

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES MEETING

Wednesday, December 9, 2009

Present: Wilbur Cobb, Reni Conte, Julie Curtis,, Michael Hagan, Frank Herschede, Kathleen Lopes, Douglas Rendell, T. Frank Tyrell, Jr., Mary Beth Verry

Absent: Donald Gates

Call to Order: The December 9, 2009 Library Trustee Meeting was called to order at 7:02 pm by Chairperson Mary Beth Verry.

The Pledge of Allegiance was led by T. Frank Tyrell, Jr. There were no citizens comments.

Secretary's Minutes: A motion was made by T. Frank Tyrell, Jr. and seconded by Michael Hagan to accept the secretary's minutes from the October 21, 2009 Trustees meeting. Motion passed unanimously.

George Peabody Society Minutes: A motion was made by T. Frank Tyrell, Jr. and seconded by Frank Herschede to accept the George Peabody Society minutes from October 21, 2009. Motion passed unanimously.

Chairperson's Report:

Chairperson Verry passed out correspondence from Dr. A. Louis Giamarco asking why his request to again hold a free once a year workshop on career guidance for high school students about to enter college had been denied. Dr. Giamarco has held this workshop twice previously, in 2007 and 2008. Chairperson Verry informed us that the library was not interested in sponsoring this workshop again this year. Chairperson Verry's response to Dr. Giamarco was handed out with the offer to rent the Gordon Room at a cost of \$100.00 for this workshop. Verry said Giamarco had said he was not interested in renting the space. Verry would also suggest the Doctor contact the school system to see if they might be interested in sponsoring this event.

The library has received state aid in the amount of \$13,296.29. We are hoping to receive a second installment later. We received \$32,000.00 in aid last year.

The 2010 calendar was passed out and reviewed. A motion was made by T. Frank Tyrell, Jr. and seconded by Wilbur Cobb to accept the 2010 calendar as printed. Motion passed unanimously.

Director Rendell pointed out two things: the library is always closed the day after Christmas and any holiday falling on a Sunday was celebrated on the Monday after.

There will be a special Town Meeting at the Holten-Richmond Middle School on Monday, December 14th commencing at 7:30 pm to discuss and vote on transfer of funds.

The library has agreed to reduce our next years budget by \$1,000.00 to assist with off-setting costs. The Trustees are encouraged to attend this meeting.

There will be a Trustee meeting with Town Manager Wayne Marquis on Thursday, December 17th at 5:00 pm to discuss next years proposed budget. The meeting will be held at the temporary town hall located in the Dunn Wing of the High School on Cabot Road. Support will be shown by the number of Trustees that attend this meeting.

Also on December 17th at 9:00 am the Committee to Spruce Up the Children's Garden will be meeting. The Committee hopes to be able to reach out to community organizations such as Cranney, the Danvers Bank and the George Peabody Society to ask their assistance in any funding that cannot be budget funded. If anyone cannot make this meeting but is interested in attending future meetings, they should speak to Chairperson Verry.

Douglas Rendell, the Library Director will be one of the recipients of the Drum Major for Justice Award at the Martin Luther King Dinner. The Trustees were encouraged to attend this dinner to show their support.

Treasurer's Report: There was no Treasurer's Report to present as Treasurer Donald Gates was absent from the meeting.

Lyceum Report: Trustee Kathleen Lopes presented the following: There will be a children's Valentine Party in the Gordon Room from 1-3 on Saturday, February 13th. This is also the beginning of the February school vacation week and was so successful last year that it was decided to do it again this year. The Children's Room Open House will be held this Saturday from 2-4 pm. There will be refreshments, crafts and entertainment.

Building and Grounds Report: Trustee Michael Hagan addressed the issue of what he considers inadequate lighting in the front and back walkways. Director Rendell responded that any changes must be approved by the Public Works Department. Rendell assured us that the issue would be look at. Rendell also informed us the back lights by the Childrens Room are fixed and were installed at no cost years ago. The security has been installed. The installers were very professional and went out of their way to explain the system and how it works. We need to work on a policy for retrieving information (purpose of system, length of time and location of storage, procedure for reviewing and retrieving film as well as retrieval limitations). Trustee Hagan recommended 30 days storage. The policy must be clear and approved by the Trustees and then sent to Town Hall for approval. Chairperson Verry feels we should get going on writing the policy. Trustee Hagan added the middle school uses the same system installed by the same company, and the Police Department can log on to the system. He feels we should have the same access.

Director's Report: A copy of the library certification was circulated. Director Rendell said it is harder to be a certified library now. The certification will be posted up in the lobby. The Trustees reviewed the FY11 proposed budget including among other things: 3% salary increases, longevity money and a 1% to NOBLE. The budget increases the book budget by 5%. The proposed budget will be presented to the Town Manager next Monday and the Finance Committee meets in March. There will be a Trustee/Staff luncheon held next Monday, December 14th from 12-1:15 pm. Trustees are encouraged to attend.

Trustee Frank Herschede suggested raising late return fines from 10 cents to 25 cents. Herschede thinks this will encourage book returns on time. Director Rendell responded that all fines are returned to the Town general funds. The Auditor said it is illegal for a library to keep collected fees. The library is a town building and as such, fees would have to be turned into the general funds. Rendell agreed to put a fee increase on the agenda for the January 2010 meeting. Rendell will also investigate what other libraries are charging for late fees. Rendell reminded us that library books can now be renewed either on-line or over the telephone as well as in person.

Adjournment: A motion was made by T. Frank Tyrell, Jr. and seconded by Wilbur Cobb to adjourn the December 9, 2009 Library Trustees meeting at 7:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary