MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING  
Wednesday, May 21, 2008

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

Absent:  Donald Gates

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

Chairperson Verry informed us that at last week’s Town Meeting, a new advisory policy was  
voted on stating that before a meeting was started the Pledge of Allegiance was to be recited and  
a time set aside for public comments.  The Committee all recited the Pledge of Allegiance and  
because there was no public in attendance, the Chair started the meeting.

Secretary Minutes:  Secretary Curtis explained that she found two mistakes in last months  
minutes after they had been sent out, so she redid the minutes.  The new minutes were reviewed  
and a motion was made by T. Frank Tyrrell and seconded by Reni Conte to accept the new  
minutes as printed.  Motion passed unanimously.

Committee Reorganization:  Chairperson Verry announced that tonight’s meeting was a  
reorganization meeting and opened it to nominations.  A motion was made by Dave Bean and  
seconded by T. Frank Tyrrell to nominate Mary Beth Verry as Chairperson.  Motion passed  
unanimously.

A motion was made by Michael Hagan and seconded by T. Frank Tyrrell to retain last year’s  
board.  Motion passed unanimously.

Chairperson's Report:

The By-Law Committee met to go over recommendations made by the Town Council.  Director  
Rendell reviewed the changes and stated changed words were in bold.  The Committee made sure  
that changes were approved by Town Counsel Lehane.  After review, a motion was made by  
Wilbur Cobb and seconded by Reni Conte to accept the new by-laws as printed.  The motion  
passed unanimously.  Director Rendell said he would put the new by-laws on the library website.

Pet Policy:  A lengthy discussion was held regarding the draft of the new pet policy.  Verry told  
us the new policy had been sent to Town Counsel Lehane for review.  Dave Bean and Michael  
Hagan both felt the last sentence should read “anyone entering the library with a pet or animal in  
violation of this policy will be asked to leave”.  Rendell said he would post on the doors once the  
new policy went into effect.  Michael Hagan asked who would be enforcing the new policy.  
There was also a concern that if animals were tied to bicycle racks, people may be afraid to pass  
the racks.  Hagan also said the policy needed to be user friendly and that we needed to leave  
people alone unless there was a problem.  If there is any problem with customers becoming  
confrontational, library personnel need to call the police, Hagan said.  Dave Bean made a motion  
and Michael Hagan seconded it to move the discussion.  Motion passed unanimously.  A motion  
was then made and seconded to adopt the 4th Draft of the Pet Policy with changes made.  Motion  
passed unanimously.
Sick Leave Bank: Director Rendell handed out the revised policy. A lengthy discussion followed. Kathleen Lopes questioned the 6th paragraph on the 2nd page, saying FMLA rights may be overlapped. Hagan felt everyone participating needed to contribute the same amount until the bank was full. Lopes added, the bank funding should be consistent. Rendell offered that the figures were allotted this way to accommodate those who did not have as much sick leave as others due to their years of service. Hagan felt that the days should be capped and feels the policy needs to be more specific. Hagan also asked about employees who were hurt outside of their job and he said he felt they should not be able to collect from the bank. Lopes also felt parts of the policy may be a violation of the HIPPA Law. Kathleen Lopes and Dave Bean would like to see the 1st sentence on the 2nd page changed from “…accompanied by a licensed health care provider changed to doctor”. Hagan feels that employees should be rewarded for coming into work. Rendell answered there were already incentives in place. Reni Conte added, she felt the library personnel were honorable people and would not abuse the sick policy. The question was asked can employees with a lot of sick leave donate more than one day to start the policy. The feeling was if employees have extra days, and want to do this, they should be able to do so. Chairperson Verry directed Director Rendell to make the changes suggested by the trustees and have the trustees review next month before sending the policy to the Town Counsel.

Director Rendell, Chairperson Verry, Julie Curtis, Dave Bean and Wilbur Cobb attended last Monday’s Town Meeting and saw the budget approved. Curtis also attended the “Skull Session” previous to the Town Meeting.

Long Range Planning Meeting: The trustees previously received a Review of the April 11th meeting. A patron survey will be sent out within a couple of weeks and responses will be incorporated along with suggestions brought forth by the trustees. People will be encouraged to do the survey online but hard copies will be available. Once finalized, results of surveys will be published.

Summer Social: A discussion was held regarding having a staff-trustee social this summer. Everyone seemed to like the pre-holiday one held previously. Michael Hagan offered the Franco-American Club again.

Treasurer’s Report: Due to Treasurer Donald Gates’s absence, there wasn’t a report offered.

Lyceum Report: Kathleen Lopes apprised us of two recent children’s programs: “Music with Derek and Dara” and “Bug Works”. Both were received well and everyone attending had a good time. Lopes announced the music show had been invited back in the Fall. The next thing is going to be this summers “Wild Read”. On Thursday, June 12th from 3:00-5:00 pm Mike Bent, a magician and story teller will be performing. Summer reading participants will be given a reading log for the Summer and there will be a prize incentive. On Tuesday, August 12th from 5:00-8:00 pm, there will be an End of Summer Party with arts and crafts, face painting, etc. As part of the program, David Polanski will be performing. This program will be held outdoors weather permitting.

Building and Grounds Report:

Mike Hagan revisited the building security and handed out two company quotes from VMS and ADT. It was pointed out that ADT will not pay for power to the Rotary Pavilion, so if we go with them, the company will not be responsible for that cost. It was further pointed out that the ADT quote was also based upon us owning the equipment. Kathleen Lopes asked why the monthly service charge was not included on the VMS quote. Hagan said he would contact the company
and get an answer to Lopes’s inquiry. Both Doug Rendell and Mike Hagan felt ADT did a
terrific job with their presentation and Hagan feels we will get more for our money from ADT.
Doug Rendell and Mike Hagan will be meeting with a third company.

Michael Hagan reminded us that we needed to have the words “handicap space” painted on the
ground for the library to be in compliance with the law. Presently the library only has one
handicap space and Chairperson Verry asked if this was adequate. Hagan responded we should
have at least one more.

The problem with the ‘blind spot’ in the children’s room was revisited. A big problem is that the
shelving is connected and will have to be disconnected to be moved.

The rugs in the Children’s Room were cleaned about 10 days ago.

**Director’s Report:**

One of the overnight book drops has been removed from the front steps and is now acting as a
drive through for book returns. Doug Rendell asked Julie Curtis (who made the initial request to
move one of the book drops), if her expectation was to have the book drop open as a 24/7
proposition. Curtis responded yes. Rendell said the Public Works Department had a question
regarding snow plowing up to the drop. Rendell added that Public Works suggested that the curb
be cut and a full cement pad be installed. If the ‘book drop’ works out it may be worth buying an
actual book drop.

Kathleen Lopes brought up that a lot of compliments were received during the Children’s
Book Fair and Children’s Book Week. This is a fundraiser to purchase new books for the
Children’s Room.

**Eleanor Day Memorial Service** will be held at 1:00 pm on Saturday, June 28th. Reverend Charles
Gross, the pastor of Maple Street Congregational Church will be coordinating the service. If the
weather permits, the service will be held on the back lawn, and if the weather is bad, the service
will be held in the Children’s Room. Doug Rendell said because it was being held on public
property it is considered a public event.

The library book sale will commence on Tuesday, June 24th and will last for one month.
Donations can be brought up right now.

**Director’s Evaluation** was done by Chairperson Verry, Kathleen Lopes and T. Frank Tyrrell. The
evaluation was handed out and after reading it over, a motion was made by David Bean and
seconded by Remi Conte, to accept the Director’s Evaluation as written. Motion passed
unanimously.

**Adjournment:** A motion was made by T. Frank Tyrrell and seconded by Dave Bean to adjourn the
May 2008 meeting at 9:05 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary