installed was not appropriate for the building. Director Holden stated she and Mr. Torrey would schedule a meeting with the Trustees to gather any feedback and approvals as necessary. The project remained on the track to go out to bid in the spring of 2010.

Director Holden reported the metal structure and handrails on the patio on the northwest corner of the Main Library was painted in October. Director Holden stated she would get quotes for the fabrication of new plexiglass domes to replace those that were missing or cracked. Director Holden stated that area would be used for programming in summer months and as bonus space for the summer food program in 2010.

Director Holden reported the Library had replaced the commercial vinyl tiles on the elevator floor in October. Director Holden stated they also had cleaned and sanitized the mats inside the entrances, including inside the elevator lobby. That day, a new heater was installed in the basement of the West Branch Library as well.

**Grants:** Director Holden reported Children's Librarian Carol Bender and Assistant Director Gerri Guyote were working with the Peabody School Department on an Early Literacy Grant targeted to children considered "at-risk" for literacy skills development. Director Holden stated the Library was currently expected to receive approximately \$3,000 for programming and materials to support the initiatives.

Director Holden reported Young Adult Librarian Melissa Rauseo applied to the Music Drives Us Foundation, founded by Ernie Boch, Jr., for a grant to support music education in the community. Director Holden stated that if the Library was to receive the grant, Ms. Rauseo would work with Children's Librarian Maryann Sirois to schedule a series of percussion education programs targeted at youth (approximate ages 9-13) in the community. Director Holden reported the Library would like to sponsor a musician-in-residence program with Percussionist Otha Day. The idea was a result of the

strongly positive feedback from Peabody youth who participated in a past program by Mr. Day.

Director Holden reported the Library was participating in a bike rack reimbursement program sponsored by the Commonwealth. Director Holden stated that the Library would receive two new bike racks, which were ordered several weeks ago, for the price of shipping and handling. The bike rack reimbursement was designed to make transportation by bicycle a more feasible option for people. Director Holden reported that about two months ago, she had requested that DPS remove the racks that were in front of the Main Library because they were rusted and starting to fall apart. Director Holden stated she was hoping to have the new racks installed by year's end. Director Holden reported patrons rode their bikes year-round, regardless of the cold, as long as there was no snow on the ground.

Director Holden reported the Library applied for Census 2010 promotional materials in the form of Census 2010/Library card sleeves. Because the Library was considered a community partner in the Census, the Library was an eligible entity for promotional materials. As patrons asked for library sleeves on an almost daily basis, the Library could use the promotional sleeves provided by the Census. Director Holden stated that the grant, if successful, would provide the Library with almost 5000 sleeves.

Director Holden reported on upcoming programs included the following;

- Monday, November 2<sup>nd</sup> at 7pm - Classics Book Group.
- Monday, November 9<sup>th</sup> at 6:30pm – Creative Feast: New Traditions for Thanksgiving.
- Monday, November 16<sup>th</sup> at 7pm – Handwriting Analysis.
- Monday, December 7<sup>th</sup> and Monday, December 14<sup>th</sup> at 7pm – Celtic Harpist and Vocalist Aine Minogue.

Director Holden reported the Library would run the “Food for Fines” Program from November 23-December 23. During that time, the Library would accept donations of non-perishable food in lieu of overdue fines. Director Holden stated billed items were not included in the program.

Director Holden reported that, per the Mayor's request and her request the previous month for Board feedback, the Library would be selling City of Peabody white goods stickers from all three library locations. Director Holden reported the program would begin on January 1<sup>st</sup>. In addition to the white goods stickers, Director Holden reported the Library would also have “recycle” stickers available for \$2/each. Director Holden explained those stickers could be applied to trash barrels that could then be used in place of the traditional blue and green bins. Director Holden stated she would work with the City Clerk's office to work out procedural details.

Director Holden reported the Library was working with the Peabody Police Department to recover approximately \$1000 in fines from a patron who cheated the system by registering herself and several children under many different names, borrowing

materials, and never returning them. Director Holden reported she met with the patron last Friday and set up a payment/materials return plan for her. Director Holden reported that she and Gerri Guyote were in the process of compiling a list of people who owed excessive fines and would work with the police and courts to try to collect as much as possible.

Director Holden reported the Reading Public Library hosted a Mass Memories Roadshow last weekend at the Reading Library. Director Holden explained Mass Memories was an initiative from UMASS Boston that was attempting to create a digital archive of the historical items, particularly photographs, that people had in their homes. At the Roadshow event, people brought in and described their images, which were subsequently scanned into a database and the originals returned to their owner. The people who participated left with instructions on the care and maintenance of their historic photos. The scanned image was included in the Library's archives and in the archives of the Mass Memory project. Director Holden stated she would like to work with Mass Memories, the local historical community and PAT to bring a similar event to Peabody next year. Director Holden reported she had discussed the project with the Mayor and would provide more details as the planning continued.

Budget. Director Holden provided a copy of the updated budget and expenditures for the Trustees to review. Director Holden stated the Library was on track for the year, although she expressed concern regarding small building repairs that were starting to affect the figures.

Director Holden reported that the previous week, Governor Patrick announced a cut of \$284,000 to the State Aid to Public Libraries line item. Director Holden stated that, in and of itself, that cut would not be devastating, however it came after the line was significantly slashed that fiscal year. Director Holden stated the possibility of future 9C cuts always remained a concern as well. Director Holden reported Peabody's state aid forms (LIG/MEG-Library Incentive/Municipal Equalization) were submitted in October and the Library qualified for state aid without having to apply for a waiver. Director Holden reported the Massachusetts Board of Library Commissioners would vote on the Library's application (and other received in the same round) at their regular meeting in early-December. After that meeting, the Library would receive the first of two or three installments.

Director Holden reported that also in October, the MBLC (Mass. Board of Library Commissioners) approved the budget proposed by Director Rob Maier for the submission to the Governor for FY2011. The budget would require a cut of 28% for the regions, 27% for the networks and 16% for the libraries serving the vision-impaired. Director Holden stated that was an effort by the MBLC to comply with the administration's call for a 16% reduction in spending in most state departments for FY2011 due to declining revenue. Director Holden reported that as a result of the reductions, regional library systems would come up with a plan to consolidate services in early FY12. Director Holden stated regional reference center libraries might be eliminated; regional training might be reduced, and staffing levels would be reduced.

The regions would try to provide the most optimal service possible in areas deemed most important by libraries – statewide delivery and provision of basic statewide databases.

Director Holden stated that as the same time the budget threats were looming for libraries at the regional, network and individual level, the NOBLE network would proceed in its move toward a new open-source ILS, planned to be implemented in the next two to three years by a partnership of three local networks – MVLC (Merrimack Valley), CWMARS (Central-Western Mass.), and NOBLE. The open-source model was designed to eliminate networks being caught up in proprietary vendor models whereby the libraries were contracted to pay for scheduled maintenance increases with no guarantee of product improvements. Open source software was free; subscribers paid for upgrades, or could write their own code to complement the existing software. Director Holden explained that costs came into play with hardware purchases and software enhances. Director Holden stated the system that NOBLE was interested in (Evergreen) was developed for libraries in North Carolina, and was being implemented by different library systems of various sizes. Director Holden stated the model was very like what people were accustomed to seeing in an Amazon.com or other customer-based interface. At the same time, the circulation functions could be developed according to the users' needs, and not based on what was useful for larger clients or expedient for a particular vendor.

Director Holden stated the open source model was not being viewed by networks as a model that would greatly reduce or eliminate ILS-related costs. It was instead an investment in a product that was more cost efficient as the libraries would only pay for the improvements that were wanted. Director Holden stated it was an exciting and interesting progression in product vending. As the President of NOBLE, Director Holden stated she looked forward to the process and the great learning opportunity that the process offered.

Other: Director Holden reported the Library staff had decided that year that they would like a more simplified holiday party. As that was the case, rather than going to a restaurant, Director Holden stated she would like to open up the Library from 5pm-7pm on a Friday, and have the staff stay for a small party, which she would look into having catered. Director Holden stated she would only open the main entrance because it would be easiest to just monitor that one location in terms of people coming and going; the party would be kept on the first floor. Director Holden stated she would like the approval of the Trustees regarding whether or not that plan would be acceptable for her to try.

Director Holden reported that Governor Patrick had signed a new ethics law requirement that all employees, Trustees and Boards needed to read and sign in order to be in compliance. Director Holden requested that all of the Trustees read and sign the information at their earliest convenience. Director Holden stated that in the spring, everyone would be required to go online and take a training and a subsequent test as

well. The training and test should take approximately an hour. Director Holden stated she would be planning a training should anyone have any problems with the application.

As there were no additional questions from the Board, a **MOTION** was made by Don McAllister, 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.

### **Reports of the Committees**

**AUDUBON PRINTS:** Committee Chair Jerry Bellew reported that Nancy Barthelemy had produced an up to date statistical report of all of the Audubon Prints that were available and their status, which he would submit to the Board for its review. Trustee Bellew stated Director Holden would make available to the Board a copy of the report for them to review at their earliest convenience. Trustee Bellew reported there were 432 prints that were available; 122 of which had been restored. Trustee Bellew stated there were 18 at the present time that were out being restored. Trustee Bellew reported that Ms. Barthelemy had also made suggestions in her report as to how the Library and Trustees could move forward with the prints and what could be done with them to display them and make them available to people. Trustee Bellew stated that he thought that in the coming year it would be a good idea to hold a committee meeting to discuss an issue that the Library was experiencing in the storage of the prints.

**BUILDINGS AND GROUNDS:** Committee Chair Don McAllister stated there was nothing to report in addition to the Buildings & Grounds update provided by the Library Director during her report.

President Cavanaugh stated that the Buildings & Grounds Committee would be very busy in the coming year with the HVAC project moving forward.

**FINANCE:** Treasurer Don McAllister stated there was nothing to report in addition to the Finance update provided by the Library Director during her report. There were no questions from the Board on the report provided.

**FUNDRAISING:** Committee Chair Maria Dakos reported she had sent out most of the thank you notes for *Starry, Starry Night*; she just had a few to complete still as she had run out of envelopes. Trustee Dakos inquired about a couple of local establishments that she was unsure of as to whether or not they had made donations to the fundraiser.

**FUTURE PLANNING:** Committee Chair Rosemary O'Brien stated there was no new report from the committee.

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

**POLICY REVIEW:** Committee Chair Don McAllister 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 attached.

Trustee O'Brien stated she did want to add that the Friends were sending out solicitation letters to local business seeking funds to support the program.

**LIAISON TO THE HISTORICAL SOCIETY:** Liaison Jerry Bellew stated there was nothing new on which to report.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION, INC:** Liaison Darryl Ann McCarthy reported the Foundation had recently held its annual meeting, during which a new President, John McCarthy was elected. The Foundation also nominated a new slate of Officers during the meeting and discussed how to raise funds for the Library. Trustee McCarthy reported the next meeting of the Foundation was scheduled for January 2010.

Trustee McAllister stated that it was the first full year of the Foundation and members continued to think about different ways to raise money; however, given the economy, fundraising might be difficult. Trustee McAllister reported the Foundation members would work on some new ideas to enhance *Starry, Starry Night* next year.

A **MOTION** was made by Don McAllister to accept the reports of the Committees 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.

### **Unfinished Business**

President Cavanaugh inquired as to whether or not the Board had been able to look at the Action Plan that was sent out by Director Holden prior to the meeting. Director Holden explained the action plan was a guideline that was submitted every year, however it did not limit the Library or tie the Library down to anything. Director Holden stated that every year she sent out questions to the staff inquiring as to what they would like to do at the Library and what they would like to accomplish, then incorporated their responses into the action plan for the year. Director Holden stated the Library used the document as a foundation to grant writing as they were able to refer to the plan and show that what they were applying for a grant for had been identified as a community need previously. Director Holden stated she also felt that completing the action plan each year was a good exercise as planners and was good for fundraising. Director Holden reported the action plan was due to the MBLC by the beginning of December.

A **MOTION** was made by Don McAllister to accept the Action Plan for 2010 as presented by Director Holden. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

### **New Business**

A **MOTION** was made by Nancy Sue Keller to permit the Library Director to open the Library from 5pm-7pm on a Friday night to host a holiday event for the staff. The motion was seconded by David Hallinan. 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 David Hallinan. A vote was taken.

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

The meeting was adjourned at 8:30pm.

Submitted by,

Allison M. Lytle  
Recording Secretary