

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, September 14, 2011

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

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

Reni Conte reminded everyone that there was going to be a coffee/tea for the Friends of the Library on Sunday, October 2nd from 2-4 pm in the Gordon Room.

Secretary's Minutes: A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the June 8, 2011 secretary minutes as printed. Motion passed unanimously.

Chairperson's Report:

Chairperson Verry announced that we would be going into Executive Session at the end of tonight's meeting to discuss the new Library Director's negotiated salary. It was announced that Library Director Douglas Rendell's last day of employment will be Friday, October 28, 2011. The Libraries of Northeast Massachusetts and Massachusetts Library Association will be hosting the 15th Annual Legislative Breakfast on Friday, October 21st from 8-9 am at the Reading Public Library. A \$75.00 donation is requested to help defray costs. This was approved last Spring. Doug Rendell is on the Committee and Sarah Woo, the librarian at the Holten Richmond Middle School will be a speaker. Chairperson Verry encouraged as many Trustees as possible to attend.

Treasurer's Report:

Treasurer Frank Herschede reported that the library budget is in good shape and in fact spending is under budget. The George Peabody Account has \$78,683.00 in it and the Trustee Account has \$405,179 as of the end of August. \$1,204.00 was withdrawn from the George Peabody Account to pay for printing of calendars being sold as a fundraiser to support the update of the Children's Room. Over the Summer, incoming expense figures were transmitted to Robert Guimond so he could complete a 990 Tax Return. Herschede visited Raymond James Investments. He feels our portfolio is a good mix and mostly conservative. We are presently earning one to one and a half percent to manageable funds annually. Herschede will also be speaking with Edward Jones and Wells Fargo to see if they could give us a better deal for our investments. The Trustees will be kept updated as information on our investment yield becomes available. A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the Treasurer's Report as presented. Motion passed unanimously.

Report of the Lyceum Committee:

Kathleen Lopes reported nothing planned at the present. Lopes will be speaking with Joanne Powell and Diane Maturi to see if there is a Wish List.

Building and Grounds Committee:

The Police Department has been patrolling the library parking lots and reports no one parking in the fire lane. There have been minor incidents on the grounds. Limbs came down due to Hurricane Irene. It took a week and a half to clean up after the hurricane. The elevator passed inspection. A new water vacuum was purchased but did not need to be used. Weeds in front of the building need to be cut down. Public Works has been contacted and they will take care of the weeds.

Town Archivist Richard Trask's July 21, 2011 letter requesting that the Library Department vigorously urge Town Hall to go forward as soon as possible with the new Inergen Fire Suppression System within the Danvers Archival Center was discussed. Bids are going out around the holidays. The Trustees need to support this endeavor. If anything were to be destroyed it would be irreplaceable. The dry safe was installed in 1980 and an upgrade is recommended. The area with historical documents are a priority.

Director's Report:

Director Douglas Rendell handed out the Department Expenditure Report and reported that the library was also under budget. The municipal appropriations met state expectations. The Trustees will have to push for more municipal funding. Municipal trust monies should be used first, second LIG/MEG (state aid) monies and then trust fund money. The State Reports due in December have already been submitted. State Aid Reports due in the Fall will be submitted electronically. Rendell handed out Town Archivist Richard Trask's Annual Report. The Library has received communication from the Massachusetts Attorney General's Office issuing a Certificate of Solicitation to the George Peabody Society, as a Non-Profit Organization/Public Charity, so they can continue to seek money solicitations. The library witnessed an incredibly busy Summer. People are beginning to come back to the library. Trustee Charles Desmond asked about funding for urn repair/restoration. He would like to see if it can be anchored so it cannot be taken again. Desmond would also like to see the library speak to attorneys in hopes of receiving restitution. Rendell agreed to speak to the Town Council regarding this and will report back to us.

New Business:

Trustee Reni Conte reported that Christine Watson, the President of the Friends of the Library reported that the 'Friends' feel they are not getting information from the Trustees regarding what we would like assistance with. They are looking for a better idea of our needs. Rendell suggested the Trustees create a Wish List. The Trustees were encouraged

to come up with some goals. Chairperson Verry asked Conte to be the liaison between the Board of Trustees and the Friends of the Library.

Trustee Michael Hagan spoke about the process and selection of the new library director. He understood that the Selection Committee had been charged with advertising, interviewing and presenting to the Trustees finalist candidate(s) with the Trustees then interviewing and making the final decision of who to hire as the new Library Director. In this case, the Trustees were not given the chance to question any of the finalists except for the one the Selection Committee was recommending for hire. Chairperson Verry asked for volunteers to serve on a Committee to draft guidelines for future hires. The following Trustees asked to serve on the Committee: Wilbur Cobb, Julie Curtis, Charles Desmond, Michael Hagan and T. Frank Tyrrell, Jr.

Adjournment: A motion was made by Charles Desmond and seconded by Reni Conte to adjourn the regular Library Trustee Meeting at 8:55 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary