

BOARD OF LIBRARY TRUSTEES

MINUTES OF MEETING

MONDAY, SEPTEMBER 8, 2008

The meeting was called to order at 7:35 p.m. Roll call was taken.

PRESENT:

Martha Cavanaugh
Don McAllister
Maria Dakos
Robert Walsh
Rosemary O'Brien
Darryl Ann McCarthy
Gerald Bellew
Ted Quinn
Nancy Sue Keller
Martha Cavanaugh
David Hallinan
Christopher Burbridge
Martha Holden, Director

ABSENT:

Margaret Tierney

A quorum of members were present at the time the meeting was called to order.

Donald McAllister made a motion to accept the Minutes of Meeting of the June 2, 2008 meeting. The motion was seconded by Chris Burbridge and unanimously approved.

COMMUNICATIONS: The Library Trustees received a thank you note from the branch at the South Branch for their quarterly luncheon on Thursday, June 12, 2008.

The Trustees also received a bill from Comak Landscaping in the amount of \$270.50 for the landscaping done at the George Peabody Gravesite.

DIRECTOR'S REPORT: Martha Holden reported as follows:

Staffing: The Director happily reported that Melissa Rauseo has decided to stay working at the library while she pursues her certificate in Politics and Public Policy. Jesse Light, part-time reference librarian accepted a full-time position in Andover. Leanne Conner will be replacing her.

The Director has conducted nine interviews for the part-time custodian position. The candidates were chosen from the city's labor service list. The search has been narrowed to two, who will be called in for a second interview. It is the hope that the position will be filled within the next couple weeks, as half of the over-time budget has been depleted due to the short-staffing.

Building and Grounds: A number of plumbing problems have plagued the Main and South Branch Libraries over the course of the summer. Sewer back-ups have continued to occur, despite roto-rooting, snaking, and videotape. Also, paper towels were removed from the bathrooms at the Main Branch, and keys are being used to access the facilities. The City is stepping in to assist in stopping these extremely disruptive sewer back-ups, some of which have required the branches to close.

The HVAC design work is proceeding slowly.

The Director was happy to report that the branch signs were in place and the lighted flagpole at the South Branch has been installed—it really looks spectacular at night. Director will be arranging for lighting installation at the branch signs, as well as the West Branch flag to be lit as well.

Programs: Over the summer, the Director had shared with the Trustees by e-mail a link to a Salem Evening News article about the increase in local library use over the course of the summer. The numbers reflected a dramatic increase in business at local libraries in the last 6 months to a year. Peabody was one community with a significant increase in its usage.

All three library locations are planning their fall programming, to begin at the end of September.

Grants: The library staff is currently working on the following grant projects: LSTA, Gates, and LFF's Fit for Life Grant. The Director and Assistant Director, Gerri Guyote are attending a 3-day grant seminar for the Met Life/LFF grant, which will be held in New York City on September 24-26, 2008.

Adult Services Library Kelley Rae Unger is attending a Gates grant seminar in Danvers during the same 3-day period.

These grant projects will help contribute to the City's Health Peabody Collaborative initiative. The library staff has been in touch with the local teacher for the visually-impaired in an attempt to make some changes at the library for the visually impaired and the staff will be applying for some local funding to help the library provide better access for visually-impaired patrons.

Miscellaneous: Rosemary O'Brien, on behalf of the Future Planning Committee, will be presenting the Library's Strategic Long-Range Plan for Trustee approval this evening. The strategic plan has been prepared after many months of data gathering meetings of the Strategic Planning Committee.

The library submitted its ARIS report in August. It is one part of a two-part state aide reporting requirement. It is a detailed report of staffing and services provided by the library. The financial and compliance report aspect is due in mid-October, and the Director hopes to have it completed and sent in by October 1.

Trustee Rosemary O'Brien and Director Holden attended last Thursday's City Council meeting to learn more about flood mitigation and plans for the revitalization of the downtown. It was a well-attended meeting, and most present seem to be in favor of proceeding with mixed use applications downtown. The lot behind the Main branch, across the North River, has been cleared in the hopes that a park will be there in the future. It is the Director's hope that the library can make a connection to that space that will be complementary to the neighboring parcel. In the short-term, the Mayor is proceeding with modest changes that will have a good impact on the neighborhood, including enhanced light and crosswalk improvements. In the long-term, the Mayor hopes to work with city officials to revitalize the business and residential spaces downtown.

In conjunction with NOBLE, the Peabody Institute Library will be introducing a couple new and exciting programs this fall. "Next Reads," an e-mail based reader's advisory service that features genre-customized newsletters for readers will be introduced within the week. The Director is happy to have this service as it is strictly a readers' service, which serves our basic function.

The second program, which will be introduced in the next couple of months is an "Overdrive" product that provides downloadable audiobooks. This product uses a "Coke-machine model" in that Overdrive provides the software, and NOBLE purchased the content that is downloaded to a patron's MP3 player. The Director will provide a demonstration of both products for the Board next month.

Library Archivist Nancy Barthelemy prepared an art tour of the library for elementary school art teachers. The tour went very well, and the teachers expressed an interest in using the Library's art resources in their classrooms. The Director hopes to train some volunteers to lead art tours on a regular basis throughout the year.

The Director spoke with City Solicitor John Christopher about the sale of valuable but unused books with the library's collection. It was his opinion that the books could be sold if the Board of Trustees chose to, as long as they were not gifts from George Peabody or the Sutton Family. In the event that the books were sold, the Director believes that the Board would have to request the City Counsel to allocate any funds raised by the sale of the books back to the library for the furnishings and collection of the local history resource area. The City Council has the ultimate discretionary authority over any funds raised by the Library.

Assistant Director Gerry Guyote and Director Holden will work on a draft video/photography policy to govern the use of photography equipment in the Library. They would like to prohibit photography in the Library that violates the privacy of patrons or that is disruptive to the general business of the Library. General photography and news photography would be acceptable under the proposed policy, as long as general guidelines are followed. Within the next few weeks, it is the Director's hope to present to the Policy Review Committee a draft that can be considered over the next few months.

Budget: Financial reports were distributed and reviewed. It was pointed out that certain budget items such as NOBLE, postage, and equipment lines stand out because they are purchased up-front for the year.

There will be a request for funds to pay an invoice for Jacobi Associates for document preparation in support of the establishment of the Peabody Institute Library Foundation, Inc.

The Director handed out to the Trustees an informational bulletin from the Massachusetts Board of Library Commissioners with regard to Question #1 on the November ballot. The MBLC has launched a campaign in Massachusetts against the repeal of the state income tax, which if passed will have an extremely detrimental impact upon libraries and our local cities and towns. The Peabody Institute Library would lose all of its state aid if Questions #1 passes.

Director Holden also reported that she would get in touch with T. K. McClintock so that the library provide him with another group of Audubon Prints to be restored and have him return the number that he has been working on. This on-going project restoration project has been supported by our state aide funds.

Nancy Keller made a motion to accept the Director's report, which was seconded by Chris Burbridge and unanimously approved.

REPORTS OF COMMITTEES

FINANCE COMMITTEE: Financial reports were distributed and reviewed. Nancy Keller had nothing further to report.

PERSONNEL COMMITTEE: No new report.

FUNDRAISING COMMITTEE: See report of Special Events.

BUILDING AND GROUNDS COMMITTEE: Chris Burbridge reported that he had received an estimate from O'Rourke Brothers Memorial in the amount of \$1,000 for replacing the cracked marble plaque on the George Peabody sarcophagus. The Trustees agreed that they thought it was a bit high and Chris is going to get a another estimate.

FUTURE PLANNING COMMITTEE: Rosemary O'Brien provided a report in writing to the Board of Trustees. The Peabody Institute Library Long Range Plan for 2010 through 2014 was presented to the Trustees, and the Board of Trustees had an opportunity to review the plan.

Trustee Gerald Bellew commended the extraordinary efforts made by the focus group for the Future Planning Committee in providing such a complete and comprehensive long-range strategic plan for the library to follow.

FRIENDS COMMITTEE LIAISON: No new report.

HISTORICAL COMMISSION LIAISON: Gerald Bellew reported that it would cost \$500 to have a copy of the Library's Queen Victoria photograph reproduced and framed so that the Trustees could donate it as a gift to the George Peabody House Museum. The photo does not need to be restored in any way. C. I. Graphics provided this quote to reproduce the photo digitally, which the Library will then own, and for the framing. The Trustees concurred that the price was reasonable and discussed possibly making payment from the General Library Trust or the Vrettos Funds.

SUTTON ROOM COMMITTEE: No new report.

POLICY REVIEW COMMITTEE: Nancy Keller reported that the internet policy was reviewed and it has been determined that the language and terms with reference to free e-mail and restricting e-mail are out-dated are no longer applicable and should be deleted. She will making a motion under New Business regarding the proposed change.

AUDUBON PRINTS COMMITTEE: Gerald Bellew inquired as to the number of calendars that were left over from last year and how many sets of cards were left. The Board and Library will continue to try to generate some interest in the continuing sale of note cards.

SPECIAL EVENTS COMMITTEE: Maria Dakos reported that she had received positive responses from most all of her contacts. She looked for follow-up from the Trustees regarding their contacts. Don McAllister reported that North Shore Mall is providing a \$100 gift certificate and that he hopes Cheesecake Factory will also contribute.

Hannaford's has, once again, agreed to donate the proceeds from their October monthly kiosk to the Peabody Institute Library Foundation, Inc. The Trustees are extremely grateful for this support and will be sending complimentary tickets.

Darryl McCarthy reported that Chik-Fil-A would provide chicken sandwiches and that she would follow up with The Peabody Marriott.

The bar for the event will be run by the Peabody Historical Society, as they have a liquor license. The Barn will be open at 2:00 p.m. for set up. There was a discussion about the availability of tickets, which Director Holden was working on. The event is Wednesday, October 1. There will be 12-14 tables to set up.

Darryl McCarthy suggested hosting a Wine Table Raffle at Starry, Starry Night and asked each member of Board of Trustees and Library Foundation Board to donate one bottle of red and/or white wine. Chances to win the Wine Raffle Table will be sold for \$5. This type of raffle had generated good funds at some prior fundraisers she had attended.

It was agreed that there would be another meeting on Monday September 29, at 7:00 p.m., to discuss final details for the event.

PEABODY INSTITUTE LIBRARY FOUNDATION: Donald McAllister reported that the Foundation Board has been making progress. They are working with the Trustees to sponsor Starry, Starry, Night V. In light of the Foundation's tax exempt status, the funds generated from that event will go to help the Foundation support the library. The tax exempt status allows for donations to be made as tax deductible contributions. All deposits made to the Foundation will be allowed to accrue with interest in the Foundation account.

Nancy Keller made a motion to accept the Committee reports. The Motion was seconded by David Hallinan and unanimously approved.

UNFINISHED BUSINESS

MOTION: Rosemary O'Brien made a motion that the Board of the Library Trustees accept the Peabody Institute Library Long Range Plan 2010-2014 as prepared and presented by the focus group and planning committee. The motion was seconded by Chris Burbridge and unanimously approved.

MOTION: Nancy Keller made a motion that the allocation of \$500 be disbursed from the General Library Trust funds and made payable to the C. I. Graphics for the digital reproduction and framing of the photograph of the Queen Victoria, which is then to be donated to the George Peabody House Museum. The motion was seconded by David Hallinan and unanimously approved.

MOTION: Bob Walsh made a motion that the sum of \$270.50 be paid out of the George Peabody Burial fund account to Comack Landscaping for landscaping services over the spring and summer. The motion was seconded by David Hallinan and unanimously approved.

MOTION: Gerald Bellew made a motion that the sum of \$540 be disbursed from the General Library Trust funds and made payable to Jacobi Associates for document preparation in support of the Peabody Institute Library Foundation, Inc. The Motion was seconded by David Hallinan and unanimously approved.

NEW BUSINESS

MOTION: Ted Quinn made a motion that a donation be made to North Shore Hospice in the name of the piper that provided services at the George Peabody Gravesite. There was a discussion on the motion regarding the propriety of making a charitable donation. Ted Quinn withdrew his motion.

MOTION: Ted Quinn made a motion that the sum of \$100 be disbursed from the George Peabody Burial account and made payable to Peabody Pipe & Drums for bagpiper services provided at the gravesite to commemorate George Peabody's birthday in February 2008. An invoice is to be provided. The Motion was seconded by Nancy Keller and unanimously approved.

MOTION: Donald McAllister made a motion that the Internet Use Policy and Procedures be amended as follows: Under **Section II. Procedures. Sub-section A. Rules and Regulations, that "paragraph 1 thereof be stricken"** and that the remainder of the paragraphs be re-numbered accordingly. Nancy Keller seconded the motion, which was unanimously approved.

David Hallinan made a motion to adjourn the meeting, which was seconded by Donald McAllister and unanimously approved.

Whereby, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Darryl Ann McCarthy, Acting Secretary