

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES

Wednesday, September 8, 2010

Present: Reni Conte, Julie Curtis, Michael Hagan, Frank Herschede, Kathleen Lopes, T. Frank Tyrrell, Mary Beth Verry,

Absent: Wilbur Cobb, Donald Gates, Douglas Rendell

Call to Order: Meeting was called to order by Chairperson Mary Beth Verry at 7:05 pm

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

Secretary's Minutes: A motion was made by T. Frank Tyrrell and seconded by Reni Conte to accept the secretary's minutes from the June 16, 2010 meeting. Motion passed unanimously.

Chairperson's Report:

Chairperson Mary Beth Verry handed out the following: a monthly report, a response from the Town Attorneys regarding the Library Surveillance Camera Policy, circulation statistics from FY 2001 to FY 2010 and July 2011, listing of classes and workshops attended by library staff July 2009 through June 2010, reports of two conferences attended by staff members Michele Deschene-Warren (Book Expo America on May 24-26th) and Tricia Arrington (American Library Association Annual June 25-29th), resume of new library custodian Maria Carrion, copy of the Library Director's 2009-10 Evaluation completed by Chairperson Verry and assisted by Trustee Wilbur Cobb and Julie Curtis, and a copy of the FY 2010 Danvers Archival Center Annual Report. A question was raised on how the travel was funded. Chairperson Verry pointed out the budget allocated \$500.00 for out of state travel. Chairperson Verry asked the Trustees to review the Director's Annual Evaluation and if they have any suggestions of projects that they would like to see Director Rendell work on to please send to Chairperson Verry by the October 2010 meeting.

The Peabody Institute Library has been awarded a \$25,000.00 two year grant from the Annenberg Foundation to support the Danvers Archival Center. The grant will be paid in two installments of \$12,500 each on July 2010 and July 2011. The July 2011 payment is contingent upon the Foundation's receipt and approval of the June 2011 interim report and expenditure reports. Trustee T. Frank Tyrrell suggested the Trustees write a thank you letter to the Friends of the Peabody Institute Library, Inc. for their efforts in receiving the grant and to the Annenberg Foundation for selecting our library for the grant. Chairperson Verry responded that she would do so.

The Trustees were reminded that the monthly meetings were now being held on the second Wednesday instead of the third.

There was a lengthy discussion of the theft of the front lawn urn. The urn has sustained substantial damage. The urn is now at the Public Works Department waiting for the library to inform them how to proceed. It is the library's hope to find someone who will be able to fix it. Director Rendell has contacted two companies to get quotes for the repair costs. This is the second time the urn has been vandalized. Previously it was knocked off its base. An Everett scrap dealer contacted the library to say the urn was sold to them along with a copper plate from the Rotary Pavilion. Trustee Julie Curtis responded that she was disturbed that she did not hear anything about the urn's theft until she read it in the Danvers Herald. It was suggested that the Trustees speak to both the Garden Club and Rotary Club to see if they would be willing to help absorb the costs of an outside security cameras for both the Pavilion and the Library.

There has been repairs to the walkways, curbing and parking lot to the front door. This should be finished by this Friday. It has been held up due to recent rains.

Trustee Reni Conte responded that she would like to see more interaction between the Trustees and the Friends of the Library. It was suggested maybe either a luncheon or desserts for the two groups could be arranged. Chairperson Verry asked Trustee Reni Conte and Kathleen Lopes to co-chair the event. There is \$550.00 in the Trustee budget for such things. Another suggestion was for the Trustees to participate in this year's Holiday Open House.

Report of the Building and Grounds Committee:

The Trustee's reviewed the letter from the Town Attorneys regarding the proposed Camera Surveillance Policy. The suggestion was made to change the last sentence of the Law Enforcement section of the policy by adding or his designee after sound judgment of the Library Director be shared with appropriate law enforcement agencies in the course of a bona-fide criminal investigation. After discussion regarding this proposed policy, a motion was made by Michael Hagan and seconded by Frank Herschede to accept the changes in the draft of the surveillance policy. Motion was passed unanimously.

There was a lengthy discussion regarding parking difficulties and kids darting in and out during Summer concerts. Attendees have parked on the library lawn and illegal parking is not being enforced. It was suggested the library reach out to the Recreation Department to seek ways to alleviate the problems.

The sprinkler system seems to be working okay. Chairperson Verry will ask if the pressure is now regulated.

Report of the Lyceum Committee:

Kathleen Lopes reported the following: the Summer Reading Kick-Off in early June was well attended. The Children's Room Director ran several other programs which were all well attended. Prizes were given out for reading books. The end of Summer Carnival was a success with close to 100 attending.

New Business: None

Old Business:

Chairperson Verry revisited the efforts to rehab the Children's Room area. The anticipated cost to purchase a new Children's Librarian desk is \$15,000.00. Once the desk is purchased, new furniture, tables and chairs will be purchased. Funds raised towards project have been \$10,000.00 since January. This includes \$3,500.00 donated from Kiwanis. It has been suggested reaching out to organizations such as the Boy's Scouts and local high school or vocational school trade programs to see if they can build any of the furniture. It is anticipated that the Renovations Committee will start approaching corporate people in the Fall and research applying for grants in the future.

Adjournment: A motion was made by Frank Herschede and seconded by T. Frank Tyrrell to adjourn the September 8, 2010 Library Trustee meeting at 8:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary