

## **MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES**

Wednesday, June 16, 2010

**Present:** Wilbur Cobb, Reni Conte, Julie Curtis, Donald Gates, Michael Hagan, Frank Herschede, Douglas Rendell, T. Frank Tyrrell, Mary Beth Verry

**Absent:** Kathleen Lopes

**Call to Order:** Meeting was called to order by Chairperson Mary Beth Verry at 7:00 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 Wilbur Cobb to accept the secretary's minutes from the May 19, 2010 meeting. Motion passed unanimously.

### **Chairperson's Report:**

The schedule of next years meetings, new listing of the Board of Trustees, and Committee assignments for next year were handed out. Starting in September 2010, the Trustee meetings will be held on the second Wednesday of the month.

Chairperson Verry gave us an update on the Children's Room Renovation: The Renovation Committee has put together a prize calendar for the month of July. A separate prize for every day in July will be awarded. The cost of the calendar is \$5.00. The recent fundraiser at Kelly's Roast Beef earned \$432.80 and the sales of raffles and calendars earned \$119.00.

On Tuesday, June 22<sup>nd</sup>, the Renovation Committee will be holding a bake sale during the book sale. The Committee is looking for volunteers to help with bringing baked goods for the sale and to help with the actual sale.

### **Treasurer's Report:**

Treasurer Donald Gates handed out a budget report and said there was one item of note. Expenditures from the sundries account of \$1,707.69 of which \$1,356.00 was for the purchase of a lectern for use in the Gordon Room. Gates also informed the Trustees that there was \$381,593.71 in the Peabody Institute of Danvers account. After Treasurer Gates presentation, a motion was made by Michael Hagan and seconded by Wilbur Cobb to accept the Treasurer's Report. The motion passed unanimously.

### **Building and Grounds Report:**

The Trustees revisited the Security System Policy. Library Director Douglas Rendell said it is important that the Trustees either discuss or accept the policy. The policy can be modified if needed. A motion was made by Michael Hagan and seconded by Reni Conte to eliminate the last paragraph as written in the Security System Policy and to forward the policy to the Town Council for review with the policy forwarded back to the Trustees for final approval. Motion was passed unanimously.

Trustee Michael Hagan has noticed a lot of people parking in the fire lanes. Trustee Hagan feels this is becoming a problem and will have police cruisers pass through library areas, citing illegally parked vehicles. It was brought up that due to a lot of construction at the Holy Trinity Methodist Church, people from the church were using the library parking lot. Director Rendell said he would put up signs that people parking in fire lanes would be ticketed.

**Lyceum Committee Report:**

Chairperson Verry reported that The Kick-Off to the this years Summer Reading Program would be Tuesday, June 29<sup>th</sup> from 5-7 pm.

**Director's Report:**

The NMRLS Office in Danvers is closing. Furniture and other things from the office can be requested on-line. All anyone has to do is put their name on anything that they are interested in getting and be able to provide the transportation to pick it up. Rendell is interested in several things but cautioned that a lot of other libraries would be requesting the same things.

After July 1<sup>st</sup> the Interlibrary Service Office will be relocated to Wellesley. The deliveries will remain the same.

\$23,000 was received from the insurance for materials and \$8,000 for building repairs. The library is considering a new fire suppression system for the Archives Center. The cost is expected to be \$35,000 and bids are being invited.

The Sylvan Street library sign is being regilded.

Trustee Frank Herschede asked about selling Christmas trees on the library lawn as a fundraiser. Chairperson Verry feels there would be a lot of time involved and will need Trustee support. It was decided to table this until more information was gathered and a future report made.

There will be no Trustee meetings in July or August unless an emergency arose.

**Adjournment:** A motion was made by Donald Gates and seconded by T. Frank Tyrrell to adjourn the June 2010 Trustees meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary