

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING

Wednesday, March 19, 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

Secretary Minutes: A motion was made by T. Frank Tyrrell and seconded by David Bean to accept the secretary minutes as printed. Motion passed unanimously.

Chairperson's Report:

Chairperson Verry brought up the very good article on the Peabody Institute Library in the Getting Personal Op-Ed column by Laura Hines.

Last Friday, March 14th, a request was made for the Trustees to attend tomorrow night's Selectmen's meeting to present our next years budget. Verry pointed out the budget was reduced when requested and one of the ways was not requesting any expensive equipment. It was also pointed out that the Trustees received grants of \$60,000.00. Verry said we could not afford to be decertified and that we would not be able to keep functioning with a budget that only allowed us a 3% increase forever.

The Director's Evaluation Committee met earlier tonight and hope to have the evaluation finalized and ready to present to the Trustees at next months meeting.

By-Laws Committee – Chairperson David Bean said there were no updates but there should be something by next month. Library Director Rendell said that if the Committee was meeting again it would have to be posted. Rendell asked to be notified once the date/time was set so he could post it.

Treasurer's Report:

Treasurer Donald Gates reported that not much activity took place last month. The Gordon Room did earn \$800.00 in rentals. Gates asked about the \$56.13 charge. Director Rendell responded that he thought that Archivist Richard Trask might have purchased things for the Archival Center. Gates asked if this should have been on the Archives budget line. Rendell said he would look into this and report back. Gates reported that our investments were as follows: \$410,633.59 in the Peabody Institute Account and \$67,387.71 in the George Peabody Society. A motion was made by T. Frank Tyrrell and seconded by David Bean to accept the Treasurer's Report as presented. Motion passed unanimously.

Building and Grounds Report:

A lengthy discussion was held regarding the library security system. Right now the library only has an alarm system. Douglas Rendell, Mary Beth Verry, Wilbur Cobb, David Bean, and Michael Hagan recently toured the library with a representative of ADT Security to go over the library security needs. The feeling was we would start with the gazebo and children's garden area. The trustees felt that any surveillance should start in the children's room. Michael Hagan said he felt the representative did a good job and was asked to send us a proposal. The representative was asked to research a purchase/lease cost. A cost estimate of \$20,000.00 was given.

A question was asked whether or not costs over \$20,000.00 needed to be put out to bid to three agencies. Rendell stated that bid specifications would have to be concise and in writing. Rendell hopes to have a final price so we can get going. Rendell felt the Rotary Club, Garden Club and Kiwanas Club might be interested in assisting us with funding. Once the surveillance system is picked out, the Trustees should come up with a policy to assure the public that the system was for safety reasons, not for spying. The Trustees felt we should have a system that gives the Director the ability to monitor all areas. The system would need the ability to zoom in and keep a record of time memory. The representative pointed out any cameras at the gazebo would have to be heated. The trustees felt that we should go back to the original company that came in to report of security measures and inform them that our focus was now the children's room. Hagan stated the location of the shelving in the children's library was an accident waiting to happen as its location was dark and the librarians could not see the area from their desk. Further, there was an exit door right there that could not be locked. During the tour it was noticed that an adult was on the computer in the children's room. Rendell told us that the Beverly library was trying to discourage adults from using computers in their children's room. Rendell added, four years ago the Massachusetts Library Association said library's could not discriminate against children by telling them they could not use the adult room and the same might be for adults using the children's room. We should get a legal opinion if we were considering implementing any new policies on children's room use. Rendell pointed out that during meetings in the Gordon Room, people taking breaks had used the children's room computers to retrieve messages. It was brought up that the town has not always been satisfied with ADT Systems. It was also brought up that the Town Manager was aware that the trustees were looking in to a new security system.

Chairperson Verry mentioned that she had read that vehicles had recently been broken into on Peabody Avenue and Sylvan Street. It was added that custodian Elmer Voisine's truck had been broken into. Michael Hagan offered to have the police come and speak to the library staff on how to protect themselves.

Lyceum Committee Report:

Kathleen Lopes reported that two programs were planned: Monday, April 28th, a pre-school program with a Spring theme and Tuesday, May 13th, a program on bug work where kindergarten age and under could play with most bugs. There will also be a Summer reading program with a theme of 'Wild Read'. This will be the first time that the School Department and the Library will both work together on a Summer program using the same theme.

Director's Report:

Director Rendell informed the Trustees that there will be Summer Adult Reading programs coordinated for the first time by the Reference Room.

The Finance Committee meeting with the Board of Trustees will be held on Wednesday, April 9th. At this meeting, the Finance Committee will review the budget and make their recommendations.

Sick Leave Bank: Rendell handed the policy out and asked the Trustees to read it over and be prepared to discuss it at next months meeting.

Rendell attended the Northeast Massachusetts Library Legislative Breakfast at the Lowell Library on March 7, 2008. He said the library had undergone massive renovations and was wonderful.

Rendell called our attention to the Skull Session with the Town Moderator on May 15th from 4-5 pm in the Town Managers Conference Room, 2nd floor of the Town Hall. This is important for new members especially. Anything controversial or that may require 2/3 votes of the Town Meeting members will be discussed during the session.

5 Year Plan: Library getting ready to do their Five Year Plan for Years 2009-2013. Alan Brickman has been hired to be a facilitator. Rendell said Brickman knows what he is doing and Rendell feels the Board of Library Commissioners will be impressed. On Friday, April 11th, a Long Range Planning Workshop will be held. Specific goals of five year plan: library open 65 hours a week, good security, fully funded budget and keeping good staff. Rendell encouraged the Trustees to attend this workshop.

Rendell noted that the library closed so that the staff could attend senior custodian, Elmer Voisine son's funeral. Notices were placed on the library doors explaining why the library was closing and no one complained of the closure.

Imagination Agency: a very active young adult advisory group who meets once a week for things such as gaming rooms and movies. Verry asked if functions were sent to the Middle Schools. Rendell answered, flyers were sent to Middle School libraries. Kathleen Lopes offered to speak to the schools to apprise them of future functions.

New Business: None

Old Business:

Julie Curtis asked about the status of moving one of the overnight book return bins down from the main entrance. Rendell answered that with Spring here, the bins should be able to be moved.

Dog Policy: Rendell apprised us it was on the third draft. Chairperson Verry asked that the policy be forwarded to the Town Council for review. Rendell responded that he would forward it to the Town Council.

Kathleen Lopes asked that a goal be added to the Five Year Plan. This goal would be to place a sidewalk in front of the shrubs on the side of the library. Rendell said he would contact the Department of Public Works. Lopes asked to revisit this.

Michael Hagan revisited the new sick leave policy. He said if Rendell wanted us to read it over and be ready to discuss it at next month's meeting, a committee might be needed to be formed to review the policy. Rendell responded the new policy was in addition to a policy already in existence. It's advantage was if someone needed an extra two weeks, it would be available. Rendell also said the policy was only for benefited staff. Rendell also stressed there was no pressure to adopt the new policy. He was eager to pass it on to the Trustees and would be willing to bring the Committee to the Trustees. Rendell did ask that any questions from the Board be brought to his attention before hand.

Adjournment: A motion was made by Donald Gates and seconded by T. Frank Tryell to adjourn the March 2008 Library Trustee Meeting at 8:18 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis, Recording Secretary

