

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING

Wednesday, January 21, 2009

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

Call to Order: Meeting was called to order at 7:05 pm

Chairperson Verry led the Pledge of Allegiance. There were no citizens present to offer comments.

Secretary's Minutes: A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to accept the Secretary's Minutes of December 10, 2008 as presented. Motion passed unanimously.

Chairperson's Report:

Staff/Trustee dinner will be held on Friday, February 13, 2009 at the Franco-American Club in Beverly starting at 6:00 pm. Cost is \$25.00 per person and checks should be turned in to the library by February 6th. Spouses are encouraged to attend. Michael Hagan was thanked for setting the dinner up.

The Trustees reviewed a couple of things from the packets that were sent out in preparation for tonight's meeting. Specifically, the library survey and the Goals and Objectives/5 Year Plan. The Trustees were asked to fill out the library survey, either on-line or in person. Julie Curtis asked a couple of questions on the Goals and Objectives. She asked about the advisory group that was formed to evaluate the library policies on the Patriot Act and CIPA and how the inputting of Archival collection was going. After both questions were answered by Director Rendell, T. Frank Tyrrell made a motion and Wilbur Cobb seconded the motion to accept the proposals for the Action Plan 2010. Motion passed unanimously.

The library has received a donation of a chair from the Wilkins Family. This donation was originally discussed in the November 2008 meeting. The chair is on the reference floor and was presented a couple of weeks ago.

A \$8,000 insurance reimbursement check was received to cover the costs of the recent flood. The money does not have to be spent all at once and will be spent as needed to cover costs of materials.

Library transactions are up from last year. In December there were 15,000 transactions in comparison to 13,000 in December 2007. The opinion is people are using libraries because they cannot afford to purchase books.

Trustees who attended the recent budget meeting with the Town Manager were thanked. Director Rendell reported he had a follow-up meeting with members of the School Committee and the Town Manager. A lot of budget figures are not available yet. The Governor announced budget cuts would be made but did not clarify where. The library has already received 50% of the state allotment and the other 50% is due in March. We are not sure that we will receive the 2nd half on time due to anticipated budget cuts.

The Trustee meeting schedule for next year was handed out. After a review of the schedule, a motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to change the February meeting from the 18th to the 11th as the 18th is during school vacation week. Motion passed unanimously.

The 2008 library donation list was handed out. Thank you letters to the donors were sent out by Director Rendell. In memory donations were received in honor of: David Bean (\$2,450.00), Eleanor Day (\$620.00), and Barbara Dolan (\$1,045). Bean's family had not put specific requests for the donations but Rendell thought either updated travel books or a bench on the library grounds were good ideas. Day's family had asked that the donations go to the Childrens Room and Dolan's family asked for new releases in the Children's Room.

Trustees who terms are up this year were informed that nomination papers were available in Town Hall starting February 2nd and that they would need 50 valid signatures to be on the ballot.

Trustees were asked to notify Rendell if they were going to be away for a week or longer in case he needed to get in touch with them.

Chairperson Verry spoke to Tom Standing this morning to confirm he would be interested in filling out Dave Bean's term of office in case the Trustees extended the invitation. A motion was made by T. Frank Tyrrell and seconded by Reni Conte to extend an invitation to Tom Standing to fill the void left on the Board due to Dave Bean's death until the May 2009 elections. Motion passed unanimously. It was noted that Standing would not run again in May.

Treasurer's Report:

Treasurer Donald Gates handed out the 2008-2009 Trustees Report. Gates said there was nothing unusual to report in December. Investments showed another relatively poor month. There is \$297,000 in the Peabody Institute Account. A motion was made by Kathleen Lopes and seconded by T. Frank Tyrrell to accept the Treasurer's Report as presented. Motion passed unanimously.

Lyceum Report:

Elementary Kids Program was held on December 30th. Debbi O'Connor, a magician was well received by approximately 80-90 attendees.

A Valentines Party will be held on Saturday, February 14th with Mike Bendt performing optical illusions. Simple treats and crafts will be offered. Trustees were invited to attend.

Depending on funding, new programs will be offered in the Spring.

Building and Grounds Report:

Director Rendell keep us apprised of the water leak. Public Works has been trying to keep the parking lot clear and hope to have new traffic flow signs up by the Spring. The project of replacing the carpeting on the stairs from the Children's Room to the 3rd floor with non-skid flooring is due to start tomorrow and expected to take one week to complete. One problem will be with the traffic flow but patrons will be able to use another staircase and the elevator. Replacement is mainly a safety issue because the carpeting was pulling away. Non-skid will also be easier to clean. The project will cost less than \$14,000.00. Last year rubber flooring was placed behind the Circulation Desk and the staff has been happy with it. The first floor carpeting is beginning to ripple. Rendell hopes to be able to take care of this in the future.

Director's Report:

Most materials were placed in the packet sent to us last week. A copy of the updated budget was handed out.

The grandmother of Reference Librarian Jen McGeorge passed away. Rendell and some of the staff attended the wake and Rendell will attend the funeral representing the library.

During December, the library was closed one day, opened late one day and was closed one Sunday in December. The library was able to open last Sunday during the snow storm.

There was a television placed in the Gordon Room until 6:00 pm so that patrons could watch Tuesday's Presidential Inauguration.

The library will be hosting Abraham Lincoln on Sunday, February 1st at 2:00 pm. This presentation is catered to the whole family. It is sponsored by the Friends of the Library and is being held in conjunction with the 200th anniversary of Lincoln's death.

The library will be hosting the 2nd part of a 3 part series on 'Getting a Job' tomorrow. Every session so far has totally full with a massive waiting list. The sessions are limited to 20-25 people. Beverages and dessert are supplied with participants 'brown bagging' a lunch.

A lot of focus will be placed on Job Search/Job Search Skills in 2009. Participants have been thrilled with the series so far and other series will be presented at a later time. We will seek different topics and hope to do 4-5 series a year. This is a free service.

Patrons are beginning to complain about the \$1.00 fine per day for overdue media. This is especially so for overdue videos. In the last few years, approximately \$26,000 in fines have annually been turned in to the Town of Danvers. Rendell said he would report back at next months meeting, how much is brought in in media fines alone. Rendell asked if the Trustees felt the fine structure needed to be revised. The Trustees pointed out that there was no reason for any materials being overdue, what with on-line renewal and the book drop, and that there was no need to revise the fine structure.

The Trustee's revisited the 'Food for Fines' idea as addressed last month. Barbara Remon, the Director of the Danvers Food Pantry has been contacted and feels March would be a good month if this idea was initiated. Director Rendell will speak to the Town Manager for his input. The Trustees thought another option would be to keep track of the fines collected in a month and make a check out in that amount to the food pantry. An other option would be for the Trustees to match 10% of fines paid in a month. We would get good publicity for doing this.

Adjournment: A motion was made by T. Frank Tyrrell and seconded by Donald Gates to adjourn the January 21, 2009 meeting of the Library Trustees at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

