

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, January 20, 2010

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

Absent: Reni Conte

Call To Order: The January 20, 2010 Library Trustee meeting was called to order at 7:00 pm by Chairperson Mary Beth Verry

There were no citizen comments. The Pledge of Allegiance was led by T. Frank Tyrrell.

Secretary's Minutes: The following corrections were noted: Mary Beth Verry's name was misspelled in the last sentence of the first paragraph of the Chairperson's Report. It should have been the Children's Room instead of the Children's Garden on December 17, 2009, in the third paragraph on page two. Motion made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the December 9, 2009 Trustee minutes. Motion passed unanimously.

Chairperson's Report:

Chairperson Mary Beth Verry thanked the Trustees who attended the December 17, 2009 meeting with Town Manager Wayne Marquis. Verry felt the meeting went well and he knew what the Trustees were asking for.

The Diversity Committee Drums for Justice Dinner on Martin Luther King Day was a nice time. Chairperson Verry thanked everyone who was able to attend.

The North Shore Legislative Breakfast will be held on February 26th from 8-9 am at the Middleton library. In the past, many local legislators have attended the breakfast. Last year the Trustees, along with the Friends of the Library both donated \$75.00 towards the cost of the breakfast. A motion was made by T. Frank Tyrrell, Jr. and seconded by Donald Gates to donate to \$75.00 towards the cost of the breakfast. Motion passed unanimously.

The Legislative Day at the Massachusetts State House will be March 9, 2010. Last year both Director Rendell and Chairperson Verry attended. The Book Mark Award is also announced during this day. Last year a first grader from Great Oak School in Danvers was a recipient of this award.

A meeting of the Committee to spruce up the children's room will be held next Wednesday morning, January 27, 2010. It is the hope that ideas on how to proceed will be decided by February.

Julie Curtis, Kathleen Lopes and T. Frank Tyrrell, Jr. are up for re-election to the Trustees this year. Nomination papers can be picked up at the Town Hall on February 1st. Any Trustee not planning on running again is asked to notify either Director Rendell or Chairperson Verry.

After a lengthy discussion on whether or not to hold a February Trustee meeting, a motion was made by Julie Curtis and seconded by Frank Herschede to cancel the meeting. The motion passed unanimously. We were informed that a special meeting can be called if budget information needs to be addressed before the March meeting.

Treasurer's Report:

Treasurer Donald Gates handed out a Trustee Funds report and asked about the following: the \$930.01 expense in the October 825 sundries account. The \$800.00 expense was due to the cleaning of the antique clock. No earnings from rental of the Gordon Room were made during the months of July, August and September. In October, November and December \$1,200.00 in the Gordon Room rental fees were earned, most due to SAT classes. A motion was made by T. Frank Tyrrell, Jr. and seconded by Kathleen Lopes to accept the Treasurer's Report. Motion passed unanimously.

Report of the Lyceum Committee:

Kathleen Lopes reported the following:

The library will be hosting a children's Valentines Party on Saturday, February 13th from 1-3 pm. There will be children's entertainment, crafts and snacks. Last year, we planned on 80 attendees and got over 100, so we are planning on 100 again this year.

Chairperson Verry spoke about a Brick Party using 'Legos' to build with. Verry asked for a theme. The 'Kick-Off Party' will be Thursday, February 18th from 10:00-11:30 am and geared towards ages 5 and up. We are seeking 'Lego' donations. Trustee Julie Curtis suggested speaking to local stores to see if they would be willing to donate the 'Lego's' but found out there was a distribution issue with donations. Trustee Donald Gates suggested purchasing 'Lego's' in bulk from the Lyceum Account. The Trustee's agreed to the suggestion by Gates. The goal is to host monthly meetings and limiting the first meeting to 25-30 families.

Trustee Julie Curtis offered to assist with planning of future activities. Trustee Kathleen Lopes would like to see more programs for adults. Lopes mentioned that last year a cooking program was offered.

Report of the Building and Grounds Committee:

Trustee Michael Hagan once again spoke about what he considered the lack of lighting in the front and back walk ways. He stressed once again that he felt this was a safety issue. Hagan said he had spoken with David Lane from the Electric Department who said he would be willing to look in to this. It is felt that the present lights can be updated.

The new security system quality is superb and the company is very receptive to our needs. Trustee Hagan is looking into coming up with a video monitoring policy. He handed out policies from the Berkeley Public Library and the Daniel Boone Regional Library for the Trustees to review. The Newburyport Library is also presently working on a policy. Trustee Julie Curtis questioned whether or not we needed to put signs up notifying people that areas were being videotaped. Trustee Hagan will contact the installation company and Chairperson Verry will contact the Town Council to see what our obligation was in notifying patrons of video surveillance.

Director's Report:

Director Douglas Rendell spoke about the Ethics Commission test required by the Trustees and the acknowledgement of a receipt that the test had been taken. Trustee Julie Curtis pointed out that she had already taken the test as she was a State employee.

Elmer Voisine is retiring as the library custodian. It was decided to purchase a \$500.00 gift certificate to Jordan's to be used towards purchasing a chair. A greeting card was circulated for the Trustees to sign.

Director Rendell and Librarians Mary Saratora, JoAnne Powell, Michelle Deschene and Tricia Arrington recently attended an American Library Association Conference in Boston.

Director Rendell pointed out a major change in our newly restored Bachelder antique clock in the Archives Room. The face decorations were repainted because one could barely see the decorations. A major change was the finial was missing. It was researched by the restorer and a new one was made.

The Trustee-Staff Dinner will be held on Friday, February 26th at the Franco-American Hall starting at 6:00 pm. Rendell will send us more information once the details are finalized.

The Trustees reviewed Trustee Frank Herschede's suggestion to raise fines to late book returns. Director Rendell handed out information on what other libraries in the NOBLE Network charged for late fees. A concern was brought up that if we raised the late fines to \$.25 a day the public might abuse the library employees. Another concern was a raise might deter patrons from taking books out. The library does not want to discourage patrons from taking books out. We were also reminded that any fines collected went to the Town's General Funds and would not help our budget. Rendell pointed out that any patron losing a book would have to reimburse the library for the cost of the book. Also, if a patron had \$5.00 or more in outstanding fines, they could not take out any book from any other library in the consortium until the fine was paid off. Fines can be paid in increments. After the discussion, Trustee Herschede agreed to withdraw his suggestion on raising fines.

Adjournment: A motion was made by T. Frank Tyrrell, Jr. and seconded by Donald Gates to adjourn the January 20, 2010 Library Trustees meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

/jc