

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES

Wednesday, February 11, 2009

Present: Wilbur Cobb, Julie Curtis, Donald Gates, Michael Hagan, Kathleen Lopes, Douglas Rendell, Tom Standring, T. Frank Tyrrell, Mary Beth Verry

Absent: Reni Conte

Call to Order: Meeting was called to order by Chairperson Mary Beth Verry at 7:00 pm

The Pledge of Allegiance was led by T. Frank Tyrrell. There were no citizens present and no citizen comments were made.

Chairperson Verry and the Trustees welcomed Tom Standring, Trustee Emeritus, who has graciously agreed to fill out former Trustee David Bean's term of office.

Secretary's Minutes: A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to accept the secretary's minutes from the January 21, 2009. Motion passed unanimously.

Chairperson's Report:

The 13th Annual Legislative Breakfast will be held at the Beverly Public Library on Friday, March 6, 2009, from 8-9 am. The Essex County legislators are invited to attend and this is a good time for fellow Trustees to network. The breakfast is free, but the host asked for donations to offset the costs. Last year the Friends of the Peabody Institute Library donated \$75.00. A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to donate the same amount as last year. Motion passed unanimously.

Three upcoming seminars sponsored by the Massachusetts Board of Library Commissioners were mentioned. The 9th Annual Trustee Symposium at the Holiday Inn in Boxborough on Saturday, March 7, 2009, The Annual Fund-Raising Appeal at the Sargent Memorial Library in Boxborough, and Capital Campaign Fund-Raising on Saturday, April 4, 2009, also at the Sargent Library. If any Trustee is interested in attending any of the seminars, please contact Chairperson Verry as carpooling may be an option.

There will be a wreath laying ceremony in honor of George Peabody's 214th birthday, at 11:00 am on Saturday, February 14, 2009, at the Peabody gravesite in Harmony Grove Cemetery. Refreshments will be offered immediately afterward at the George Peabody House Museum, 205 Washington Street, Peabody. The snow date will be February 21st.

A discussion was held regarding patron's suggestions to do away with fines. It was brought up that the Beverly Library has done away with their fines. The Danvers library has multiple options to renew materials; telephone, on-line, in person. Last year, late fines of \$3,245 from juvenile videos, \$919.00 from adult fines, and approximately \$22,000 from books, were collected. It was decided to leave the fine structure as is, especially with budget cuts coming.

Trustee Kathleen Lopes asked if there was a way for parents to control how many videos their children took out. She said a parent had spoken to her regarding their child taking videos without informing her, not returning them on time, and as a result, she got fined. Director Rendell said were are not supposed to be limiting what is taken out by youth. Trustee Julie Curtis added, if the parents made their youth accountable for their actions, it may stop.

The Town Manager has asked for a \$5,000 reduction in our FY 2009 salary account budget. The last three years, the Trustees have approved the same request. Because of a \$350,000 reduction in state aid to Danvers, the Town Manager has asked all departments to give money back to alleviate reductions. This reduction should not impact hours or benefits. Municipal appropriations will remain the same. The feeling is the library will be okay through 2009. Trustee Hagan asked what happens if an untimely accident or personal illness occurs requiring an extended leave. After a brief discussion, a motion was made and seconded to have Rendell send a letter to the Town Manager stating with every expectation the Trustees will be able to donate \$5,000 out of this years budget with concerns expressed because the second half of state aid has not been received yet. Motion passed unanimously.

Treasurer's Report:

Trustee Donald Gates informed us there had been a \$2,000 gift received from the Friends of the Library to go the Reference Department to help with the costs of the recent flood. There was no income from the Gordon Room last month. Investments are up 4.84%. A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to accept the Treasurer's Report as presented. Motion passed unanimously.

Lyceum Report:

Kathleen Lopes reported the following: This Saturday there will be a Valentine's Party from 1-3 pm. This function is for children ages 6-9 years and snacks, juice, and water will be available. Lopes offered we hoped to bring in programs for Spring/Summer.

Buildings and Grounds Report:

Director Rendell and Mike Hagan have been in contact with Karen Nelson who is a liaison to the Advisory Committee. We have been told that the signs dealing with the new traffic patterns in the main parking lot will be going up. Karen will be contacted again in a week or so to try and get a specific timetable.

ADT Security System – warrant article to cover costs of \$15,000 start up will be written and presented to the Town Meeting for approval.

Rendell spoke about a male patron who was spoken to regarding accessing inappropriate sites. The patron had already been spoken to regarding 2-3 prior incidents of the same thing. The fellow has had a no trespassing order issued against him. Rendell said he does not issue these orders casually. Rendell found out the same man has a no trespassing order in Peabody also. Rendell notified the Salem Library of our action. Hagan said the neighbors were good about watching over the library. Kathy Lopes said that people are having trouble getting to the drive thru due to illegal parking.

Stairwell Re-Covering – was supposed to take four days to complete, is now in its fourth week. The project has been challenging. The problem seems to be material issues and tiles not sticking. The company has done work in the library before.

Director's Report:

2010 is becoming a challenge. We only learned this week that state aid to the library will be \$1 million less in 2010 than 2009. Rendell summarized several variations of possible ways to deal with the deficit. Staff reductions will be the last thing done. Hours cannot be reduced as they are presently only over by one hour the minimum hours to be in compliance to receive state aid. The Town Manager has commented that he will not allow the library to be decertified. Rendell said the library budget is 1.2% of the town budget.

The City of Winthrop and Saugus Libraries are both in budget trouble. The NOBLE Executive Board said if both libraries close, there would be enough money in the NOBLE budget to cover costs for a 12 month period.

Trustee Kathleen Lopes said she was concerned about funding for the Young Adult Program. Rendell answered that program funding was okay. Rendell added the library needed to rethink how we did programming and how we got funding.

The Trustee/Staff Dinner is this Friday at the Franco-American Hall in Beverly starting at 6:00 pm.

Rendell spoke about the new regulation mandating bar codes be placed on the upper left front side. One reason for the new regulation is assisting with centralized sorting.

Adjournment: A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to adjourn the February 11, 2009 Library Trustees meeting at 8:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary