MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING
Wednesday, December 10, 2008

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

Call To Order: The December 10, 2008 meeting was called to order by Chairperson Mary Beth Verry at 7:02 pm.

The Pledge of Allegiance was led by T. Frank Tyrrell. There were no citizen comments but Chairperson Verry stated a person with a concern might be visiting us.

Secretary Minutes: A motion was made by Wilbur Cobb and seconded by T. Frank Tyrrell to accept the November 20, 2008 minutes as printed. Motion passed unanimously.

Chairperson’s Report:

Donations in memory of previous Trustee David Bean are still being received. Options should be ready to be discussed at the January 2009 meeting. Doug Rendell has been in contact with Gail Bean to apprise her of donation status.

Most of tonight’s meeting was the discussion of the FY 2010 library budget (draft copy enclosed in packet). December 29th is the date the budget is due to the MIS Department. There is a review meeting with the Town Manager on January 6, 2009 starting at 10:00 am. Director Rendell agreed to try and reschedule meeting to 1:00 pm. For the last few years, our budget has only increased 3% a year. The Trustees agreed that a larger increase would be unacceptable due to economic times. The budget must be approved and ready to present to the Finance Committee in either March or April of 2009. Governor Patrick has announced a 3-10% cut in state aid. This is good as earlier estimates were up to 30%. The state aid will be a large part of the budget. The budget process was late this year, as we were waiting to see the results of Ballot Question 1 to abolish the State Income Tax. Director Rendell told us that because the budget was basically the same as last years, he just added 3% and worked back from there. The budget was reviewed. Rendell did point out that the staff did receive a 3% raise. After the discussion, a motion was made by Wilbur Cobb and seconded to Reni Conte to increase the book budget by 5% from the 2009 budget and for a draft to be sent to the Town Manager once the changes were made. The motion passed unanimously.

Rendell stated he was still working on figures for the Technology Warrant Article, and added this did not have to be presented until February. The article was pretty much for replacement of items and an upgrade in computer equipment.

The Security Warrant Article has approval of both the Town Manager and the Police Department. This is mainly to track who enters and leaves the children’s library.

Rendell has sent a letter on the Trustees behalf stating we were in favor of a commemorative stamp in honor of George Peabody. (copy of letter enclosed in packet).

Copies of a thank you letter from Philip Celeste were circulated. Mr. Celeste thanked us for our willingness to listen and act on his concerns with the use of the library parking lot for a short cut.
A discussion was held on Food for Fines. It was pointed out that after the holidays, the food donations to the food pantry tended to go down. The Trustees thought it would be a good idea to pick a month and instead of paying any fines, patrons could instead donate food at the library to go to the pantry. Rendell agreed to speak with the Food Pantry to see what month they suggested and what items they suggested. Rendell anticipated the month of March or April as good months. Once the month is decided on, we will publicize both the idea and what items are suggested. The Trustees agreed to re-visit this at the January meeting.

The following items were handed out for review: The monthly report, circulation statistics, goals and objectives, annual review and action plan/five year plan for FY’s 2003-2008, letter from Massachusetts Board of Library Commissioners informing us that Danvers was certified to receive a State Aid to Library Award of $17,872.43, a copy of the Library Commissioners FY09 Certification that our library met the requirements of the State Aid to Public Libraries programs, and library statistics as of June 30, 2008. The Trustees were asked to review the 5-Year Goals and Objectives plan and be ready to discuss it at the January meeting.

**Treasurer’s Report:**

Treasurer Donald Gates presented the monthly budget and added the only unusual item was the Gordon Room receipts of $1,100.00. Director Rendell responded a $900.00 check was received for the rooms use in SAT training.

Director Rendell also informed us that the library would be the site of all monthly Planning Board meetings for 14 months. We were also reminded that the Town Hall renovations were due to start of the beginning of the year and that a proposal to move all Town Hall activities to the Dunn Wing had been made.

Gates led a discussion regarding our investments which have gone down due to the change in the market value.

A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to accept the November Treasurer’s Report as presented. The motion passed unanimously.

**Lyceum Report:**

Chairperson Kathleen Lopes reported the following: On December 30th a Winter Holiday will be held in the Gordon Room starting at 12:00 pm. On February 14th a Valentines Day program will be offered for elementary aid children. The pre-school programs held every other Wednesday have been well received by both the children and parents. Lopes pointed out that most Lyceum programs were geared for early elementary aged kids.

**Building and Grounds Report:**

Director Rendell will be contacting the Planning Department to see who will be directing signage indicating the new parking lot changes.

A short discussion was held regarding problem patrons. The unruly woman previously discussed has been better behaved. If there are any issues with her, the police should be notified so they can handle it. People are not allowed to sleep in the library. The Beverly, Salem and Wakefield libraries have had severe problems with homeless people.
Only two issues have been raised regarding last year’s new pet policy. One fellow said he would never use our library again and one woman said she did not feel the new policy was fair. For the most part, patrons understood the basic principle of the new policy and were okay with it.

**Director’s Report:**

The Reference Department now has downloadable books. To get more information on this, patrons should visit the library web-site.

Children’s Room Open House date has been changed to Tuesday, December 16\(^{th}\) from 2:30-4:30 pm.

General Public Open House was well received.

Staff/Trustee Get Together. January 3, 10, 24, 2009 were proposed as dates. Rendell will speak to the staff and report back by this Friday on best date to hold this event.

Library Staff Holiday Lunch will be held in the Gordon Room on Monday, December 22\(^{nd}\) starting at 12 noon.

**Adjournment:** A motion was made by T. Frank Tyrrell and seconded by Reni Conte to adjourn the December 10, 2008 Trustees Meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary