

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES

Wednesday, April 13, 2011

Present: Wilbur Cobb, Julie Curtis, Michael Hagan, Frank Herschede, Kathleen Lopes, Douglas Rendell, Mary Beth Verry

Absent: Reni Conte, Donald Gates, T. Frank Tyrrell, Jr.

Guest: Karen Ranieri, Co-Chair of Membership, Friends of the Library

Call to Order: Meeting was called to order by Chairperson Mary Beth Verry at 7:10 pm

The Pledge of Allegiance was led by Chairperson Verry. There were no citizens present and no citizen comments were made.

Chairperson Verry introduced Karen Ranieri who spoke about the Committee trying to come up with ways to attract new members to the Friends of the Library.

Secretary's Minutes: A motion was made by Michael Hagan and seconded by Wilbur Cobb to accept the March 9, 2011 secretary's minutes as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Mary Beth Verry reported on the following:

The library will be meeting with the Finance Committee at 7:00 pm tomorrow night in the Selectman's Room of Town Hall to discuss and answer any questions regarding the FY2012 library budget. Chairperson Verry asked as many Trustees as possible to attend to show our support of the library budget. There are only two items on the agenda: the library budget and the school department budget..

The recent Staff-Trustee Dinner was a great time. The speaker, Janet Lettich was a good speaker. A suggestion was made to try and invite her back to speak at a public forum. The library sent Mrs. Lettich a small bouquet as a thank you.

A \$30,000 warrant has been filed before the Town Meeting Members to be voted on at the upcoming budget meeting to cover the costs of a fire suppression system for the Archives Center. Some of the \$20,000.00 from the Annenberg Grant will be used to ease some of the costs. This warrant went before the Selectmen without a problem.

There will be new flooring installed in the Gordon Room next year. It was decided to install a tile floor as it will be very washable. The library is also looking for one to deaden the sound.

A list of upcoming events was reviewed. Trustee Julie Curtis thanked Director Douglas Rendell for sending out reminders of upcoming events to the Trustees.

Treasurer's Report: In Treasurer Donald Gates absence, Chairperson Verry reported the following:

There is \$511,918.84 in the combined Peabody Institute Library and the George Peabody Society, Inc. back accounts. Director Rendell and library bookkeeper Susan Kontos will get together with Treasurer Donald Gates for a transition in treasury business as Gates is not running for another term on the Trustees. Trustee Michael Hagan suggested that Assistant Treasurer Frank

Herschede be involved in any transitional meetings. Hagan also suggested that the Trustees write a letter of appreciation to Treasurer Gates in recognition of his many years of service to the Board of Trustees. A motion was made by Wilbur Cobb and seconded by Frank Herschede to accept the Treasurer's Report as presented. Motion passed unanimously.

Building and Grounds Committee Report: A leak was found in the Children's Room and some books did get wet. Director Rendell will have someone in to look at the leak. This person has done other repairs previously. Trustee Michael Hagan reported there was a leak in the elevator. There is a sawhorse in the entrance to the library as there is a ruined walkway due to the winter. Trustee Hagan will remind the Danvers Police to watch the Rotary Pavilion now that the warm weather is coming.

Lyceum Committee Report: Trustee Kathleen Lopes reported the following: a kid's program, Knights of the Round Table is scheduled for next week's school vacation week. There is a Summer Kick Off Reading Program scheduled in early June. Steve Blunt performed recently and is due to perform again in April and May.

Report of the Library Director: Director Douglas Rendell passed out a letter to State Senator Frederick Berry asking for his support of funding to state libraries, and asked the Trustees to sign it. This is the same letter that was previously sent to State Representative Theodore Speliotis. Snapshot Day is today. This is a national program and is supposed to provide a snapshot of what happens in the day in the life of libraries. Rendell reported that 275 Massachusetts libraries would be participating in today. As part of the festivities, a picture of tonight's Trustee was taken. Rendell reminded the Trustees of the upcoming Skull Session with Town Manager Wayne Marquis to review the agenda and warrants for the upcoming Town Meeting. Rendell asked to revisit the DVD fines. Presently there is a \$1.00 per day fine for overdue DVD's and \$.10 a day fine for over due books. Rendell would like the fines to be universal (\$.10 a day). It was pointed out that DVD's can only be taken out for a week at a time. Also, if a fine is \$5.00 or over, no other materials can be taken out until some of the fine is paid off. A suggestion was made to place notice of DVD fines in the library newsletter as well as on the DVD package and to have the librarians remind patrons of fines when DVD's are taken out. Rendell will seek information on fine structures from three other libraries and will report his findings at the May Trustee meeting with expectations of a vote in May.

Adjournment: A motion was made by Michael Hagan and seconded by Wilbur to adjourn the April 12, 2011 Library Trustees meeting at 8:10 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

