

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
October 6, 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
Christopher Burbridge
Maria Dakos
Don McAllister
Darryl Ann McCarthy
Robert Walsh
Rosemary O'Brien
Margaret Tierney

Absent

Nancy Sue Keller
Ted Quinn
David Hallinan

Darryl Ann McCarthy noted the local newspaper printed that the Trustees meeting was scheduled for the following evening, which could have created some confusion on the date.

Approval of minutes from previous meeting

A **MOTION** was made by Robert Walsh and seconded by Don McAllister to approve the minutes of the September 8, 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 Trustees received a thank you note from the family of Trustee Ted Quinn for the donations made by the Trustees in his mother's name in remembrance of her passing.

President Cavanaugh reported the Trustees received a thank you note from the McCarthy family for the acknowledgement sent in sympathy of her brother-in-law's death.

President Cavanaugh reported the Trustees received information on the upcoming Massachusetts Friends of the Library and the Massachusetts Library Trustees Association conference which would be held on Saturday, November 1st at the Courtyard Marriott in Marlborough, should anyone be interested in attending.

Report of the Library Director

Staffing: Library Director Martha Holden reported she had hired a part time evening custodian who had worked one day, then declined to return to work for the second day, having decided the position was not right for him. Subsequently, Director Holden reported she offered the job to another person, the second candidate, who accepted and would start as soon as the paperwork was completed. Director Holden stated she hoped he would start by the end of the following week. Director Holden stated she would follow up regarding that issue at the next meeting.

Director Holden reported Jonathan Canton was hired as a page at the West Branch Library.

Director Holden reported Assistant Director Gerri Guyote and Melissa Rauseo interviewed candidates for the Young Adult after-school aide position at the Main Library. As a result, internal candidate Stephan Dufresne, who was a page at the Library, was hired on as the aide.

Buildings & Grounds: Director Holden reported the plumbing issues at the South Branch continued. Director Holden stated that at that point, she had requested Building Inspector Kevin Goggin review the video of the pipes and try to determine whether the pipes to the street needed to be replaced or repaired. Director Holden stated the Library had worked and worked on the issue and tried everything possible, including changing to single ply paper and having no paper towels in the bathroom, yet sewage continued to back up into the toilets.

In response to a question from the Board, Director Holden stated the issues began when the construction of the funeral home across the street began, however she had not heard of issues with other buildings and residences in the area.

Director Holden reported she had received a copy of the Energy Audit report prepared by Pepper White, contractor for the Massachusetts Department of Energy Resources. The report would be used in support of the HVAC design that would be created by RDK Engineers. Director Holden stated she had a copy of the extensive report for the Trustees' review. Director Holden reported she also emailed the report to Christopher Burbridge for review by the Buildings & Grounds Committee.

Director Holden reported that during the summer, she had requested that the City's Department of Public Services repair the sidewalk at the West Branch Library, and requested they use stone to line a gully that recently formed behind the Main Library. Director Holden stated the gully formed as a result of heavy rains and it was her fear that the rate of erosion would increase as a result of further rains, thereby causing the rapid deterioration of the bank behind the Main Library. Director Holden reported Jack Brennan agreed to complete the projects. Director Holden stated she would follow up with him to see they were completed as soon as possible.

Director Holden reported the lighting for the West Branch flagpole was installed last week. Director Holden requested the Trustees let her know if they had any comments on the appearance of the lighting.

Director Holden reported she was working on trying to get the City to approve staff parking in the lot across the street from the post office. Director Holden stated this was necessitated by the fact that the Library planned to cone off the spots on the other side of the building because of the ice issues the Library experienced. When the sun shined on the ice that formed on the Library, the ice melted and came down in sheets on occasion. Director Holden stated there had been incidents in the past where car windshields and mirrors were broken by the falling ice that fell over the barrier. Director Holden stated the situation was an accident waiting to happen. Director Holden stated the area would probably be coned off during the months of January, February and March, at least, to avoid any potentially dangerous situations. As there would be less parking for the staff, she felt it would be appropriate if the City approved the spots across from the post office.

Programs & Grants: Director Holden reported the Library was working on several grant projects including LSTA, Gates and LFF's *Fit for Life* grant. Assistant Director Gerri Guyote and Director Holden attended a three-day Met Life/LFF grant seminar on September 24-26 in New York City. A.S.L. Kelley Rae Unger and Trustee Cavanaugh attended a Gates grant seminar in Danvers during the same three-day period. Director Holden stated both of those grants would be implemented in 2009. Director Holden reported the first grant would provide health related programming for people of all ages at all library locations. The second grant would fund five computer stations over a two-year period at the Main and South Libraries. Director Holden stated that as the programs were implemented, she would provide more specific information to the Board.

Director Holden reported that as part of the *Prime Time Peabody Branches Out* grant program, the branches would be providing programming geared toward older, active adults. In October, the South Branch Library would host an author visit by Michael Tougias on the 16th and would present "Wine 101" hosted by Michael Shube on the 28th. Director Holden reported the West Branch would host Author Joseph Parker who would present a lecture on strategies for finding jobs or changing careers during tough economic times. Kathy Walsh was also in the process of planning a Thanksgiving centerpiece-making workshop in November, and a klezmer music program in December.

Director Holden reported on the following upcoming programs in the Young Adult Department:

- "Tabletop Gaming" on selected Saturdays throughout the fall.
- A new Drama Club hosted by Young Adult Aide Mary D'Entremont.
- The return of the Mad Scientists' Club (this year with a focus on alternative energy projects).
- Regular meetings of the Peabody Youth Service Council, the Library's youth community service committee.

Director Holden reported she had brochures highlighting the upcoming Adult Service and Main Children's programs. Highlights of the Adult Service Department programs included Jazz Vocalist Wendee Glick in concert Tuesday, October 7th at 7pm and a lecture "Women in Islam" hosted by Nancy Kahlil of the Harvard University Center for Middle Eastern Studies on Wednesday, October 22nd.

Director Holden reported archivist Nancy Barthelemy created and opened an exhibit "Peabody – Through the Years". The display boards were set up in the elevator lobby. Director Holden reported Ms. Barthelemy planned four events for the exhibit. The programs thus far – Historian Jim McAllister on the Salem Witch Trials, Historian Merrill Kolhoffer on Anti-Slavery efforts in South Danvers, and Dr. Emily Murphy on Lucretia Derby – had been very successful with over 40 people at each event. Director Holden reported on Thursday, Historian Margherita Desy would present "The House with Nine Lives: The History of Oak Hill" at 7pm. Director Holden stated Ms. Barthelemy had done a remarkable job in presenting a compelling series that highlighted important people, places and events in Peabody in the last 300 years.

Budget: Director Holden reported the current budget report was available for the Board's review. Director Holden explained that at that point in the year, certain items stood out because they were purchased up front for the year.

Director Holden reported all City departments, including the Library, were asked to prepare a 5% reduction in the budget, in case such a plan would need to be implemented later that year. Director Holden stated that it was hard to do that as the only flexible spending she had in the budget was for books and staffing. (The Library also faces the possibility of losing a portion of state aid if the Governor implements 9C cuts this year.) Director Holden emphasized that the state aid the Library received was absolutely necessary in order for the Library to run at its current level. Director Holden reported that should the state vote in favor for the elimination of the state income tax, the effect would be so catastrophic in terms of the Library's funding that it would be impossible for her to plan for that event at that point. Director Holden stated she would be working with the Mayor on the proposed reduction and would keep the Board up to date as to any further information in that matter.

Director Holden stated she was requesting the approval of tuition reimbursement in the amount of \$806.50 from the General Library Trust for Melissa Rauseo for half of the cost of a graduate level library science course she recently completed.

Miscellaneous: Director Holden thanked the Trustees who were present for Peabody Trust CEO Pam Alexander's visit the previous Monday. Director Holden stated she hadn't received word until Monday morning that Ms. Alexander would arrive in Peabody that day. Director Holden reported they had a very cordial visit and she hoped to keep in touch with Ms. Alexander and coordinate events or visits in the future.

Director Holden reported she had hoped to demonstrate two new programs – NextReads and OverDrive – for the Trustees that evening, however OverDrive was only initialized (for the staff only) within the past week. Where that was the case, Director Holden stated she would wait until the next month when she hoped she would be able to provide a better live demonstration of the product. Director Holden reported the Library had initialized the readers’ advisory service NextReads on the Library’s website. Director Holden stated it was an opt-in program that offered suggestions for readers who are interested in different literature and fiction genres. OverDrive offered downloadable audiobooks that could be stored and played from a patron’s own MP3 player, and in some cases, an iPod.

Director Holden reported local artist Pablo Vargas donated to the Library a framed acrylic portrait of former Mayor Peter Torigian. Director Holden had the portrait at the meeting for the Trustees consideration. Director Holden asked that the Trustees give some thought as to what she should do with the portrait, whether it was displayed at the Library, or given to another local organization for display at its location.

Annual Dinner Meeting: Director Holden reminded the Trustees that the annual dinner meeting should be scheduled by the end of the month so that a reservation could be made.

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 Margaret Tierney. 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: As Treasurer Nancy Sue Keller was not present, there was nothing to report in addition to the budget report provided by Director Holden during her report.

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

FUNDRAISING: Committee Chair Maria Dakos reported that *Starry, Starry Night* was again a success, and had even grown since the previous year. Trustee Dakos stated the fundraiser should net at least \$1,700-\$1,800, which was a few hundred dollars more than the previous year. Trustee McAllister reported that the Trustees were still

expecting the money from the donations in the Hannaford's kiosk and, as that was the case, they should see a total of around \$2,000 in donations from the event.

Trustee Dakos stated she would like the Trustees to consider holding the December dinner meeting at Su Chang's as they had always been generous in their donations to the *Starry, Starry Night* fundraiser, and that year they were even more so. Trustee Dakos stated that the owner gave more food for the event every year and felt that it would be appropriate to patronize her business as a thank you for her generosity. The Board agreed with that idea.

FUTURE PLANNING: Committee Chairman Rosemary O'Brien stated there was nothing new to report from 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 Peabody Historical Commission had recently sent a letter to the owner of the property at #7 Washington Street, which had fallen into disrepair for the last six or seven years, inquiring as to the intentions of the owner with regards to the property. Trustee Bellew reported Attorney David Ankeles appeared before the Historical Commission at its meeting last month, representing the owner of the property who lived in California. Attorney Ankeles reported, on behalf of the owner, that his intentions were to repair the building and turn it into apartments. Trustee Bellew stated there were still some issues regarding the exact number of units that would be added to the building but the issue was being discussed and the progress on the building was being monitored.

In a response to a question from the Board, Trustee Bellew reported that there would not be any major changes to the front of the Pioneer Garage building because it was in an historic district. As that was the case, any planned renovations would be reviewed by the Historical Commission.

POLICY REVIEW: Committee Chair Don McAllister reported the policy review committee had recently completed work on a revision to the "Fines Policy" portion of the Materials Circulation Policy and Procedures for the Peabody Institute Library. Trustee McAllister stated the Policy Review Committee was recommending the following paragraph for addition to the Materials Circulation Policy:

"Lost or damaged items must be paid in full, with a receipt issued at the time of payment. Upon presentation of the receipt within three (3) months of payment, a refund will be issued for materials found and returned in good condition".

Trustee McAllister stated he would be presenting that change for a vote during the New Business of the Board.

Director Holden stated the change was proposed in order to establish a timeframe during which patrons could return books they lost and have their fines returned to them.

SPECIAL EVENTS: Committee Chair Maria Dakos requested that Peabody Historical Society President Bill Power, Mayor Michael Bonfanti and his wife, and the husband of Library Director Martha Holden receive invitations for the December dinner meeting of the Board of Trustees, as in previous years. The Board agreed with that request.

Trustee Dakos questioned whether or not the Board of Trustees would continue to host the *Starry, Starry Night* fundraiser the following year or whether the Peabody Institute Library Foundation Board would be taking over and running the event.

The Board discussed the event and noted that the event was more of a joint effort between the Foundation and the Trustees that year. Trustee McCarthy stated that she and Director Holden were the fundraising chairs of the Foundation, therefore they could continue to work with Trustee Dakos on the event and continue the collaboration between the two organizations on the event for the foreseeable future. Trustee McCarthy stated she felt it was important for the Trustees to continue the event, particularly as it had become more successful each year. The Board inquired as to whether or not Trustee Dakos had any issues with continuing to run the event the next year. Trustee Dakos stated she did not have a problem managing the event the next year as long as she continued to have assistance as she did that year.

Trustee McAllister stated on behalf of the Foundation Board, as its President, the Foundation would look forward to working on the event again and would work to expand the Foundations' efforts the next year.

Trustee Dakos reported Director Holden would be providing her with the thank you letters for the donations to *Starry, Starry Night*. Once she received the letters, Trustee Dakos stated she would send them out as soon as possible. Trustee McCarthy stated she would send letters to the organizations from which she secured the donations. Trustee McCarthy stated she would also send a thank you letter to be printed in the newspaper.

Trustee Tierney stated she was surprised by the small turnout by other elected officials at the event. Trustee Tierney suggested that perhaps it might be beneficial to put the event on the agenda for the last city council meeting before the event, in order to increase the attendance by the elected officials.

A **MOTION** was made by Christopher Burbridge to accept the reports of the Committees as presented. The motion was seconded by Darryl Ann McCarthy. 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

A **MOTION** was made by Darryl Ann McCarthy to approve the expenditure of \$806.50 from the General Library Trust to Melissa Rauseo for tuition reimbursement. The motion was seconded by Christopher Burbridge. A vote was taken.

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

President Cavanaugh requested that Library Director Holden make the reservation at Su Chang's for the Board's December meeting. Director Holden stated she would do so.

Trustee McAllister requested the Board revisit the issue of the December dinner meeting and the format of such, as was discussed at a previous Board meeting. Trustee McAllister stated that, having run many of those meetings, he felt the dinner meeting was not conducive to getting any business done. Trustee McAllister stated there were issues with noise and people not being able to follow the meeting and hear everything that was going on. Trustee McAllister stated that he felt it was not even worth conducting business at the meeting as it was currently planned due to those issues.

Trustee McCarthy stated she disagreed with the assessment of the meeting and felt that the format did not need to be changed, as business had been conducted successfully at the dinner meeting for the 10 years that she had been on the Board.

Director Holden stated she could provide all of the Board members with a written copy of her report, in order to make it easier to follow what she was reporting, should noise be an issue. Director Holden stated she would also keep her report to just the essentials for the meeting.

The Board discussed the issue and the format of the meeting. Director Holden stated she would contact Su Chang's to see if they would be able to use the private area of the restaurant but did not believe that it would be possible as they were such a small group. The Board agreed to revisit the issue should there be a real crisis (particularly with the budget) that would need to be addressed at a more formal meeting. President Cavanaugh stated the Board would know prior to the meeting what issues needed to be addressed and would do what was needed to get all of the business done.

A **MOTION** was made by Don McAllister to approve the recommendation of the Policy Review Committee regarding the changes to the Materials Circulation Policy and Procedures as outlined in the report of the Committee. The motion was seconded by Christopher Burbridge. A vote was taken.

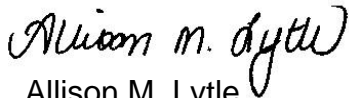
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Don McAllister and seconded by Maria Dakos. A vote was taken.

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

The meeting was adjourned at 8:40pm.

Submitted by,



Allison M. Lytle
Recording Secretary