

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
September 8, 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
David Hallinan
Maria Dakos
Don McAllister
Margaret Tierney
Nancy Sue Keller
Jerry Bellew
Martha Cavanaugh

Absent
Robert Walsh
Christopher Burbridge
Ted Quinn
Rosemary O'Brien

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

Approval of minutes from previous meeting

A **MOTION** was made by Don McAllister to accept the minutes of the July 20, 2009 meeting 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.

Receipt of Communications

President Cavanaugh reported the Trustees had received a petition of a probate of will from the estate of Asenath S. Blake. The petition stated that the estate of Ms. Blake donated 1/8 of her estate to the Library for the John James Audubon books; at that point it was unknown the amount of the donation. Library Director Martha Holden stated that Ms. Blake was a regular at the Library and made her love for the Audubon prints known. President Cavanaugh stated the resolution of the probate of the will would take some time but would keep the Trustees informed of any information she received.

A **MOTION** was made by David Hallinan 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 Don McAllister. A vote was taken.

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

Director Holden reported she had two candidates for the Senior Reference Librarian position for the consideration of the Board. Director Holden provided the Board with

resumes and cover letters of both of the candidates for their review. Director Holden stated her first choice for the position was Nathalie Harty, because of her more recent public library experience and technology experience. Director Holden stated her second choice for the position was Richard St. Pierre, who was from Peabody and was a former Library Trustee. Director Holden reported that both she and Assistant Library Director Gerri Guyote had interviewed the candidates separately and had reached the same recommendations on the candidates. Director Holden stated she would like the approval of the Board to hire one of the candidates upon their review of their qualifications as the Board needed to approve the hiring of all department heads. Director Holden stated she would like to have the new Senior Reference Librarian start at the beginning of October, if possible.

The Board discussed the procedure of reviewing the candidates and recommendations and agreed to discuss it that evening, rather than refer it to the Personnel Committee to review first. The Board also discussed the issue of reviewing the candidacy of a former Library Trustee. The Board agreed there was no conflict of interest as the candidate was not a Trustee during at the same time as any of the current Trustees.

The Board reviewed the credentials of both candidates who both had many years of good experience. Director Holden stated the main reasons for her recommendation of the preferred candidate was her recent public library experience and her experience with technology. Director Holden stated that with the way technology was advancing, she felt it would benefit the Library to hire the candidate with better experience in that department. Director Holden stated that either candidate, however, was qualified for the job and both had excellent references.

The Board discussed the community experience and local service commitment of the second candidate, who was from Peabody and served on many different Boards in the community. The Board agreed that while that experience was very impressive and was important, it was not as relevant to the position as the public library experience and technology experience of the first. Mr. St. Pierre's most recent library experience was at a private school, which was a different library environment than a public library setting.

The Board stated that given Director Holden's knowledge of what was required of the job and her experience in hiring such department heads, the Board had confidence in Director's Holden's recommendation.

A **MOTION** was made by Don McAllister that the Board of Trustees recommend the hiring of Nathalie Harty for the Senior Reference Library position based on her recent public library experience and technology experience. The motion was seconded by Darryl Ann McCarthy. A vote was taken.

All in Favor: 5. Any Opposed: 1. Present: 1.

Trustee Nancy Sue Keller requested the Board continue its discussion on the candidates to clarify a couple of questions.

Trustee Keller inquired as to whether or not the community involvement and local service of Mr. St. Pierre provided any advantages or disadvantages over Ms. Harty. Trustee Keller stated she liked the fact that he was from Peabody and had a lot of community connections.

Director Holden stated the community involvement would not create any issues or conflicts therefore it was not a disadvantage, however it was also not a requirement of the position. Director Holden stated she was more concerned with the technological skills and relevant public library experience. Based on those criteria, Director Holden stated she would recommend the hiring of Ms. Harty.

The Board called for a new vote on the previous motion. A roll call vote was taken:

Darryl Ann McCarthy	Yes
David Hallinan	Yes
Maria Dakos	Yes
Don McAllister	Yes
Margaret Tierney	Yes
Nancy Sue Keller	Present
Jerry Bellew	Present
Martha Cavanaugh	Yes

The motion was approved by the majority of the Board present.

A **MOTION** was made by Don McAllister to return to the normal schedule of the Board. The motion was seconded by Nancy Sue Keller. A vote was taken.

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

As Board President Martha Cavanaugh had to leave the meeting, Secretary Darryl Ann McCarthy assumed the Chair.

Director's Report

Staffing: Director Holden reported Unelia Vidiera recently started her position as assistant reference librarian. Ms. Vidiera worked 14 hours per week was adjusting well to her new responsibilities. Director Holden reported Katherine Grant was recently hired as a page at the West Branch Library. Director Holden explained Ms. Grant replaced Brianna Hebert who recently left for college.

Buildings & Grounds: Director Holden reported that she, Martha Cavanaugh and Don McAllister had represented the Library before the City Council on July 27th to request bond authorization for the proposed HVAC project at the Library. Director Holden reported City Council voted to advertise the bond and after the ten-day public notice, the Council would take up the request and go forward with bond approval. Director Holden stated she was hopeful that the request would go before the Council at the regularly scheduled meeting on September 24th. Director Holden stated that as soon as she

learned of the scheduling, she would let the Board know as it would be helpful to have as much support as possible that evening.

Director Holden reported she would meet with Purchasing Agent Dan Doucette and Design Engineer Denis O'Leary on September 18th to continue planning the HVAC project. If all went as planned, the project would go out to bid in the spring of 2010. Director Holden stated the heating system should be functional by the 2010-11 heating season and the cooling should be in place for summer 2011. Director Holden stated commissioning would be included as part of the project.

Director Holden reported the Mayor agreed to fund the repainting of the patio structure on the northwest corner of the Main Library so that in the future it would be a usable space for library functions, including the summer food program. Director Holden stated she had estimates for the painting and would schedule the job as soon as she received final authority from the City. Director Holden stated the exterior windows needed repainting as well as if the windows were not repainted soon, exposure to the elements would result in permanent damage to the windows. Some of the windows were moderately peeling, but a few trim pieces were almost bare wood.

Director Holden reported the upper portions of the historic windows in the new building had been fixed in place with corner braces so that they would not slip out of place. Director Holden reminded the Board that the slippage of one window ultimately caused injury to one of the librarians. As that was the case, the staff had been directed not to open windows. Director Holden stated that hopefully the installation of the new HVAC system would eliminate the need for fresh air through the large windows. Director Holden explained the fresh air exchange was designed to eliminate the need to open and close windows manually.

Summer Programs: Director Holden reported the Library had experienced a very busy schedule of events at all three locations and also participated in the summer food program. Director Holden stated the summer food program served 951 meals that year. Director Holden reported that Carol Bender had programmed separately from the food program, however next year the Library would be developing a new model.

Grants: Director Holden reported the Library was working with the Peabody School Department on a grant application for funds to implement an early literacy program for at-risk children. A portion of the grant would provide \$4,000 for the Library to purchase materials and run programming to improve the literacy skills of the target group. Director Holden reported Children's Librarian Carol Bender was working on planning that opportunity. Director Holden reported Gerri Guyote and Carol Bender met with the district grant writer and other partners to discuss implementation of the grant. It was not clear at that point what role the Library would play in the overall project, however Director Holden stated she would be meeting with the project administrators on Thursday morning. Director Holden stated she hoped that subsequent to that meeting, the Library's role would be clearer.

Director Holden reported the Eastern Bank Charitable Foundation recently awarded the Library \$3,000 to fund new PCs in the Young Adult drop-in area. Director Holden reported the Library was able to take advantage of competitive pricing and Yunan Guo purchased seven new PCs for the YA drop-in area. The new PCs had just arrived at the Library and would be installed in the next week or so. Director Holden stated teen patrons were anxiously awaiting the installation of the new PCs. Director Holden reported attendance at the drop-in area had been sporadic with ten to fifteen teens on one day and waiting-list space only on other days.

Other:

Director Holden reported the International Festival would be held on September 13th.

Director Holden reported the Mango Language Program was available at the Library and from home.

Director Holden stated the Treasurer's Report would be updated via email when Russ was back in the Library.

As there were no questions from the Board, a **MOTION** was made by David Hallinan to accept the Director's Report as presented. The motion was seconded by Nancy Sue Keller. 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 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 the Fundraising Committee had met just prior to the Trustees meeting to discuss the planning of *Starry, Starry Night*. Trustee Dakos stated she would call members of the Board should any additional help become necessary. The Board discussed what time they should arrive at the Smith Barn to set up for the event. Trustee Bellew stated he would contact Bill Power of the Historical Society to find out what time would be convenient for him to open up the Barn for set-up and would follow up with the Board. The Board stated that should it be agreeable to Mr. Power, they would plan to arrive at 3:30pm to beginning setting up tables and décor. Other Board members would be traveling to the various restaurants that would be donating food to pick up the donations. The Board would touch base beforehand to confirm the timing and plan for the night.

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

PERSONNEL: Committee Chair Nancy Sue Keller stated there was nothing to report in addition to the Personnel update provided by the Library Director during her report.

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 City had opened the new Leatherworkers Museum on July 30th with an event which drew a couple of hundred people. Trustee Bellew stated the event was very nice and they were pleased with the attendance and how the Museum came out. Trustee Bellew stated that at that point, the Museum was open almost by appointment as it was not fully staffed yet. The Curator of the George Peabody House Museum was not at the Museum all the time, therefore they needed to develop a volunteer program in order to have the Museum staffed during consistent hours.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION: Liaison Darryl Ann McCarthy stated the Foundation had not had a meeting since the last Trustees meeting, therefore there was nothing new to report. The next meeting of the Foundation was scheduled for October 6th.

A **MOTION** was made by Nancy Sue Keller to accept the reports of the Committees as presented. The motion was seconded by David Hallinan. A vote was taken.

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

Unfinished Business

Secretary McCarthy stated there was no unfinished business on which to report.

New Business

Secretary McCarthy stated the Board had suspended the normal rules of the Board in order to conduct business earlier in the meeting. Secretary McCarthy inquired as to whether or not there were any further resolutions.

Trustee Hallinan reported he had seen Library Director Martha Holden on the cable access television station on the program "On Peabody Matters" and stated Director Holden had done an excellent job and had represented the Library very well.

The Board requested Director Holden send them an email in the future should she know such a program would be airing in the future.

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 8:20pm.

Submitted by,

Allison M. Lytle
Recording Secretary