

## MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, November 10, 2010

**Present:** Wilbur Cobb, Julie Curtis, Donald Gates, Frank Herschede, Kathleen Lopes, Douglas Rendell, T. Frank Tyrrell, Jr., Mary Beth Verry

**Absent:** Reni Conte and Michael Hagan

**Call To Order:** Chairperson Mary Beth Verry called the November 2010 Trustees meeting to order at 7:10 pm

Chairperson Verry led the Pledge of Allegiance. Citizen's Comments: Christine Watson, President of the Friends of the Peabody Institute Library cannot attend tonight's meeting as originally planned. She hopes to attend next month's meeting.

A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the October 2010 Secretary Minutes as printed. Motion passed unanimously.

**Chairperson's Report:** The following information was handed out.

Holiday Open House, Wednesday, December 1<sup>st</sup> from 2:00-4:00 pm in the Gordon Room. The featured performer will be David Polansky, leading a sing-along concert. Refreshments will be served. This open house is for adults and is sponsored by the Friends of the Library.

Children's Room Holiday Open House, Monday, December 6<sup>th</sup> from 2:30-5:00 pm. The featured performer will be Robb Perskins with the Arctic Express. Crafts will be from 2:30-4:00 pm with the Arctic Express from 4:00-5:00 pm. Refreshments will be served. The open house is planned with the Lyceum Committee of the Library Trustees.

A copy of the 2010 Fall 'The Library Register', the quarterly newsletter, sponsored by the Friends of the Library.

A copy of the proposed FY2012 Budget Policy was sent from the Town Hall. The Trustees were asked to review the budget policy prior to the Trustees Meeting.

Director Rendell spoke with Superintendent of Schools Lisa Dana last night and was informed that the School Committee had voted to accept the policy with no changes. The budget policy will be voted on at the next meeting of the Selectman. A motion was made by Wilbur Cobb and seconded by T. Frank Tyrrell, Jr. to accept the FY2012 Budget Policy as written. Motion passed unanimously.

Director Rendell handed out the minutes of last month's George Peabody Society Meeting. The minutes will be voted on at next years meeting in October.

Director Rendell and Archivist Richard Trask have been summoned to appear at the restitution hearing for the library urn that was stolen last summer. The estimated cost of the repairs to the urn is over \$20,000.00. The library has an \$10,000 insurance deductible. The Town has asked for another bid as the judge may be more receptive if a couple of bids are presented. It is hard to find a company to do this kind of restoration. The hearing will be held the day before Thanksgiving but Rendell does not expect to see any relief from the hearing. Presently the urn is in the DPW garage but the DPW would like it out by winter so it won't be in the trucks way. Chairperson Verry will speak with Cranney to ask their opinion on what to do with the urn.

**Treasurer's Report:** Treasurer Donald Gates handed out and reviewed the monthly funds report. Gates reported the Gordon Room earned \$975.00 in rental fees. Some of the renters were: SAT Workshops and Parenting Workshops (though the Massachusetts Court System). Rendell added the Parenting Workshops have just been booked for another 12 months. Gates pointed out the Sundries account was reduced by \$618.44 when the piano tuner was overpaid. The discrepancy was noticed and the tuner reimbursed the library. Investments were \$416,556.64 as of November 5, 2010 with a return of a little over 10%. A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the Treasurer Report as presented. Motion passed unanimously.

**Lyceum Committee Report:** Committee Chair Kathleen Lopes again spoke about the Children's Room Holiday Party. There have been 400+ plus prize calendars sold with up to \$11,000 revenues received from calendar sales. Treasurer Gates reported that a \$1,400.00 deposit to the Children's Room Renovation Account was made today.

**Building and Grounds Report:** Director Douglas Rendell reported the following: The new inside sprinkler system passed inspection. The pressure regulator was good and Rendell was told we will always have enough pressure. The Reference area has new dark blue carpeting covering the new wooden floor that was installed due to previous water damage. Tiling will be installed in the Rotunda and area around the Circulation Desk. All flooring and equipment costs were covered by the insurance settlement. Rendell is writing a warrant article for new carpeting next year. In the future, we hope to be able to fund additional carpeting for the main floor. Rendell reported that newly installed carpet by the main door is catching dirt and leaves. New tiles have been installed by the stairs to the Reference area to replace cracked tiles.

**Director's Report:**

The first library budget meeting with the Town Manager is November 29, 2010. Rendell should know more information after this meeting and should be able to present clearer dollar figures at the December Trustees Meeting. Rendell asked the Trustees to take the proposed 2012 budget draft home and review it. Any questions should be either called in or e-mailed to Rendell by December 1<sup>st</sup>. The next Trustee meeting is December 8<sup>th</sup> and the revised document will be reviewed then.

Rendell spoke about the Friends of the Library. This organization meets once a month on the third Tuesday of the month at 7:30 pm. There is an membership application on the back page of "The Library Register". The Committee is recruiting new members and will make a presentation to parents at the Children's Holiday Party as well as sponsoring recruiting programs through the Senior Center. President Watson hopes to meet with the Trustees at next month's meeting in hopes of getting a better relation with the Trustees.

The library will be closed on the following upcoming November and December dates:

Veterans Day, Thursday, November 11<sup>th</sup> and Christmas week - Friday, December 24<sup>th</sup> (library only open ½ day on Fridays), all day Saturday and Sunday, December 25+26<sup>th</sup>.

Rendell said over 135 copies of "The Library Register" had been sent out. Rendell added that members of the Friends of the Library received a copy as part of their membership. Trustee Julie Curtis suggested the library think about compiling an e-mail data base to e-mail copies of the newsletter out instead of paying the postage cost of sending it out.

There will be a retirement reception for Mary Saratora in December in the Gordon Room. Rendell will e-mail information to the Trustees.

A motion was made by Wilbur Cobb and seconded by T. Frank Tyrrell, Jr. to go into Executive Session at 8:00 pm.

A motion was made by T. Frank Tyrrell, Jr. and seconded by Frank Herschede to leave the Executive Session and return to the Regular Trustee Meeting at 8:35 pm.

**Adjournment:** A motion was made by T. Frank Tyrrell, Jr. and seconded by Frank Herschede to adjourn the regular November 2010 Library Trustee meeting at 8:40 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary