

## **MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING**

Thursday, November 20, 2008

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

**Absent:** Wilbur Cobb, Reni Conte

**Call of Order:** The November 20, 2008 meeting was called to order by Chairperson Mary Beth Verry at 7:05 pm.

The Pledge of Allegiance was recited and because there were no citizen comments we began the meeting.

**Secretary's Minutes:** Julie Curtis and Kathleen Lopes names were misspelled in the October 15, 2008 minutes. A motion was made by T. Frank Tyrrell and seconded by Kathleen Lopes to accept the minutes with corrections noted. Motion passed unanimously.

### **Chairperson's Report:**

Chairperson Mary Beth Verry informed us that the Secretary's Minutes would now be posted on the library website per request of Town Manager Wayne Marquis.

Chairperson Verry asked for a moment of silence in remembrance of David Bean, a long-time library trustee who passed away late last week. His services were held last Monday and Tuesday at the Holy Trinity Methodist Church. Verry said Bean was a great service to both the Town of Danvers and the Library. He was instrumental in the Building and Grounds Committee and spearheaded the Professional Development Committee.

The Bean family have requested that donations in his memory be made to the library. The Trustees decide how to direct the donations. They can be either given to the George Peabody Society or to purchase something for the library. Specific requests will be honored. A decision of how to direct the donations will be made once a final figure is reached.

The December meeting originally scheduled for Thursday, December 18<sup>th</sup> will be held on Wednesday, December 10<sup>th</sup> at our regular time. Rendell will post the new date/time at the Town Hall. The December meeting is important due to initial budget discussions.

The book drop has been moved from the front semi-circle to a permanent location just across the driveway from the main entrance of the library. The drop has been working quite well.

Two more electrical outlets have been added in the reference area. These outlets will allow us to install two additional computers for the public as well as provide additional outlets for patrons using their personal laptops.

The issuance of a commemorative stamp in honor of George Peabody has been placed on the docket of the Postal Service Board. The George Peabody Museum has asked for letters of support for the issuance. A motion was made by T. Frank Tyrrell and seconded by Donald Gates to have Chairperson Verry write a letter from The Board of Trustees in support of the stamp. Motion passed unanimously.

The Massachusetts Board of Library Commissioners has notified us that the library has received \$17,872.43 in state aid. This represents 50% of our anticipated money from the Board. The money is referred to as the FY 2009 (LIG)(MEG) money. These stand for Library Incentive Grant and Municipal Equalization Grant.

The stair carpeting from the children's library to the third floor will be replaced with non-skip tread. The tread has a life span of 20-25 years. Rendell has visited the Middle School which has the same type of tread and was assured by the principal that there had no problems with slipping. Rendell has samples of tread if any one is interested in looking at them. The Public Works Department has recommended that the landings be done in different colors to try and avoid mishaps.

The 2009 library calendar was handed out and reviewed. The star next to the day before Thanksgiving signified that staff due to work the night hours would be paid full salary. After review a motion was made by Kathleen Lopes and seconded by T. Frank Tyrrell to accept the 2009 calendar as printed. Motion passed unanimously.

The packets mailed to the Trustees before meetings will be smaller per request of Chairperson Verry. The website lists most things on it and we don't need copies of what is printed on the website. Doug Rendell will keep hard copies of all articles if any of us want to review them.

The Holiday Open House will be held on Wednesday, December 3<sup>rd</sup> from 2-5 pm. The Children's Room Holiday Open House will be held on Saturday, December 6<sup>th</sup> from 2-4 pm. The two are separated because people were not happy with both being the same dates last year.

### **Treasurer's Report:**

Treasurer Donald Gates handed out the Trustee's Fund application through October 2008. The \$1,747.90 October expense in the 825 Sundries account is due to the purchase of library cards and a new padded chair for the library room. Director Rendell said our budget was on target until the end of the year but line items will probably be reduced by the beginning of next year. Of the \$20,000 budgeted last year, we only spent \$17,000.00. We are required to spend at least 13% of our budget on materials. Presently we are spending 17%.

The library received \$800.00 from the SAT Group today. This is to be used for training.

Director Rendell reported that the Gordon Room has been booked way into 2009. The Town Hall renovations will begin in January 2009 and are expected to last 14 months. The Town Hall will be using the Gordon Room during the renovations. General public bookings are scheduled for mornings and evenings, Monday through Thursday and Saturday mornings. Sunday bookings are only for the Friends of the Library programs. The Trustee's voted years ago not to book afternoons due to parking issues. A motion was made by T. Frank Tyrrell and seconded by Michael Hagan to accept the Treasurer's Report. Motion passed unanimously.

### **Building and Ground's Report:**

Trustee Michael Hagan attended last weeks Traffic Advisory Committee meeting and reported the following: In a couple of weeks there will be some new signage installed. At the Sylvan Street entrance there will be a sign that reads...Not A Through Way. On Peabody Avenue there will be a sign that says No Left Turn to stop people from taking the left into the parking lot from Peabody Avenue. People may drive into the main parking lot and exit onto Peabody Avenue if

need be for additional parking. The purpose for this new signage is to stop people from using the library parking lot as a short cut to other parts of town. Police will patrol as much as possible to make sure this is being obeyed. Hagan was asked if both the Trustees and the Library Director were in favor of this and responded that they were. Director Rendell agreed to write a letter to Philip Celeste who initiated the concerns of vehicles entering the library parking lot from Sylvan Street and speeding through to Cherry Street as a short cut, to apprise him of what is to be done.

A warrant article requesting funding for security will be drafted to present to the Town Meeting members.

### **Report of the Lyceum:**

Kathleen Lopes reported the following: the Children's Room has two future events booked: Winter Festival over the Christmas break and Valentines for 6-8 year olds. Lopes also reported that 80-90 kids have been attending previous events and that parents have been pleased.

### **Director's Report:**

Director Rendell handed out the Town of Danvers Fiscal Year 2010 Budget Policy and encouraged the Trustees to read it over. Trustee Hagan asked if the policy addressed an increase in wages. Trustee Gates responded affirmatively. The Selectmen would like to hear any comments or change of text suggestions by the end of the week. If a trustee has anything they want to pass on to the Selectman they should contact Rendell.

The Trustee's discussed a letter from Ann Distasio and Linda Shannon, two high school librarians, asking for our participation in the Pennies for Literacy program. This program directs books to underprivileged children worldwide using two charitable partners that direct books to the United States (First Book) and Other Countries (Room to Read). Trustee Gates asked if Rendell knew of the organization that would receive the money and Trustee Hagan asked for more information regarding the organization. Chairperson Verry said she would like to get some more information on this initiative also and added, if we supported this, it could open ourselves to other organization requests. After the discussion, the Trustees decided to table this request.

The Trustees discussed a donation to us of a college chair from the Billy Wilkins Memorial Scholarship Fund. Director Rendell received a call today explaining that the Fund hoped to place a college chair with Billy's name on it in all North Shore libraries. The Danvers library was chosen to receive the first one as we were Billy's favorite library. A copy of Mr. Wilkin's obituary was handed out and it was noted that the family asked that contributions be made to the Peabody Institute Library in Danvers. A motion was made by Michael Hagan and seconded by Donald Gates to accept the college chair from the Wilkins Scholarship Fund. Motion passed unanimously.

There was a discussion of the filling of the Trustee seat vacated with the death of Trustee David Bean. Director Rendell handed out copies of the Board of Library Trustee By-Laws and addressed Article III, Section 3 – Filling Vacancies. This section states “any vacancies caused by death, resignation, disqualification or otherwise, shall be promptly filled by a vote of the remaining members of the board, until the next regular town election”. Trustee Hagan pointed out that Trustee Bean's term ran out next May, and asked that we put off any decision regarding filling the position until the January meeting, out of respect to both Trustee Bean and his family. Chairperson Verry said she had spoken to Tom Standing, a former long-term Trustee about his willingness to fill out Bean's term. Standing asked that the Trustee's voted to officially ask him to fill out the term before he gave his answer. It was suggested that any other names be brought

to the December Trustee's meeting, and that a discussion be held at the January 2009 meeting as to whether or not fill Bean's Trustee position.

A discussion was held regarding having another Staff-Trustees Dinner. We all agreed that the one held last year was a good time. Trustee Hagan said he had spoken to the French Club in Beverly about once again hosting this dinner and that they would be happy to do so. Hagan suggested a date in January and said the cost would be \$25.00 per person. Hagan said Friday night's were good as there was a band. Director Rendell said he would speak to the library staff and would contact Hagan once he came up with a good date.

**Adjournment:** A motion was made by T. Frank Tyrell and seconded by Donald Gates to adjourn the November 19, 2008 Library Trustees Meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis