

## MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, May 11, 2011

**Present:** Julie Curtis, Charles Desmond, Michael Hagan, Frank Herschede, Kathleen Lokpes, Douglas Rendell, T. Frank Tyrrell, Jr., Mary Beth Verry

**Absent:** Wilbur Cobb, Reni Conte

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

Chairperson Verry introduced Charles Desmond as the newest member of the library trustees.

Chairperson Verry announced the Search Committee to recommend a new library director is: Chairperson Mary Beth Verry, Kathleen Lopes, Trustee, library employees Fran Hegarty, Tricia Arrington, Suzanne Macleod, and Tom Standing (former Trustee). Present Director Rendell is retiring in October.

**Reorganization of Trustee Board:** Chairperson Verry announced that the first meeting after the May town elections was always the reorganization meeting. Verry opened nominations as follows:

A Motion was made by T. Frank Tyrrell, Jr. and seconded by Frank Herschede to nominate Mary Beth Verry as Chairperson. A motion was made by Michael Hagan to close the nomination for Chairperson. Mary Beth Verry unanimously elected as Chairperson.

A motion was made by Chairperson Mary Beth Verry and seconded by Frank Herschede to nominate Wilbur Cobb as Vice Chairperson. A motion was made by Michael Hagan to close the nomination for Vice Chairperson. Wilbur Cobb unanimously elected as Vice Chairperson.

A motion was made by Frank Herschede and seconded by T. Frank Tyrrell, Jr. to nominate Julie Curtis as Recording Secretary. A motion was made by Michael Hagan to close the nomination for Recording Secretary. Julie Curtis unanimously elected as Recording Secretary.

A motion was made by Michael Hagan and seconded by Charles Desmond to nominate Frank Herschede as Treasurer. A motion was made by T. Frank Tyrrell, Jr. to close the nomination for Treasurer. Frank Herschede was unanimously elected as Treasurer.

A motion was made by Michael Hagan and seconded by T. Frank Tyrrell, Jr. to nominate Charles Desmond as Assistant Treasurer. A motion was made by Frank Herschede to close the nomination for Assistant Treasurer. Charles Desmond was unanimously elected as Assistant Treasurer.

A motion was made by Michael Hagan and seconded by Frank Herschede to nominate T. Frank Tyrrell, Jr. as Clerk. A motion was made by Charles Desmond to close the nomination for Clerk. T. Frank Tyrrell, Jr. was unanimously elected as Clerk.

Library Director Rendell congratulated all the new officers.

**Secretary's Minutes:** A motion was made by Frank Herschede and seconded by Michael Hagan to accept the minutes of the April 13, 2011 Meeting as printed. Motion passed with one absention.

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

Advertisements for the position of library director will be sent out this week. A Search Committee meeting will be held on June 16, 2011 with the Chair reporting back to Trustees after that.

Trustees were asked to review the Trustee listing handed out and notify the Chair of any changes.

Director Douglas Rendell and Chairperson Verry met with Town Manager Wayne Marquis and Diane Norris, Assistant Town Manager today regarding the library budget. Trustees were reminded the Town Annual Meeting was this coming Monday, May 16<sup>th</sup> at the Holten Richmond Middle School starting at 7:30 pm. Trustees were asked to attend as the library budget will be presented and a showing of Trustees was always good.

Last Thursday Director Rendell, Sue Contos, Library Treasurer and Frank Herschede, Assistant Treasurer met with Donald Gates, Treasurer to transfer treasurer information. Donald Gates was presented with a letter of thanks as well as gifts to thank him for all the years of service to both the library and the trustees.

The Friends of the Library are sponsoring a Scrabble Tournament fundraiser this coming Saturday, May 14<sup>th</sup>.

New committee assignments will be appointed by Chairperson Verry and announced at next month's Trustee's meeting.

**Treasurer's Report:** Treasurer Frank Herschede handed out the Trustees Funds Report for review. It was pointed out that any funds left over at the end of the fiscal year were rolled over to the next year's budget. Treasurer Herschede suggested that the fines be broken up and be separated between overdue books and DVD's as it would be easier to police returns that way. It was also agreed to change line wording from fines to replacement fines. Herschede will start doing a monthly report on fines. An investment report will be presented next month. A motion was made by Kathleen Lopes and seconded by T. Frank Tyrrell, Jr. to accept the treasurer's report as printed. Motion passed unanimously.

**Report of the Building and Grounds Committee:** There is a new rug in the library entrance and it helps to keep the mud and dirt out of the library. Small leaks around the windows have been found in the Children's Room. Brookline had a recent assault incident. Director Rendell has a small medical unit in his office. Michael Hagan reminded Rendell that alarms should be tested annually. Trustee Hagan asked that the Summer Concert schedule be forwarded to the Danvers Police as soon as possible. Hagan will ask Police to patrol the parking lot during concerts and recommend illegally parked cars be ticketed. Rendell reported that a raccoon has been seen roaming around library property. This has been reported to the Public Works Department. Hagan recommended the Police also be notified.

**Report of the Lyceum Committee:** Kathleen Lopes reported the following: the Summer Reading 'Kick Off' is being worked on. Lopes is trying to book a barbershop group for an adult activity.

**Director's Report:** Director Douglas Rendell reported that the Kiwana's recently donated \$1,000.00 for the library to purchase books in the literature section. Rendell will write a letter of thanks. Emily Scottgale has been hired as a page. The library will be closed on Memorial Day, May 30<sup>th</sup>. The library will be closed Sundays between Memorial Day and Labor Day. Rendell called attention to the letter of thanks received for the \$100.00 donation to the Lighthouse Hospice Foundation, Inc. in memory of Marian Millar. Marie Manganaro, the Assistant Director of Circulation injured herself at home and is out of work.

The Trustees revisited the DVD overdue charges discussion from last month. Director Rendell handed out what other area libraries charged for DVD overdue charges. It was pointed out the DVD rental period is a week whereas books can be taken out for 3 weeks. This can be confusing to the public. Rendell will re-contact the libraries to see if fines are separated between adult and youth overdue and will try and get a report done for next month. He will also push for patrons to give their e-mail address out so the library can send reminders 48 hours ahead of return due date.

**Adjournment:** A motion was made by T. Frank Tyrrell, Jr. and seconded by Kathleen Lopes to adjourn the May 11, 2011 Library Trustees meeting at 8:40 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary