

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES MEETING  
Wednesday, February 9, 2011

**Present:** Wilbur Cobb, Reni Conte, Julie Curtis, Donald Gates, Kathleen Lopes, Douglas Rendell, Mary Beth Verry

**Absent:** Michael Hagan, Frank Herschede, T. Frank Tyrrell, Jr.

**Call to Order:** The February 2011 meeting was called to order at 7:15 pm by Chairperson Mary Beth Verry.

Pledge of Allegiance was led by Chairperson Verry. There were no citizen's comments.

**Secretary's Minutes:** The following correction was noted: Under New Business.....it should have said January 2001 meeting and not 2002 as printed. A motion was made by Wilbur Cobb and seconded by Donald Gates to accept the January 2011 secretary's minutes with correction noted. Motion passed unanimously.

**Chairperson's Report:** On January 26, 2011, Governor Deval Patrick filed his 2012 budget calling for level funding for State Aid to Public Libraries. State Aid to Regional Libraries is suffering a drastic cut from \$8,781,475 in FY2011 to \$6,920,993 in FY2012. In addition, the Town Manager may ask for further budget cuts in 2012. Town Manager, Wayne Marquis has asked for suggestions on what accounts can handle additional budget cuts. Library Director Douglas Rendell pointed out the two largest budget line items are salaries and book budget. He added the book budget could sustain a cut as our proposed budget is over the state requirement for book purchases. Rendell pointed out that the Library Budget was only 1% of the whole Town Budget and as such it should not expect as large loss as other larger departments. Town Manager Marquis is supportive of our library and does not want to see us lose state accreditation by going below the state requirements for books and materials. After a small discussion was held regarding budget issues, a motion was made by Trustee Julie Curtis and seconded by Trustee Wilbur Cobb to send a letter signed by all the Trustees to State Representative Theodore Speliotis and State Senator Frederick Berry explaining what an asset the library was to our community, how devastating the proposed funding was to our operation and asking them to please vote to restore the funding to the library budgets. This motion passed unanimously.

The library lost its heat from Sunday, February 6<sup>th</sup> to Tuesday morning, February 8<sup>th</sup>. As a result, the library was closed at 5:00 pm on Monday, February 7<sup>th</sup> and reopened the next day at 12:30 pm.

The Cherry Farm Creamery held a fundraiser for the Children's Room Renovation fund on Saturday, February 5<sup>th</sup>. There was good attendance and \$900.00 was earned. There was a discussion with the Riverside School Principal to have this years fundraiser be for the Children's Room Renovation fund also. On Wednesday, February 23<sup>rd</sup> there will be an ice cream social and Magic Show by Eddie Gardner starting at 1:00 pm. There is a \$3.00 per person charge to make their own sundaes. All proceeds will benefit the Children's Room.

Chairperson Verry will e-mail the Trustees a rough draft of the Library Director's Job Description. She is asking the Trustee's to review the description and let her know of any suggestions they have. She added, Archivist Richard Trask had already reviewed the description and has asked that experience in archival management be added.

We are hoping to hold the Trustee/Staff Social at the Franco-American Club in Beverly that was postponed earlier due to the snow in late Spring.

**Treasurer's Report:** Treasurer Donald Gates handed out an updated yearly Trustee's Fund expenditure report saying there was not much to report. Gates did say that the Peabody Institute Library Endowment Fund had \$426,540 in investments. The revenue from the Gordon Room is still good as there is a lack of meeting space throughout the town. A motion was made by Trustee Julie Curtis and seconded by Trustee Wilbur Cobb to accept the Treasurer's Report as presented. Motion passed unanimously.

**Building and Grounds Report:** The Public Works Department has been up on our roof twice to inspect it due to the accumulation of snow. They do not feel it needs to be shoveled off. A few leaks were found due to the melting snow. It is a good thing the roof is not a flat one.

**Director's Report:** Library Director Douglas Rendell reported that the Head Circulation Librarian's position vacated by Mary Saratora's retirement had been filled by Tricia Arrington. Ms. Arrington has been employed for several years as a Reference Librarian. As a result, the reference librarian position must be filled.

**Report of the Lyceum Committee:** Kathleen Lopes reported that the Lyceum Committee will be paying for Eddie Gardner, the magician at the February 23<sup>rd</sup> ice cream social. There is nothing else planned for February but hoping to have other activities in April hopefully during the vacation week.

**Adjournment:** A motion was made by Reni Conte and seconded by Wilbur Cobb to adjourn the February 9, 2011 Library Trustee Meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary