

BOARD OF LIBRARY TRUSTEES

MINUTES OF MEETING

MONDAY, SEPTEMBER 10, 2007

The meeting was called to order at 7:30 p.m. Roll call was taken.

PRESENT:

Don McAllister
Maria Dakos
Robert Walsh
Rosemary O'Brien
Darryl Ann McCarthy
Margaret Tierney
Rich Tranfaglia
Ted Quinn
Nancy Sue Keller
Martha Cavanaugh
Martha Holden, Director

ABSENT:

David Hallinan
Christopher Burbridge

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

Maria Dakos asked that the June 4, 2007 minutes be amended by stating Starry, Starry Night, IV, not III and by stating that Brothers Deli added more to their donation, not that they were a new contact. Rosemary O'Brien made a motion to accept the June 4, 2007 minutes as amended, which was seconded by Maria Dakos and unanimously approved.

COMMUNICATIONS: The Library Trustees received a letter from Marcia Cohen thanking the Board for the ceremony to honor her late husband, Albie Cohen, held at the West Branch in August.

DIRECTOR'S REPORT: Martha Holden reported as follows:

Staffing: Yunan Guo returned to work full-time today after being out for an extended illness. The Director reported that she is feeling much better and anxious to move forward with technology goals, including installation of a new server and several PC's that have been ordered.

The Director was happy to report that a number of Peabody staff members will be serving on NOBLE's working groups, including Assistant Library Director Gerri Guyote on Resource Sharing; Kelley Rae Unger serving on Collection Management; and Director Holden serving on the Electronic Resources and Database. In addition, Martha Holden reported that she will be serving as Vic-President of NOBLE for the coming year. Melissa Rauseo will also serving on the NMRLS Youth Services Advisory Committee.

The Director and Assistant Director kindly treated some long-time library volunteers to lunch at Petrillo's to thank them for their service—namely: Evelyn Rauseo, Joyce Nelson, Barbara Doucette, and Fran Lucas. These women have provided valuable service to the library for years. The Director and Assistant Director hope to host an annual Volunteer Appreciation Luncheon.

Building and Grounds: HVAC proposals for the HVAC/energy replacement project at the Main Branch are being reviewed with Dan Doucette. The proposed project is large-scale and will involve replacing the entire pneumatic control system, outdated RTU's, ductwork, and possibly electrical lighting. The new HVAC units purchased and installed within the past few years will be incorporated into the final design. The Director is meeting with the Mayor and Finance Director to determine the feasibility of such a large-scale project. The project will allow for significant energy cost-savings. Dan Doucette will require an energy audit and analysis as part of the package.

The arbor over Albie Cohen's bench at the West Branch will be kept inside for the winter and replaced in the spring. In the spring, the Director hopes to move the bench slightly back from the curb, replace the arbor, and plant a flowering perennial

Anime Artist Shauna Leva created a mural in the Teen Drop-In Space on the 2nd floor. The Director invited the Board to view the mural. The Director would like to host an open house for adults so that the changes made in the past year can be high-lighted. An open-house would also be a good opportunity to thank those that helped support the creation of the space, including the City of Peabody, City Council Anti-Drug Task Force, and LSTA (Serving Teens and Tweens grant program). As an on-going project, the Director intends to ask for funding for two new PC's to replace old, out-dated computers in the space.

The Director expressed her thanks and gratefulness to Priscilla and Paul Barrett who maintained and beautified the garden space at the West Branch and also to the Peabody Garden Club who planted and maintained the beautiful courtyard garden at the Main branch. All the gardens are still colorful and vibrant thanks to those that adopted the gardens at various library locations.

The Director is awaiting a third estimate for replacement of branch library signs for Lowell Street and Lynn Street and will use the remaining balance of capital improvement funds to cover the cost of one sign. Community Development Director Jean Delios hopes to find funding for the second sign. The proposed signs will improve the appearance of the branches and make the libraries more visible in the neighborhoods.

Programs: The library hosted an incredible number of great summer of programming, including: Read-A Ton program to benefit Northeast Animal Shelter; Book Buck's in conjunction with the Peabody Schools; young adult concert; adult reading raffle, calligraphy, flowering arranging, teen fashion show; a family picnic; and ice cream social among many others.

Some up-coming planned programs include: Global Warming presentation; Energy Conservation Lecture; Jewish Literature “The Complete Maus” on October 3, at 7 p.m.; Classical Pianist Alfred Watson (Sponsored by the Friends of the Peabody Institute) to be held on October 16, at 7 p.m.

The library staff is planning the next Community Read program. It will be a baseball-themed program that will culminate in a week-long celebration of baseball and reading. Author Stuart O’Nan will visit us to talk about his book “Faithful: Two Diehard Boston Red Sox Fans Chronicle the 2004 Season.” The library will also host the Essex Historical Baseball League and provide numerous other baseball-themed programs, including book discussion groups for adults and children.

Miscellaneous: The Director would like to work with PVMHS special needs students to set up a coffee cart in the Young Adult room. The program will help students interested in learning vocational skills. The Peabody School Department received a grant to assist the program that will put special needs students—most with Downs Syndrome, to work. The Director is seeking support from the board to help facilitate this program.

Adult Services Librarian Kelley Rae Unger designed and up-located the library’s new website in July. It appears much more attractive and functional for users. The Director asked the Board to check it out if they haven’t seen it already. The transfer of most of the information was made easily, except for the archives of Trustee minutes, which were lost in the transfer. With Yunan back, they hope to recover the file. If not, the file will be recreated from the original minutes.

Budget: The Director is requesting the Trustees approve the allocation of anticipated state aid funds as follows:

Book Supplement:	\$13,000
Utility Abeyance:	\$20,000
Operating Supplement:	\$15,000
Audubon Prints:	\$ 8,000
Program Supplement:	\$ 2,000
Maintenance & Repair:	\$ 4,020
Archival Supplies:	\$ 2,000
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TOTAL:	\$64,020

Rich Tranfaglia made a motion to accept the Director’s report. Seconded by Ted Quinn. Unanimously approved.

REPORTS OF COMMITTEES

FINANCE COMMITTEE: Financial reports were distributed and reviewed.

PERSONNEL COMMITTEE: No new report.

FUNDRAISING COMMITTEE: See report of Special Events.

BUILDING AND GROUNDS COMMITTEE: See report of Director. In addition, Don McAllister mentioned that he would arrange for some fall mums to be planted at the George Peabody gravesite.

FUTURE PLANNING COMMITTEE: Nothing to report.

FRIENDS COMMITTEE LIAISON: No new report.

HISTORICAL COMMISSION LIAISON: Nothing to report.

SUTTON ROOM COMMITTEE: No new report.

POLICY REVIEW COMMITTEE: Nothing to report.

AUDUBON PRINTS COMMITTEE: Rich Tranfaglia reported that he would be requesting an increase in funding from \$1,500 to \$1,600 in order to purchase the 2008 calendars for a fundraising sale.

SPECIAL EVENTS COMMITTEE: Maria Dakos reported that complimentary tickets to the Starry, Starry Night IV event were sent out to the board members of the Peabody Institute Library Foundation. The Trustees discussed the up-coming event scheduled for Wednesday, September 26. It was agreed that the price of beer and wine will be \$4 for wine, \$3 for beer, and free soft drinks and water. Babiarz Farm will kindly loan the use of mums as center pieces. A further discussion ensued about a variety of donations and how the Board could help the event run smoothly.

PEABODY INSTITUTE LIBRARY FOUNDATION: Nancy Keller reported that fees will be needed for the filing of the IRS Form 1023 foundation papers.

A motion to accept the reports of committees was made by Margaret Tierney. The Motion was seconded by Nancy Keller and unanimously approved.

UNFINISHED BUSINESS

MOTION: Nancy Keller made a motion that the sum of \$750 be approved for payment of filing fees for IRS Form 1023. The motion was seconded by Martha Kavanaugh and unanimously approved.

The allocation of these costs having previously been approved by the board, the Director was asked to look back to prior minutes to ascertain which account the funds are to be disbursed.

MOTION: Darryl Ann McCarthy made a motion that the Board of Library Trustees ratify the filing of the Peabody Institute Library Foundation documents, including the Articles of Incorporation and By-Laws, in accordance with a decision made by the Executive Board in July. The motion was seconded by Nancy Keller and unanimously approved.

MOTION: Martha Cavanaugh made a motion that the sum of \$500 be paid to the law firm of Jacobi & Associates for legal services performed by Nancy Sue Keller on behalf of the Board of Library Trustees in preparing the Peabody Institute Library Foundation documents. The motion was seconded by Darryl Ann McCarthy and unanimously approved.

The allocation of these legal fees having previously been approved by the board, the Director was asked to look back to prior minutes to ascertain which account the funds are to be disbursed.

NEW BUSINESS

MOTION: Nancy Keller made a motion to approve Director Holden working in conjunction with the PVMHS special needs staff to assist in setting up a coffee cart in the library to be run by students. The motion was seconded by Rich Tranfaglia and unanimously approved.

MOTION: Nancy Keller made a motion to approve an increase from \$1,500 to \$1,600 in expenditure from the Audubon Print Restoration fund to purchase 2008 calendars for the purpose of fundraising. The motion was seconded by Bob Walsh and unanimously approved.

MOTION: Nancy Keller made a motion asking the Director to send a formal thank you, on behalf of the Board of Library Trustees, to the Peabody Garden Club and Paul and Priscilla Barrett for their hard work in the gardens of the library over the course of the summer. The motion was seconded by Maria Dakos and unanimously approved.

Rosemary O'Brien brought to the attention of the board some concerns expressed to her by a patron with regard to people sitting on the front steps of the library and the disposal of cigarette butts in front of the library. It was suggested to Rosemary O'Brien that benches be provided in front of the library for people to sit on, in order to discourage people from sitting on the front of the library steps, and that a receptacle for cigarette butts also be placed out front.

The Director stated that she would be happy to get a cigarette butt container to be placed out front. In terms of benches out front, it was her feeling that benches would not solve the problem, as people would abuse them and, basically, would not use them to sit down on anyway. There is plenty of seating area around the courtyard. Also, the foyer cannot be cluttered with seating, as there is already a display case that takes up a lot of room out there.

MOTION: Darryl Ann McCarthy made a motion to approve the breakdown of anticipated FY08 state aid funds as follows:

Book Supplement:	\$13,000
Utility Abeyance:	\$20,000
Operating Supplement:	\$15,000
Audubon Prints:	\$ 8,000
Program Supplement:	\$ 2,000
Maintenance & Repair:	\$ 4,020
Archival Supplies:	\$ 2,000

TOTAL: \$64,020

The motion was seconded by Margaret Tierney and unanimously approved.

Nancy Keller made a motion to adjourn the meeting. Seconded by Maria Dakos; and unanimously approved.

Whereby, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Darryl Ann McCarthy, Acting Secretary