

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING

Wednesday, June 18, 2008

Present: Dave Bean, 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 7:00 pm by Chairperson Mary Beth Verry

The Pledge of Allegiance was led by T. Frank Tyrrell.

Secretary Minutes: A motion was made by T. Frank Tyrrell and seconded by Dave Bean to approve the May 21, 2008 secretary minutes as printed. Motion passed unanimously. Later Kathleen Lopes made a correction. The program should have read Music with Dara (not Derek and Dara).

Chairperson's Report:

The Trustees Budget for Fiscal Year 2009 was handed out. Chairperson Verry pointed out that the budget was level funded. A motion was made by T. Frank Tyrrell and seconded by Reni Conte to accept the Fiscal Year 2009 budget. Motion passed unanimously.

There will be a Memorial Service for Eleanor Day, former Children's Room librarian, on Saturday, June 28th at 1:00 pm. The service will be held outside in the Children's Garden weather permitting.

Pet Policy: Flyers containing the new pet policy as adopted by the Trustees, were handed out. The flyers are being handed out to patrons and are posted throughout the library. If a patron shows up with an animal they will be handed a flyer and a staff will offer to escort the pet outside. Any concerns from the public should be referred to either Director Rendell or Chairperson Verry. The main reasons for this new policy is to protect the safety of our patrons, health reasons, and insurance liability. Michael Hagan explained that the Danvers Leash Law required that animals be on a leash or under the persons control.

Sick Leave Policy: A lengthy and spirited discussion was held regarding the proposed sick leave policy. After many trustees brought up reservations regarding the policy, Chairperson Verry made the following motion: To make a sub committee of three (3) trustees and three (3) staff members representing the sick bank committee to discuss and create a final draft of the Sick Leave Bank Policy. This motion was seconded by Kathleen Lopes and was passed.

Treasurer's Report:

Treasurer Donald Gates handed out a Trustee's Funds report. Gates questioned the April \$1,485.00 deposit in the Archive account. Rendell responded he would check this but felt it may be a royalty check.

Kathleen Lopes asked if any moneys left in the Lyceum Account at the years end could be rolled over. Rendell responded any moneys not spent would go back to the Trustee Account.

Dave Bean asked if the -\$176.50 in the Trustee Account meant that the account was in a deficit. Gates responded yes.

Gates informed us that both the Trustee and George Peabody Accounts were down due to the stock market in general.

A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to accept the Treasurer's Report. Motion passed unanimously.

Building and Grounds Report:

Michael Hagan brought up that he had noticed that the handicapped spaces were painted and that one extra space had been added.

The Trustees revisited the new security system. Michael Hagan feels that we should invite the two companies (ADT and VMS) to present their systems to the Trustees so that we can make a decision on how to proceed. The third company has not responded to any of our inquiries and it was felt we should speak to only the two mentioned above. Kathleen Lopes asked if any of us had ever seen either company in action. She also wanted to know if either company had any experience dealing with libraries. Michael Hagan responded that ADT was a nation-wide corporation. Hagan added we needed to contact the corporations by the Fall.

Michael Hagan said Great Job with the shelving changes in the Children's Room. Rendell said that 8,500 books had been moved and by lowering the shelves, space was opened up. Rendell added because the circulation desk was facing a post and because of the way the desk computer was set up, it was hard to see. The desk redesign is the next step. We were also informed that a ceiling mirror for safety is due to be installed this summer. There is already one set up on the 3rd floor.

Lyceum Report:

Kathleen Lopes informed us that the June 12th Summer Reading celebration was very well received. Over 80 kids attended and everyone attending signed up for the Summer reading log. There was very positive feedback and Mike Bent was excellent. It was very entertaining the way he incorporated children's literature into his act. Mr. Bent has been invited to return.

On August 12th, an End of the Season Wrap Up Party will be held. Kathleen Lopes is looking for volunteers to assist with this. We were informed that ex-trustee Tom Standring has offered his services.

Director's Report:

Director Rendell handed out the June 2008 Teen Committee newsletter. Rendell said it is wonderful that the Teen Committee has become so involved. Kathleen Lopes asked if an abbreviated newsletter could be sent out to the Middle Schools. Rendell said this was a good idea.

A brief discussion was held regarding the types of books available and the theme of the movies and newsletter. Rendell advised us that these things were decided by the Committee and the Young Adult librarian. Lopes offered that some adults had said they were concerned that the themes were dark and were not allowing their children to be involved. Julie Curtis added that she has felt many of the themes were dark also. For example many themes were vampires, pirates, goth, etc. Although goth is in right now, many parents find themselves nervous when they see it. It was also pointed out that the person in the picture accompanying the "A Note on the Zin's Name" on page 2, was giving the gang sign. Chairperson Verry suggested that Director Rendell speak to the Young Adult Librarian and tell her she needs to be cautious about what is printed.

Director Rendell reminded us that the book sale started next Thursday and will run until most items are gone.

Director Rendell said the drive through book drop was going well. One problem that we need to be careful about is the heat. Last week we had over three days of a heat wave and although there was no damage to either the CD's and VCR's that were deposited, the drums would need to be checked more often to make sure no damage did occur.

New Business:

Director Rendell suggested that Michael Hagan secure a couple of dates for another Staff/Trustee get together.

Director Rendell said the Trustees would not be meeting in July or August unless something came up that needed to be addressed before September.

Adjournment:

A motion was made by T. Frank Tyrrell and seconded by Donald Gates to adjourn the June 18, 2008 meeting at 8:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

/jc