

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES

Wednesday, May 18, 2010

Present: Wilbur Cobb, Reni Conte, Julie Curtis, Donald Gates, Michael Hagan, Douglas Rendell, T. Frank Tyrrell, Jr., Mary Beth Verry

Absent: Frank Herschede, Kathleen Lopes

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

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

Chairperson Verry said tonight was a reorganization meeting and opened the floor for officer nominations. A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to cast one vote for the current officers to be elected as a slate to the offices presently held. Motion passed unanimously.

Secretary's Minutes: A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the April 2010 minutes as presented. Motion passed unanimously.

Old Business:

T. Frank Tyrrell, Jr. made a motion to change the night of the Library Trustee meeting to the second Wednesday instead of the third Wednesday of the month. Before a second was made Julie Curtis pointed out that two Trustees, Frank Herschede and Kathleen Lopes were absent tonight and she felt we should not make a decision without first speaking with both of them. Chairperson Verry said she would e-mail the Trustees to see if the second Wednesday would be viable to hold the meetings. It was agreed to postpone the motion until the June meeting.

Chairperson's Report:

Chairperson Verry asked to revisit the recommendations made by Carlie Dugan from the Danversbank Financial Services regarding more aggressive buying with the George Peabody Society investments. It was decided to discuss this at the June meeting as both Frank Herschede and Kathleen Lopes were absent tonight.

Information cards describing the Massachusetts Memories Road Show were handed out by the Chairperson. This program will be held on Saturday, June 26th from 9:00 am-1:00 pm as part of the Danvers Family Festival.

Chairperson Verry thanked Wilbur Cobb, Mike Hagan, and T. Frank Tyrrell, Jr., all Town Meeting members, who along with Director Rendell and her, attended the Town Meeting. The library 'dodged a bullet' and had it's budget passed unanimously. Director Rendell added he had put together suggestions to trim \$14,000.00 from the salary budget in case the proposal to raise the meals tax failed. Thankfully the budget did not have to be trimmed. Rendell said revenue was very unpredictable right now. We were used to building a budget on revenue. We have always received the state aid at the same time, now we receive it twice a year. A discussion was held on what would happen if the Town Manager were to ask for a budget reduction.

The library recently received a second installment of funding from the State. This payment of \$13,000 brought this years total funding to \$26,000. This was \$10,000 less than received last year.

Chairperson Verry brought us up to speed with the plans to renovate the Children's Room. She said the recent pancake kick-off raised between \$7-800.00. Other fundraisers include a Kelly's Roast Beef Community Fundraiser on Tuesday, June 8th from 5-8 pm. Verry handed out announcement cards on the event and encouraged the Trustees and their families to attend. Tuesday night is Children's Night at Kelly's and they sponsor face painting that night. Also the Friends of the Library have informed us they will allow the Children's Room Renovation Committee to hold a bake sale in conjunction with their book sale on Tuesday, June 22nd. Verry suggested any baked items could either be dropped off the night before or in time for the start at 9:00 am. Trustee Reni Conte suggested we also have coffee available. In June calendars will be sold for \$5.00 with a different prize offered for every day in July. In August a Children's Carnival will be held. The Kiwanas Club donated \$3-4,000 raised from last week's Comedy Night. The goal is to contact large organizations in the Fall seeking donations. The Friends of the Library have already donated \$250.00 for this project. Verry said presently she would like to spend \$15,000 for a circulation desk and up to \$35,000 for tables, chairs, book displays and nicer toys. She would also like to see a mural painted in the entrance way and the story hour pit of the Children's Room. Verry would like to speak to the High School Art Department to see if the mural can be done as a project. The staff is very excited about the whole project.

Chairperson Verry will be doing Library Director Douglas Rendell's job performance review and asked for two volunteers to review this. Trustees Wilbur Cobb and Julie Curtis volunteered to do so. Verry would like this to be done and ready for discussion at the June meeting.

Treasurer's Report:

Treasurer Donald Gates handed out a budget report and spoke about funds received/spent in April and May. Gates told us the current balance of the Peabody Institute Library Endowment was \$382,828.06 as of May 16, 2010. A motion was made to T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the Treasurer's Report. Motion passed unanimously. Director Rendell thanked Treasurer Gates for his presentation.

Lyceum Committee Report:

There was no Lyceum Report due to the absence of Trustee Kathleen Lopes.

Building and Grounds Report:

Douglas Rendell informed the Trustees that the outside lighting poles were installed.

Rendell revisited the sprinkler malfunction from last month. New micro film boxes and a reader printer have been ordered. The micro films were able to be saved. The insurance settlement was accepted but it was not a check for building work. The contractor will not begin work replacing ceiling tiles until the check for building work has been received.

After Trustee Frank Herschede brought up at last month's meeting that he felt the problem was a pressure issue, Director Rendell went and spoke with the Acting Fire Chief, who came and inspected the valve pressure gages and said the gages were okay. Yesterday a representative from

the sprinkler company visited and said the building temperature would have to go to 156 degrees before the sprinklers would go off. Upon inspection, the representative noticed the unit on the water system that keeps the pressure high was one that had been known to malfunction. The cost to remove the unit is \$350.00. Rendell will use the insurance settlement to remove the unit in question. Rendell has sent one of the sprinkler heads off to be inspected. By law, sprinklers have to be replaced every 50 years and the library's sprinklers are over 30 years old. The cost to replace the sprinkler heads is \$25.00 per head. A suggestion was made by Rendell to stagger the replacement costs but Trustee Donald Gates felt it would be cheaper to replace the heads all at once. Rendell said if there was a special town meeting in September, it might be a good time to present a warrant article for the costs of repair and replacement.

Director Rendell feels we need to move forward with considering a new sprinkler system in the Archives.

Trustee Michael Hagan handed out a draft of the proposed Camera Surveillance Policy. Rendell feels we need to clarify the public disclosure statement. The library is a public building and the expectation of privacy is less than in a private home. Chairperson Mary Beth Verry asked the Trustees to review the policy and be ready to vote on it at the June Trustee Meeting.

Director's Report:

Director Rendell informed us the library will be closed Sundays between Memorial Day and Labor Day.

Rendell reminded the Trustees to e-mail both Verry and Rendell if they were going away over the summer, so they can be reached in case of an emergency. The Trustees were also asked to give Rendell their cell phones. Rendell assured everyone that the cell phone numbers would not be published.

Trustee Michael Hagan asked about having a summer get-together. Rendell will send an e-mail out to see if there was an interest in doing so.

Adjournment: A motion was made by Donald Gates and seconded by T. Frank Tyrrell, Jr. to adjourn the May 2010 Library Trustee meeting at 8:20 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary