MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES
Wednesday, June 17, 2009

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

Absent: Frank Herschede

Call to Order: Meeting was called to order by Chairperson Mary Beth Verry at 7:00 pm

The Pledge of Allegiance was led by T. Frank Tyrrell, Jr.. There were no citizens present and no citizen comments were made.

Secretary’s Minutes: There was a mistake in the May 2009 minutes. The 6th paragraph/motion for clerk should have read Tyrell for Clerk. A motion was made by Reni Conte and seconded by Wilbur Cobb to approve the May 2009 Library Trustee minutes with correction made. Motion passed unanimously.

Chairperson’s Report:

Chairperson Mary Beth Verry handed out the new committee assignments. If a trustee would like to serve on a committee that they are not presently assigned to, please speak to the Chairperson.

The Trustee’s will not meet in July or August. Trustee Kathleen Lopes pointed out that the February and April 2010 meetings were scheduled during public school vacation weeks. Chairperson Verry said she would revisit this when we got closer to these dates.

The library reached our goal of 200,000 in circulation numbers as of the first week in June. These numbers are usually not reached until the last week in June.

The library book sale will be Tuesday, June 23rd from 10:00 am-7:00 pm.

The library received the third payment from the Massachusetts Board of Library Commissioners. This brings our total allotment to $32,578.00.

The library received a letter from the Massachusetts Board of Library Commissioners changing some requirements for state aid. We can now report everything towards materials. This should make reaching our goal more easier. It also said libraries only have to be open 59 hours instead of 64 hours weekly. Our goal is still to be open 64 hours a week. The library was not aware of these changes when they met with the Town Selectman. The long term changes in regulations are driven by the economy. The Board of Commissioners felt if regulations were not changed, many libraries would not meet the criteria for regulations.

The trustees were given an update on contributions made on behalf of David Bean. Director Rendell researched the cost of purchasing and installing a bench in Bean’s memory. Rendell spoke to his widow Gail and she was enthusiastic about the purchase of a bench for this purpose. The rest of the contributions will be used to purchase books. A motion was made by Reni Conte and seconded by Wilbur Cobb to spend $1,500.00 for the purchase and installation of a bench and the purchase of books in memory of David Bean from the contributions received in Bean’s memory. Motion passed unanimously. It was also decided to invite the family, Trustees, and staff to the dedication.
**Treasurer’s Report:**

There was an $518.19 audio visual expense in May. The library will try and use municipal funds first to cover this expense. The library received a $631.00 gift marked as a dedication. Director Rendell will research this to find out what the gift was for. Any funds left at the end of the fiscal year carries over to the new fiscal year. Chairperson Verry questioned why the total fines for the year was only $1,355.00. Rendell responded that moneys went back to the town. The Investment Accounts went up $17,000 this month. A motion was made by T. Frank Tyrrell, Jr. and seconded by Reni Conte to accept the Treasurer’s report as presented. Motion passed unanimously.

**Building and Grounds Committee Report:**

Director Rendell gave us an update on the new security system. He will meet with Diane Norris to go over the specifications within the next couple of weeks. The funding cannot be spent until after July 1st. Rendell will contact the Peabody Institute Library in Peabody to get a copy of their specifications.

There have been problems with the staff copier. Director Rendell is in negotiations with the company for a new copier. There is no charge for equipment as funding is earned by coin operated machines.

**Report of the Lyceum Committee:**

The Lyceum Committee is looking to do a program based for kids starting in July with a Blast-Off Space theme. The hope is to sponsor about 20 programs with an End of the Summer Reading Party. Plans are for Monday crafts and Tuesday movies. Information on these programs will be on the library website. Summer reading information has not been circulated yet.

**Director’s Report:**

Director Rendell said the new traffic signs have been installed and that some people have come in and asked about them.

Rendell handed out the FY 2010 Trustee Budget and explained it was level funded. Treasurer Donald Gates feels there is no need to reduce the budget presently.

A motion was made by Julie Curtis and seconded by Wilbur Cobb to accept the 2010 library budget. Motion passed unanimously.

Rendell handed out the Long Range Planning Report for the Peabody Institute Library. Each library is required to have a 5-Year Plan on file. The Trustees were asked to review the plan for the September meeting. If there are any questions, please contact Rendell. This plan must be sent in to the Library Commissioners in the Fall. Rendell added there would be heavy duty expenses in two years and it is hoped the economy will have picked up by then.

Rendell pointed out that local businesses have been very supportive of library programs.

The Library Commissioners Annual Report must be sent every year. The report must include what our library has/has not achieved during the last year.
There was a lengthy discussion held regarding an incident that occurred in the Children’s Room today. Rendell reported he was brought to the men’s room outside of the Children’s Room and saw hair all over. It looked as if someone had cut the hair. Pictures were taken and the Town Police were notified. Bruce Estes reported that the same thing was found down by the Rotary Pavilion flag pole where Essex County inmates were on a work detail painting the pavilion. The Trustees had several questions regarding the work detail such as who were the inmates, how long were they serving and for what, the names of the supervisors as well as how many supervisors. We asked that the detail be suspended until the Trustees received the answers. Trustee Curtis added she was very concerned that Director Rendell had not been notified that there was an inmate work detail so close to the open library. Trustee Kathleen Lopes asked if the library had a policy for when many children were in the library. Lopes asked the Building and Grounds Committee to come up with an action plan. Lopes said maybe people should have to ask for keys to the bathrooms instead of just being able to reach and take the keys. After the discussion a motion was made by Wilbur Cobb and seconded by Julie Curtis to have Director Rendell and Chairperson Verry research what happened and report back to the Trustees. Further that any inmate work details not be allowed to come into the library unless properly supervised. Motion passed unanimously.

Director Rendell reminded us about the lobster/clams fest at the Franco American Club in Beverly on July 19th. Anyone interested in attending needs to let Rendell know by either July 15-16th.

Trustee Julie Curtis thanked everyone for the flowers and cards received during her recent recovery from a broken left ankle.

Adjournment: A motion was made by T. Frank Tyrell, Jr. and seconded by Reni Conte to adjourn the June 17, 2009 Library Trustee meeting at 8:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

/jec