

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, December 9, 2010

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

Absent: Donald Gates

Guest: Christine Watson, President of Friends of the Peabody Institute Library

The Pledge of Allegiance was led by Chairperson Mary Beth Verry.

Chairperson Mary Beth Verry introduced President Christine Watson and asked her to give the Trustees a brief overview of the Friends of the Peabody Institute Library. The Friends is a group of citizens organized on behalf of the Library. This group works with the Board of Trustees and the Library Director to do things such as: promoting the library within the community, sponsor community events and activities, provide special items for the library, and encourage gifts, endowments, and memorials. The Friends of the Library meet the 3rd Tuesday of every month and are looking for new members. President Watson asked what other things could the Friends do to let people know about their organization. Trustee Hagan suggested President Watson contact the Town Electric Division to ask if they would send a flyer on the Friends with bills. Trustees Julie Curtis and Frank Herschede also suggested handing out information when patrons return books and to place a notice in the Danvers Herald. Trustee Chairperson Mary Beth Verry said the Trustees are looking to strengthen their relationship with the Friends. Finally President Watson thanked the Trustees for all they've done over the years.

Call to Order: The December 2010 Library Trustee Meeting was called to order by Chairperson Mary Beth Verry at 7:20 pm.

Secretary Minutes: A motion was made by T. Frank Tyrrell, Jr. and seconded by Frank Herschede to accept the November 10, 2010 Trustee Minutes as printed. Motion passed unanimously.

Executive Session Secretary Minutes: A motion was made by T. Frank Tyrrell, Jr. and seconded by Frank Herschede to accept the Executive Session minutes as printed but not to release publicly yet. Motion passed unanimously.

Chairperson Report: Chairperson Mary Beth Verry reviewed Certificate of State Aid received by the Town of Danvers. First payment of \$12,675.00 in state aid has been released. The second payment is due in the Spring.

Photos from the Mass Memory Program are on display in the lower gallery. Chairperson Verry encouraged the Trustees to look at them.

Eric Jay Dolan, author of "Fur, Fortune and Empire: The Epic History of the Fur Trade in America" will be speaking in the Gordon Room tonight starting at 7:00 pm.

The library will be closed Friday, December 24th through Sunday, December 26th for the Christmas holidays.

The Trustees were reminded of the Retirement Party for Mary Saratora on Thursday, December 16th at 10:00 am and the Staff/Trustee Reception on Tuesday, December 21st. If attending, please rsvp to Douglas Rendell.

Treasurer's Report: Due to Treasurer Donald Gates absence tonight, there is no treasurer's report.

Report of the Lyceum Committee: Kathleen Lopes reported that the Animal Show for the Holiday Vacation, 'Artic Express' held two days ago (Dec. 6th), had 100 attendees and was well received.

Report of the Building and Grounds Committee: Trustee Michael Hagan complimented the library custodian for how clean the building is. Hagan reported parking was still an issue, people parked wherever they felt like parking. Hagan added, he has asked the police cruisers to start patrolling and enforcing the parking.

Director Douglas Rendell reported that the day before Thanksgiving, Archivist Richard Trask and Rendell waited in court regarding the theft of the iron lawn urn, only to be informed by the District Attorney's Office that the case had been dropped without prejudice. Rendell will inform Town Council Mike Lehane of what transpired. Trustee Hagan also said he will have Sgt. Joyce speak to Rendell regarding the case.

Report of the Library Director: Director Rendell handed out the following information: circulation statistics, a draft copy of the FY2012 library budget, and informed us of two upcoming important meetings: Thursday, January 6, 2011 with Town Manager Wayne Marquis and Assistant Town Manager Diane Norris and Library Trustees regarding the FY 2012 budget, and The Annual Meeting with the Trustees and Staff at the Senior Center on Thursday, April 7, 2011 at 6:00 pm. Rendell asked the Trustees to review the FY2012 budget and be ready to vote on the budget in February, once figures are clearer. Rendell informed us that state aid can be rolled over. Trustee Kathleen Lopes asked to see five year statistics on the Peabody Institute Library usage. Rendell said he would get this information to us.

Director Rendell handed out a copy of an e-mail he received from the Board of Library Commissioners yesterday regarding budget caps and reduction for FY2012 budget. Rendell added next year revenue figures were up in the air.

Trustee Hagan said the library had to be pro-active and insist on a 3% increase in salary and wages. Director Rendell agreed to put this in the budget request adding he felt it was a fair request. Rendell is looking to compare other area library salary levels with Danvers levels to keep Danvers wages competitive. A motion was made by Michael Hagan and seconded by T. Frank Tyrrell, Jr. to take the position that employees of the Peabody Institute Library will not receive less than a 3% salary increase for FY2012. Motion passed unanimously.

New Business:

Chairperson Mary Beth Verry and Director Douglas Rendell are drafting a Library Director Job Description and will present it to the Trustees at the January 2012 meeting.

Director Rendell reported that the Circulation Librarian position had received over 40 applicants and that he had acknowledged receipt of every applicant with time lines of applicant process.

Director Rendell handed out flyers for the upcoming Trustee/Staff Party at the Franco American Club in Beverly on Friday, January 7, 2011. Social hour begins at 6:00 pm with a 7:00 pm dinner. Cost will be \$25.00 per person and rsvp's to Director Rendell should be received by Thursday, December 30, 2011.

Adjournment: A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to adjourn the December 2010 Trustee Meeting at 8:05 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary