

PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES

Minutes of Meeting
October 5, 2009

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
Ted Quinn
Maria Dakos
Don McAllister
Robert Walsh
Jerry Bellew
Martha Cavanaugh

Absent

Christopher Burbridge
David Hallinan
Margaret Tierney
Rosemary O'Brien
Nancy Sue Keller

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

President Cavanaugh noted that Christopher Burbridge, Rosemary O'Brien and Nancy Sue Keller had all called to let her know they would be unable to attend the meeting.

Approval of minutes from previous meeting

President Cavanaugh noted that Rosemary O'Brien was not listed on the roll call of the previous meeting; Trustee OBrien had been absent. The recording secretary noted the correction.

A **MOTION** was made by Darryl Ann McCarthy to accept the minutes of the September 8, 2009 meeting as amended. The motion was seconded by Don McAllister. A vote was taken.

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

Receipt of Communications

President Cavanaugh reported the Trustees had received information regarding the Veterans Day celebration planned for the City. President Cavanaugh circulated the invitation for the Trustees' information.

Director's Report

Staffing: Library Director Martha Holden reported Senior Reference Librarian Nathalie Harty started working on Friday, October 2nd. Director Holden reported Ms. Harty

already brought enthusiasm and creativity to the position and was orienting herself to the Library. Director Holden stated Ms. Harty was doing well in the position thus far.

Director Holden reported Assistant Director Gerri Guyote was one of 16 people statewide appointed to the Massachusetts Board of Library Commissioners State Advisory Council for Libraries (SACL). Director Holden explained the SACL, which met quarterly, provided representation to the Board from librarians who represented all types of libraries and library users. Director Holden stated she had been looking for representation on the Board and was very pleased that Ms. Guyote would be serving in that capacity.

Buildings & Grounds: Director Holden reported Skouras Painting would be at the Library to paint the exterior patio area at the Main Library within the next few weeks. Director Holden stated she hoped to make that area on the northwest corner a viable space for outdoor programming and a complementary space for next year's summer food program. Director Holden reported the quote for the job was \$1,800, which Mayor Bonfanti had offered to pay in support of the summer food program. Director Holden stated she would try to find the necessary funding to paint the library trim that was also peeling badly.

Director Holden reported the Library had a busy month with small building emergencies that included: a broken water pipe in the lower level men's room; a leaking sprinkler head in the garage at the Main Library; a leaking hot water tank at the West Branch Library; a burnt out Modine heater in the basement of the West Branch Library; and a boiler at the West Branch Library that would not fire up. All of the issues had been resolved, or would be resolved in the short term.

Director Holden stated that, as she had reported via email last month, the City Council had authorized the City to bond for the HVAC replacement project at the Main Library. Dan Doucette continued to work with Director Holden and the design engineers on the project. Director Holden reported the next step in the process was a meeting with the project architect to discuss the design and how it would impact the historical structure of the Library. Director Holden stated that through that process, she hoped to recommend lighting upgrades that would enhance the historical character of the library, unlike the current fixtures. Director Holden stated they would discuss any impact on the historical building including any necessary ductwork or pipe connections from the exterior, and the demolition (or not) of the exterior chimney that would be non-operational with the new system. Director Holden stated that the project would involve moving artwork and collections and, as that was the case, she hoped to get the George Peabody portrait restored at the same time. Director Holden reported that once the final design was completed, it would be forwarded to the Massachusetts Historical Commission for approval before the project could proceed. Director Holden stated that next year's Buildings & Grounds Committee would have to actively participate in the project as the Board of Trustees would be responsible for providing authorization to the contractor and oversee the successful completion of the project. Director Holden stated she planned to

provide a detailed monthly report to the Board, or a more frequent report if necessary, throughout the HVAC project.

Grants: Director Holden reported Assistant Director Gerri Guyote and Children's Librarian Carol Bender would be working on a grant with the Peabody School Department. The grant targeted at-risk children at the pre-school level. Director Holden explained the portion of the grant that would be administered by the Library would provide a targeted collection of circulating materials and some programming designed to increase the literacy skills and encourage parental involvement in the target group.

Director Holden reported Adult Services Librarian Kelley Rae Unger secured a \$1,000 grant from the Danversbank Charitable Foundation to provide programming targeted to people who are in their 20s and 30s, which was a demographic that was particularly challenging for libraries to attract with services and programming. Director Holden reported Ms. Unger was hosting a focus group on October 27th at 7pm at the Library for that group. After the brainstorming session, Ms. Unger would plan a series of programs that should appeal to that general target group.

Director Holden reported Young Adult Librarian Melissa Rauseo and Children's Librarian Carol Bender were working on a grant application to the Ernie Boch "Music Drives Us" Foundation to support a professional percussionist's artist-in-residence program for older children (9+) and teens at the Library. Director Holden stated that if the Library was successful in the application, Percussionist Otha Day would present a series of programs targeted to youth. Mr. Day had performed at the Library in the past and his programs were very popular with the local youth. Director Holden stated his programs had successfully attracted some of the teens that were challenging to reach with programming, particularly teenage boys.

Programming: Director Holden reported that October was a very busy programming month and provided the Board with a list of upcoming programs.

Director Holden reported that she and Assistant Director Gerri Guyote were exploring the possibility of purchasing Library Insight management modules for support of the meeting room bookings, museum pass bookings and program reservations. Director Holden stated those products would streamline the reservations process and reduce the incidence of staff error that occurred more frequently when the desk staff was very busy.

Director Holden stated the staff was trying to spread the latest news regarding all strains of the flu. The Library had set up an information center near the reference desk where they had brochures, posters and general information distributed by government health agencies. Director Holden reported the Library was planning for increased absenteeism from staff as well and was working on "continuity of operations" planning. On that note, Director Holden stated she decided not to repair a problem with the bubbler at the Main lobby; instead it was taken out of commission as it was a breeding ground for germs. Director Holden reported the Library had also purchased keyboard skins to cover the

keyboards at all PCs, which prevented germs from getting in between the keys and made it easier for staff to clean on a daily basis. Director Holden stated she did not have the funds to stock hand sanitizer at multiple locations. Director Holden reported the Library was encouraging frequent hand washing as a more effective method for removing germs at the advice of the health department.

Budget: Director Holden provided the Trustees with an updated budget and expenditures to date.

Director Holden reported that normally in June, the Board of Trustees approved the allocation of anticipated state aid. As the budgets were completed so late in 2009, and the status of state aid was always shaky, Director Holden provided the Board with a late request for authorizing the breakdown of anticipated state aid funds. Director Holden noted that last year the Library received \$65,000 in state aid; this year, the cherry sheet figure from the state was \$47,298. Director Holden reported her proposed breakdown would zero out the Audubon contribution for that year as the Library had enough to pay for the current batch of prints being restored, and hopefully the Library would see a replenishment of that fund with the recent gift from the late Asenath “Seenie” Blake.

Director Holden provided the Board with the following breakdown of anticipated state aid, for Board approval:

Cherry Sheet Figure	\$47,298
Audubon	0
Utilities	15,000
Operating	15,000
Books	10,000
Archival	2,000
Programs	3,000
Maintenance/Repair	2,298
Total	\$47,298.00

Director Holden reported the funds would be disbursed in at least two payments over the course of the year. Director Holden stated 9C cuts could affect the final disbursement amount. Director Holden reported she was currently working on the Library Incentive Grant/Municipal Equalization Grant that was due to the MBLC by October 16th that would prove the Library’s eligibility for state aid. Director Holden stated that in order to meet the new budget, she mostly just trimmed each of the line items.

Future Planning: Director Holden reported that she and the staff would be working on the Library’s annual action plan to support the Peabody Institute Library’s 5-Year Strategic Plan that was approved last year. Director Holden requested that the Future Planning Committee meet before the next regularly-scheduled Board meeting to review the annual update and make recommendations to the full board at the next Trustees’

meeting. Director Holden stated she would speak with Trustee Rosemary O'Brien regarding scheduling that meeting as she was the Chair of the Future Planning Committee. Director Holden stated the update was due to the Massachusetts Board of Library Commissioners by December 1, 2009.

By-law Review: Director Holden stated the Library's current by-laws were last reviewed and updated in 1996. As some time had passed, Director Holden stated she would recommend that an ad-hoc committee was formed to review the by-laws once again for relevance and make recommendations to the full board as necessary. Director Holden stated she felt it was important to periodically review, re-ratify and change the by-laws of the Library in order to keep them current.

White goods stickers: Director Holden reported the Mayor had asked that the three library branches serve as locations where residents could purchase white good stickers for \$10.00. Director Holden stated that she thought if it was implemented correctly, she did not believe that participating in the program would adversely affect the Library's customer service or workflow. Director Holden stated she did, however, need Board authorization to go forward with the program. The Mayor was seeking City Council authority to proceed with the program from his end.

Miscellaneous: Director Holden stated it was time to plan the December annual dinner meeting. Director Holden asked that the Board recommend a location and guest list, if any. Director Holden stated she would send out invitations, if any, and make the appropriate reservations.

A **MOTION** was made by Don McAllister to move the meeting out of the order posted on the agenda in order to conduct business earlier in the meeting. 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 Darryl Ann McCarthy to approve the disbursement of state aid funds as outlined by the Library Director in her report. The motion was seconded by Don McAllister. A vote was taken.

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

A **MOTION** was made by Don McAllister to return to the normal schedule of 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.

The Board resumed its discussion of the Director's Report.

In response to a question from the Board, Director Holden stated that she felt if the Library could tailor its own system to collect the money and distribute the white goods stickers, it was doable for the Library. Director Holden stated she believed the West Branch would be most impacted. Director Holden stated that at that point, she needed to know if the Board was opposed to the idea. If not, she would proceed with gathering

information and working out any possible logistics of the program. Should the Board be opposed, she would not proceed any further.

The Board discussed the issue and agreed that where the Mayor had been so supportive of the Library in the past and he really wanted the Library to sell the white good stickers, the Library should in turn support the Mayor in that endeavor.

The Board discussed the location of the December annual dinner meeting and agreed it was important to support one of the local restaurants who had always supported them with the *Starry, Starry Night* fundraiser.

In response to a question from the Board, Director Holden stated she did plan to email the entire Board regarding what was going on with the HVAC project as it moved forward. Director Holden stated she would need to work out a comfortable reporting period in terms of how often she needed to send out information and updates.

President Cavanaugh inquired as to whether or not there were any problems anticipated involving lead or asbestos that would need to be dealt with when working on the HVAC project. Director Holden reported that the Library would have to have an asbestos survey prior to moving forward. Director Holden stated that supposedly there was one done in the past but the records of said survey could not be found anywhere.

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 Jerry Bellew. 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 Nancy Barthelemy was in the process of preparing a status report on the prints to give the Board an idea on where things stood. The report will provide information on how many of the prints had been done, how many were in the process of being restored, how many needed to be taken care of in the near future, and the amount of money that was necessary to do so. Trustee Bellew stated he should have the report available for the next meeting, if not sooner.

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.

FINANCE: Treasurer Don McAllister stated there was nothing to report in addition to the Finance update provided by the Library Director during her report.

FUNDRAISING: Committee Chair Maria Dakos reported that year's *Starry, Starry Night* was the most successful yet in terms of attendance and proceeds. The event raised approximately \$2,600 in profits.

Trustee McAllister stated he felt that part of that success was due to the change in the raffle system where people could choose which prizes for which to enter their raffle tickets. Trustee McAllister thanked Trustee McCarthy for that idea and for organizing the prizes like that as he felt that contributed to the increased success of the raffle.

Trustee McCarthy reported she would work on the thank you letters and send those out as soon as possible. Trustee McCarthy stated she would also take care of sending a thank you to be published in the local newspaper as she had in years past. Director Holden stated she would help Trustee McCarthy with the thank you letters.

President Cavanaugh stated she thought the Board might want to consider sending out some sort of certificate to the business that supported *Starry, Starry Night* as they might like to post something like that on the wall of the establishment to show their community support.

FUTURE PLANNING: As Committee Chair Rosemary O'Brien was not present, there was no new report from the committee.

PERSONNEL: As Committee Chair Nancy Sue Keller was not present, 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: As Liaison Rosemary O'Brien was not present, there was no new report.

LIAISON TO THE HISTORICAL SOCIETY: Liaison Jerry Bellew reported the new Leatherworkers Museum had an issue with the lighting in the building which would hopefully be rectified shortly. Trustee Bellew explained that there was temporary lighting in the building at that point as the lighting that was ordered did not fit in any place they were supposed to fit in the building. Trustee Bellew stated the permanent lighting should be up and running in the next month or so.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION, INC: Liaison Darryl Ann McCarthy reported the Foundation would be holding its annual meeting the following night. At that meeting, the Directors and Officers for the next year would be confirmed.

Trustee McAllister stated he would be reporting to the Foundation the success of *Starry, Starry Night* and planned to ask the Directors to think about new things to add to the event the following year.

A **MOTION** was made by Don McAllister to accept the reports of the Committees as presented. The motion was seconded by Maria Dakos. 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 McCarthy inquired as to when the Library Director wanted the Future Planning Committee to next meet. Director Holden stated she would send out the report that she needed them to review and requested they meet just prior to the next Trustees meeting.

A **MOTION** was made by Don McAllister to support the Mayor's request to support the white goods sticker disbursal program and to move forward by discussing it with the staff of the Library. 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 Maria Dakos to hold the Trustees annual dinner meeting in December at the Century House. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

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

The Board requested Director Holden extend invitations to the Mayor and his wife, Director Holden's husband, Bill Power of the Peabody Historical Society, Gerri Guyote and the new Trustees for the December annual meeting. Director Holden stated she would do so.

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

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

The meeting was adjourned at 8:35pm.

Submitted by,

Allison M. Lytle
Recording Secretary