

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, June 8, 2011

Present: Wilbur Cobb, Reni Conte, Julie Curtis, Charles Desmond, Frank Herschede, Kathleen Lopes, Douglas Rendell, Mary Beth Verry

Absent: Michael Hagan and T. Frank Tyrrell, Jr.

The meeting was called to order at 7:05 pm by Chairperson Mary Beth Verry. Chairperson Verry also led the Pledge of Allegiance and announced there were no citizen comments.

Secretary's Minutes: A motion was made by Wilbur Cobb and seconded by Kathleen Lopes to accept the secretary's minutes of the May 5, 2011 Trustee Meeting as printed. Motion passed unanimously.

Chairperson's Report:

Chairperson Verry reported that Trustee Wilbur Cobb, Julie Curtis, and T. Frank Tyrrell, Jr. all attended the recent Town Meeting along with Doug Rendell and her. At the meeting, T. Frank Tyrrell, Jr. was honored for his 70 years of public service to the Town of Danvers. Verry reported that the 2012 Library budget was passed with no questions asked.

There will be a fundraiser for the Children's Room renovations this Saturday, June 11th from 8:00 am – 12 Noon at the Cherry Farm Creamery. Cost of an ice cream will be \$3.00 and \$5.00 for a sundae.

There will be a Library Director Search Committee meeting on June 14th. June 17th is the deadline for applications to be received. Town Hall first reviews all director applications. Once all interviews are held, any future meeting will be an open meeting.

The Chairperson will be announcing committee assignments at the September trustee meeting. If a particular trustee is interested in serving on a particular committee, they should speak to Chairperson Verry. Any trustee is welcome to serve on any committee.

There will be no Trustee Meetings in either July or August.

Treasurer's Report:

Treasurer Frank Herschede handed out the up to date trustee expense budget. A motion was made by Kathleen Lopes and seconded by Julie Curtis to approve the current budget expenses. Motion passed unanimously.

Herschede will review the Raymond James accounts and will follow Wells Fargo over the summer. Chairperson Verry suggested the Trustees invite representatives from both Raymond James and Wells Fargo to address one of our meetings.

Copies of the 2012 Trustees Library Budget were handed out for review. Director Douglas Rendell distributed a FY2012 Master Report including spending expectations. Herschede suggested the Trustees review department reports every month. A motion was made by Wilbur Cobb and seconded by Kathleen Lopes to accept the FY2012 Trustee Budget. Motion passed unanimously.

Report of the Lyceum Committee:

Chairperson Kathleen Lopes reported the following: We are looking at a Summer Kick-Off Reading Program entitled "One World – Many Programs".

Report of the Building and Grounds Committee:

Director Rendell reported the following: there is a new cement portion of the front walkway being raised. Also there is a dripping problem along the windows in the children's room.

The Town Meeting approved the funding for the HVAC upgrades as well as \$17,000.00 towards cost of fire preservation system in the Archives Room. We will still need \$40,000.00 towards the preservation system but the Annenburg Foundation is allowing us to use some of their funds.

The carpeting in the Gordon Room will be replaced. New flooring will be installed in the Gordon Room during the next year.

Report of the Director:

Director Rendell handed out the following materials: retirement flyer for Fire Chief Kevin Farrell, and the 2012 Action Plan. Rendell asked that the Trustees review the goals and be ready to approve at the September meeting.

The Friends of the Library Book Sale will be June 28th from 10:00 am- 8:00 pm.

The DVD Rental Policy was handed out without charges. A suggestion was made to limit the number of DVD's taken out at one time or having the same fine no matter what media taken out.

Tricia Arrington will be invited to the September meeting to discuss background of DVD Rental change background.

Adjournment: A motion was made by Reni Conte and seconded by Charles Desmond to adjourn the June 2011 Library Trustee Meeting at 8:20 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

/jec

