

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
October 1, 2007**

The meeting was called to order by Board President Don McAllister at 7:55pm.

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

Present

Martha Cavanaugh
Maria Dakos
Richard Tranfaglia
Darryl Ann McCarthy
Nancy Sue Keller
Rosemary O'Brien
Don McAllister

Absent

Ted Quinn
Christopher Burbridge
David Hallinan
Robert Walsh
Margaret Tierney

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

Approval of minutes from previous meeting

A **MOTION** was made by Richard Tranfaglia and seconded by Maria Dakos to approve the minutes of the September 10, 2007 meeting as presented. A vote was taken.

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

Receipt of Communications

President McAllister reported there were no receipts of communications to report.

Report of the Library Director

Staffing: Director Holden reported that new Library employees included:

- Robyn Johns, aide at the West Branch Library, replacing Glenn Hudson
- Debora Deschanes, aide at the South Branch Library, replacing Ted Manning
- Mary D'Entremont, seasonal aide at the Main Library, replacing Eneida Bena
- Lauren Acquaviva, page at the West Branch Library, replacing Russell Grossman-Ososke

Buildings & Grounds: Director Holden reported she was working with Dan Doucette to begin the preliminary design phase for the HVAC project. The Library would be working with RDK Engineering of Andover. Director Holden reported she was hoping to meet with Dennis O'Leary of RDK and Purchasing Agent Dan Doucette this week to begin the process.

Director Holden reported she had been waiting for a third quote for the construction and installation of branch signs at the West Branch Library and South Branch Library, but a third vendor declined to respond to repeated requests. Therefore, Director Holden reported, she would need to move on based on the quotes she had received previously. Director Holden stated she expected that Community Development would share the cost of these signs as they would be an enhancement to the local neighborhoods; there were currently no signs at all the South Branch Library. Director Holden reported she would consult with Buildings & Grounds Committee Chairman Christopher Burbridge and would return with a proposal and request for funds before she went ahead with the order.

Chairman Power reported that Peabody resident John Jeffers donated to the Library the bookcase now located in the Trustees Room along with the contents that included early volumes of *Harpers Weekly*. Director Holden reported that Nancy Barthelemy was very interested in the *Harpers Weekly* as they offer a good historical account of the period of the Library's founding. Director Holden stated that over the next few weeks, the custodians would clean up the bookcase and make minor repairs. The bookcase would remain in the Trustees Room.

Director Holden stated that, if the Board was agreeable, she would like to paint the walls in the Board of Trustees room a color other than the white they were currently painted. Director Holden stated she would look into some appropriate colors and discuss a possible color choice with the Buildings & Grounds Committee. Director Holden stated she believed it would make the room more aesthetically pleasing.

Director Holden reported that one of the Library's regular customers, Val Wuorinen, donated four framed Lockheart wildlife prints to the Library for the benefit of the public. The prints were available for viewing that evening. Director Holden stated she would like to hang the prints above the west wall on the first floor to add some color and interest to the room.

Director Holden reported the carpets at the Main and South Branch would be cleaned on October 12th. The areas that would be cleaned were heavy traffic areas that were stained and very dirty. Director Holden stated that within the next few years, the Library would need to consider re-carpeting many areas of the Main Library. At the moment, Director Holden reported she was looking into pricing for replacing the floors in the elevator as she hoped to replace the flooring in such as soon as possible as they were in very bad shape.

Programming: Director Holden reported on the recent and future programming at the Library:

- The Prime Time Peabody Program was winding down that month. Director Holden reported it was a busy year of adult programming associated with the program. On September 24, local artist Pula Kulas presented a watercolors workshop for artists as part of the program. The program was well attended and the Library received very positive feedback from participants.
- The Earth Peabody series was going well. The next scheduled event was *Creative Recycling* presented by Evelyn Rauseo.

- The Jewish Literature grant program was proceeding very well with the next meeting scheduled for Wednesday, October 3rd. Director Holden reported twenty-five to thirty people attend the program on a regular basis.
- On Tuesday, October 2nd, bookseller and appraiser Ken Gloss would visit the South Branch Library for a lecture and appraisal session.
- On September 19th, the “Two Old Friends” folk concert was held in the Sutton Room. Director Holden reported that although it was sparsely attended, the audience was very enthusiastic about the great performance and the Library received several requests for a repeat performance next year.
- The next concert, scheduled for October 24th originally featured cellist Agnes Kael-Nagy, who, unfortunately had to cancel for family reasons. Director Holden reported the Library hoped to present a viola performance by Colin Benn in her place.
- The Almira Fales exhibit opened in the Sutton Room on September 20th. Director Holden reported Archivist Nancy Barthelemy planned the opening program with a lecture by Professor Nina Silber of BU on the topic of the Contributions of Northern Women During the American Civil War.
- On Thursday, September 27th, Cynthia Dias-Reed presented “Clara Barton and the Missing Men of the Civil War”.
- On Thursday, October 4th, Living History performer Jan Turnquist would speak as Clara Barton at 7pm in the Sutton Room. Director Holden reported the Civil War exhibit and performances were funded in part by a grant from the Massachusetts Foundation for the Humanities. Director Holden reported Ms. Barthelemy had prepared a great webpage as part of the exhibit and encouraged the Trustees to visit the website to see how the web component enhanced the Library’s ability to delivery some of its great local history resources to the public.

Director Holden reported that the South Branch Library would host a story time for mentally challenged adults starting on October 11th. Joy Terenzoni would read a story and would lead the group in creating a craft that related to the theme of the story. Director Holden reported the Library would probably run this program on a monthly basis but it would be flexible in relation to the demand of the program. Director Holden stated she was optimistic that this would be a great program and anticipated that the demand would be quite high, based on previous inquiries into this type of programming and the need for such.

Director Holden provided the Trustees with an October Children’s scheduled for the Trustees’ review.

Miscellaneous: Director Holden reported Assistant Director Gerri Guyote, Adult Services Librarian Kelley Rae Unger and herself had been working with Patrice Grandee to implement the coffee cart in the Young Adult Room weekday mornings from 9:30am-11:30am. The program was part of a grant that Peabody Veterans Memorial High School received that puts special needs students in the workforce. Director Holden reported that three students from PVMHS, plus a supervisor, would set up the “Bookworm Café” that would offer coffee, tea and pastry from the culinary arts program at PVMS. Director Holden reported the Library staff was very enthusiastic about this

service. Director Holden stated she anticipated that if the program was implemented correctly, the Library's patrons would respond well to the added service.

Director Holden reported Young Adult Librarian Melissa Rauseo spoke at a presentation in NH on programming for teens. Ms. Rauseo was invited to speak because of her outstanding programming in conjunction with the LSTA *Serving Teens and Tweens* program.

Budget: Director Holden reported she would like to request the Trustees approval for spending \$2,500 from the Community House funds for furniture and shelving upgrades for the Children's Room. The Community House fund was specifically designated for the Children's Room at the Library. Director Holden reported the upgrades would include a story time rug and shelving enhancements. Director Holden provided the Board with photos of the items the Library wished to purchase for the Trustees information.

Veteran's Day: Director Holden stated she was seeking the approval of the Trustees to close the Library on Sunday, November 11th for Veteran's Day and Monday, November 12th, which was the day that the state celebrates the holiday and City offices were closed. Director Holden explained that the union contract allowed for employees in this situation to receive compensation for one of the two days, so everyone would get one or the other, but not both days compensation.

As there were no questions regarding the report of the Director, a **MOTION** was made by Rosemary O'Brien to accept the Report of the Director as presented. The motion was seconded by Nancy Sue Keller. A vote was taken.

Report of the Committees:

FRIENDS OF THE LIBRARY: Friends of the Library liaison Rosemary O'Brien stated there was no new report.

PERSONNEL: Committee Chair Nancy Sue Keller reported Library Director Martha Holden had spoken with her regarding the Librarians' union contract that had expired on July 1, 2007. Trustee Keller reported that the union was in negotiations and had asked for several changes in the new contract. Trustee Keller stated it was likely the City would find some of the changes reasonable, although there were some changes to which it seemed unlikely the City would agree. Director Holden was working with the City Solicitor on these issues. Trustee Keller reported the negotiations were slightly delayed as the City was waiting for the new City Solicitor to start on September 24th before beginning negotiations. Trustee Keller reported there were several unions ahead of the Library in terms of continuing negotiations so Trustee Keller stated she would keep the Board up to date regarding any progress made in this matter.

POLICY REVIEW: Committee Chair Nancy Sue Keller stated there was no new report from the Committee.

HISTORICAL SOCIETY: As Historical Society liaison Ted Quinn was absent, there was no new report.

SUTTON ROOM: Committee Chair Rosemary O'Brien stated there was no new report from the Committee.

AUDUBON PRINTS: Committee Chair Richard Tranfaglia stated there was no new report from the Committee.

FINANCE: Committee Chair Martha Cavanaugh provided the Board with an updated budget and expenditures for the Library to date.

Trustee Cavanaugh reported the Library was on track with its budget to date. Director Holden reported the Library would most likely not come in under budget in the salary portion as it had in the recent past as \$5,000 was cut from this line item prior to its approval. Director Holden stated that, should the Library have a problem in this area of the budget, she would need to return to the City with a request for additional funding, in order to alleviate any shortfall.

In response to a question from the Board, Director Holden stated that, at the moment, the office supply line item in the budget was in line with expectations; however, Director Holden stated she did anticipate some tightness in these expenses at the beginning of the year. Director Holden stated the Library should continue to run very close to budget in all areas. Director Holden stated she would continue to keep a close eye on the areas of concern in the budget.

Director Holden stated the Library was also trying to minimize postage where possible and, to this end, had gotten rid of its Pitney Bowes machine. Trustee Keller suggested the Library look into stamp.com, where the Library was now buying postage as needed.

FUTURE PLANNING: Committee Chair Martha Cavanaugh stated there was no new report from the Committee. Trustee Cavanaugh reported the newly formed Peabody Institute Library Foundation, Inc. would be holding its first meeting the following evening, Tuesday, October 2nd.

President McAllister stated that he expected the Foundation to be a mechanism by which individuals could make memorial gifts or large gifts to the Library, rather than a committee which would host small fundraisers. The Foundation, therefore, would fundraise on a different level than a group like the *Friends of the Peabody Institute Library*. President McAllister reported there were two members of the Foundation Board of Directors who attended the recent Starry, Starry Night fundraiser and were recognized at such. President McAllister stated he would keep the Board up to date as to the progress made by the Foundation.

FUNDRAISING/SPECIAL EVENTS: Committee Chair Maria Dakos spoke to the success of the Starry, Starry Night fundraising event which was held on Wednesday, September 26th at the Smith Barn. Trustee Dakos reported that the event raised, in total, approximately \$2,077.98. Trustee Dakos stated this figure was higher than previous years.

The Board discussed possible improvements and/or changes that could be made next year. The Board discussed the possibility of combining raffle prizes, thereby having

fewer raffles, but better prizes. Director Holden stated she felt there were many businesses who would appreciate a respite from being solicited next year for raffle prizes as they have been approached each year. Director Holden stated it was particularly difficult for the smaller business that donated the smaller prizes as there are many competitors for such prizes for other events.

Trustee Cavanaugh stated that she believed the committee should revisit the event as a whole. Trustee Cavanaugh expressed her concern with the amount of work shouldered by Trustee Dakos both during the planning of the event, and especially on the day of the event. Trustee Cavanaugh stated she felt the Committee should consider different options in either restructuring the event and its planning and execution or in changing the event as a whole, as she felt Trustee Dakos was getting overwhelmed by the amount of work she was undertaking.

Trustee Keller agreed that, while the event's planning was well established, the work on the day of the event was extremely difficult for Trustee Dakos. Trustee Keller also expressed concern with the lack of help by some of the Trustees.

The Board discussed possible solutions to the issues presented and possible changes that could be made to the event. It was agreed that catering the event was too costly, therefore was not a feasible solution. The Board discussed the possibility of not making homemade food, as had been done in the past, as a lot of the food was not eaten because there was so much donated food. The Board agreed it was a good idea to consider serving only the food that was donated by the restaurants as this would eliminate the need for Trustee Dakos to prepare food the day of the event.

The Board discussed the possibility of having volunteers to assist with the event. Because the use of the Smith Barn was donated for the event, it was not possible to move the event to a weekend as the Barn was booked for weddings throughout the year. Therefore, the Board discussed the need to find volunteers, if possible, who were available during the week in order to assist with the preparation. Trustee Keller suggested using students who needed to perform community service. However, students wouldn't be available during the day, but could be available after school. The Board also discussed working with the *Friends of the Library* group. While the *Friends* could not partner with the Library for the event, the possibility of asking for volunteers from the *Friends* group was discussed. The Board agreed to look into this possibility further.

Director Holden reported that Bill Power, of the Peabody Historical Society, had spent the entire day setting things up for the event, even though he should not have been required to do so. Mr. Power set up tables and chairs and went out and bought tablecloths when it became apparent they were needed. Director Holden reported Mr. Power should have been able to unlock the Barn and leave as it was not his event. The Trustees should have been doing the work that was done by Mr. Power, particularly given that the Society donated the use of the Barn for the event. The Trustees discussed writing a letter of appreciation on behalf of the Board to Mr. Power for all of the work he did to make the event a success.

The Board discussed the issue of the lack of assistance with this event by the Trustees. President McAllister expressed his concern regarding this issue and stated the situation needed to be rectified so that there was not this problem again next year.

Trustee McCarthy stated that she believed the event was well received by those in attendance who enjoyed the night. Trustee McCarthy stated that she understood the organization of the event was difficult, however, she stated she would hate to see the event go away as it was growing in success every year and continued to be well attended. It was important that the concerns were addressed for next year so that the organization, particularly on the day of, would not be as overwhelming.

Trustee Dakos stated that she did not mind organizing the event and the leg work prior; however, the work on the day of the event was too much for her.

Trustee Cavanaugh stated she thought the Committee needed to plan another meeting at another time to discuss these issues further.

President McAllister stated that he agreed that the event was important to continue because of the amount of publicity it draws for the Library and for the past and continued success. President McAllister stated he also believed that the committee would need to meet beforehand and work out the details in more depth. President McAllister, on behalf of the Board, thanked Trustee Dakos for all of her hard work on this event, which he stated was above and beyond the call.

Trustee Dakos handed out thank you notes to Trustees for them to send out to the businesses they contacted and from which donations were received.

A **MOTION** was made by Nancy Sue Keller 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 McAllister stated there was no unfinished business on which to report.

New Business

President McAllister stated he would be drafting a letter to the members of the Board of Trustees voicing his concern regarding recent meeting attendance. President McAllister stated he felt it was important to address this issue as there had been some difficulty obtaining a quorum for meetings and, without a quorum, no business could be done. President McAllister stated he would also address the fact that he has not been made aware of absences prior to the meeting.

A **MOTION** was made by Richard Tranfaglia to approve the expenditure of \$2,500 from the Community House funds for furniture and shelving upgrades for the Children's Room, as requested by Library Director Martha Holden during her Director's Report. The motion was seconded by Martha Cavanaugh. A vote was taken.

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

A **MOTION** was made by Maria Dakos to approve the closure of the Peabody Institute Library on Sunday, November 11th and Monday, November 12th in observance of the Veterans' Day holiday. The motion was seconded by Nancy Sue Keller. A vote was taken.

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

Rosemary O'Brien reported that she sent flowers when Helen Haggerty passed away, on behalf of the Board and paid for with funds from the Sunshine Fund. Ms. Haggerty was a Librarian at the South Branch for a long time.

President McAllister stated he would like to send a letter to Bill Power, of the Peabody Historical Society, thanking him for the donation of the Smith Barn for Starry, Starry Night and also for his assistance and hard work to make the event a success.

A **MOTION** was made by Nancy Sue Keller to approve sending the aforementioned letter to Bill Power. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

A **MOTION** was made by Nancy Sue Keller to approve the expenditure of up to \$1,000 from the general fund for the Library Staff Holiday Party. The motion was seconded by Martha Cavanaugh. A vote was taken.

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

President McAllister reported that a letter would be sent to Mr. John Jeffers for the donation of the bookcase as well as the *Harpers Weekly*. A letter of thanks would also be sent to Mr. and Mrs. Barrett for their assistance with the care and beautification of the garden at the West Branch Library.

Trustee Nancy Sue Keller requested the Board open discussion regarding the location for the December Board of Trustees meeting, as that meeting was usually held at a restaurant and followed by a dinner for the Board. Trustee Keller stated she believed the Trustees should consider having the dinner at Kelley's as they had always made a very nice contribution to Starry, Starry Night.

Trustee Richard Tranfaglia stated he would like the Board to consider holding the meeting and dinner at Polcari's as they had also contributed to Starry, Starry Night. Also, the December meeting would be his last meeting with the Board, as his term was expiring, and he had been the contact for Polcari's during the organization of Starry, Starry Night.

The Board discussed additional possibilities for the location of the meeting, such as the Century House and Su Chang's, which was where the meetings had been held for several previous years.

Following the discussion, a **MOTION** was made by Darryl Ann McCarthy that the December 3rd Board of Trustees meeting would be held at Polcari's. (Cocktails would begin at 6:30pm, and the meeting would begin at 7:30pm.) The motion was seconded by Maria Dakos. A vote was taken.

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

A **MOTION** was made by Darryl Ann McCarthy that the Board of Trustees extend invitations for the December meeting and dinner to Mayor Bonfanti and his wife, Bill Power of the Peabody Historical Society, all elected City officials, and the Assistant Director of the Library. The motion was seconded by Maria Dakos. A vote was taken.

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

Director Holden stated she would look into reserving space at Polcari's for that evening at the aforementioned time and date.

A **MOTION** was made by Nancy Sue Keller that, should the Director not be able to make the reservations at Polcari's, the December meeting would be held at the Library and would be catered by Kelly's Roast Beef. The motion was seconded by Maria Dakos. A vote was taken.

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

A **MOTION** was made by Nancy Sue Keller to accept the Director's Annual Report and Summary, as provided to the Board. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

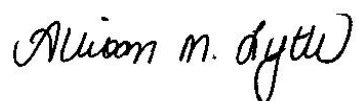
President McAllister thanked Director Holden and her staff for all of the hard work that had been done on the Library's behalf.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Nancy Sue Keller and seconded by Martha Cavanaugh. A vote was taken.

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

The meeting was adjourned 8:05pm.

Submitted by,



Allison M. Lytle
Recording Secretary