MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES MEETING  
Wednesday, October 21, 2009

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

Absent: Wilbur Cobb

Call to Order: The October 21, 2009 Library Trustee Meeting was called to order at 7:15 pm by Chairperson Mary Beth Verry.

The Pledge of Allegiance was led by T. Frank Tryell, Jr. There were no citizens comments.

Secretary’s Minutes: A motion was made by T. Frank Tyrell, Jr. and seconded by Kathleen Lopes to accept the secretary’s minutes from the September 16, 2009 Trustees meeting. Motion passed unanimously.

Chairperson’s Report:

Chairperson Mary Beth Verry hopes to have a group meeting regarding the Children’s Room fundraiser in early November. Children’s Librarian JoAnne Powell supplied a list of improvements needed. One goal is to redesign the circulation desk to have different shelving, DVD storage, and a spruce up. In almost 30 years, the children’s room has stayed the same except for its carpeting. Trustee Tyrell pointed out that the Voke School students could do the labor at practically no cost, all we would have to pay for is the materials. It was suggested that we also approach the Kiwanas, Rotary, Home Depot, and Danvers Savings Bank, who have Foundations to assist with any costs.

Director Rendell provided an Action Plan update. It is interesting to see what has been done and what still has to be done. The Massachusetts Board of Library Commissioners requires that each library submit their Goals and Objectives as well as where the library is in accomplishing the goals and objectives.

Trustee Kathleen Lopes brought up patrons with special needs. There are several things that need updating. The sound system in the board room has not been updated in years, the circulation desk is too high for people in wheelchairs, bathroom facilities, etc. Director Rendell responded that the library had been working with the Perkins School for the Blind and as a result, the following improvements had been accomplished: computers in the main lobby could be adjusted to various heights, chairs on wheels so they can be moved to make room for a wheelchair, and standing terminals. Lopes asked about books for special need children. Rendell responded if any trustee saw a good book on young age social issues, they should speak to him and he would try and purchase it.

Monthly statistic numbers are still going up. One reason is the library is now open on Sundays.

The Massachusetts Board of Library Commissioners has warned us that we will be getting less state aid than last year. There will be a demonstration at the State House the first week of November, in support of libraries. Rendell will send e-mails with further information on the demonstration.
Treasurer's Report:

Treasurer Donald Gates handed out the Trustee’s fund report for the year July 1, 2009-June 30, 2010. Our funds are doing better than they have been doing. There is nothing unusual in his report. Currently we have $378,159.49 in our investment account. Trustee Herschede asked how we did last quarter. Gates responded, 20.852%. Because we deal with pretty conservative bonds, everything worked out pretty good. Chairperson Verry mentioned that after the July programs we only had $345.00 left in the budget item. She was concerned that the funds were so low. The Trustees are looking forward to having Carly Dugan from Raymond James come and speak with us regarding our investments. A motion was made by T. Frank Tyrrell, Jr. and seconded by Kathleen Lopes to accept the Treasurer’s Report as presented. Motion passed unanimously.

Lyceum Report:

Kathleen Lopes reported that there had been no programs in a while. Director Rendell said there would be open houses in December. The adult open house will be held from 2-4:30 the first Wednesday in December. He was not sure of the date for the children’s open house. Lopes said she was looking for adult program ideas. Rendell said Danvers is the third largest user of downloadable books and we are still growing. He added that he was looking into getting downloadable movies.

Building and Grounds Report:

A lengthy discussion was held regarding the new security system. Director Rendell and Chairperson Verry met with SOS Security Systems a month ago and went over the general overview of the systems. A concern is monitoring and storage space. Another concern is whether or not an individual can log onto their computer from an outside source to see what is happening in the library. SOS will install the cameras downstairs where people enter a wide area of room, two cameras capturing anyone coming and going. Also at any outside doors and the main lobby upstairs. The company has offered to do a walk through with any of us who are interested. Trustee Hagan feels the company has exactly what the library is looking for. The tape is set up so that frames are slower during the night so the tape will not be used up. We can expand the systems as needed. At this point, no outside cameras are planned. Funding for the security system has been appropriated for $14,000.00 and the initial bid was under $10,000.00. A motion was made by T. Frank Tyrrell, Jr. and seconded by Michael Hagan for the Library Trustees to notify the Public Works Division that we were encouraging them to use SOS Security Systems as the security vendor for the Peabody Institute Library. Motion passed unanimously.

Trustee Michael Hagan has contacted Director Rendell regarding Rotary Pavilion gazebo dedication plaques being kicked off. Hagan said he asked police patrols to make efforts to look while making their patrols. Hagan pointed out the gazebo was lit up but the entrance was not. He would like to see other lights working in the area. There are decorative lights in the rear children’s garden area but they are not good for safety. The front walk is still very dark. Rendell noted that once the leaves blow off the trees, lighting is better. He added that this was discussed years ago. The front door light is on a timer and might have to be adjusted. Rendell said he would contact the Electric Light Division for suggestions.
**Director’s Report:**

Director Rendell spoke to Mary Beth Verry and Michael Hagan regarding a problem a week ago when the heat was originally turned on. Rendell was notified by the Electric Department that a lot of black smoke was coming out of the chimney. Rendell shut off the boiler and had the building evacuated until the problem was found out. As a result of the evacuation, the fire and police were notified. Rendell investigated a way that a sound alarm could be installed with an alarm override so that the police and fire departments would not have to be notified. He found a system for $200.00 that would accomplish this. A motion was made by Donald Gates and seconded by Reni Conte to expend $200.00 to purchase this system. Motion passed unanimously.

Director Rendell and Town Archivist Richard Trask are working on a disaster plan for the library and hope to have the plan ready for presentation to the Trustees in a couple of months. The Archives are a top priority as a lot of things in the archives are non-replaceable. Rendell said the Board of Library Commissioners wants every library to have a policy on file. Rendell added there was no budget for disaster supplies.

**Other Business:**

Trustee Michael Hagan said his brother-in-law, John Zavaglia was a frequent user of the library and always complimented the library personnel. Zavaglia is always trying to research the Danvers Herald on microfiche but found the microfiche stopped after 2004. He also has witnessed patrons making copies and leaving without paying for the copies. This is especially true when the front desk is very busy. Rendell said he would hate to have library personnel monitor the copy machine.

Trustee Frank Herschede, acting as the publicity chairperson mentioned that he would like to have materials to pass on. Director Rendell offered to forward press releases to him. Herschede suggested the Trustees might look into selling Christmas trees next year as a fundraiser. Trustee Kathleen Lopes added tree ornaments might be of interest also.

**Adjournment:** A motion was made by T. Frank Tyrrell, Jr. and seconded by Reni Conte to adjourn the October 2009 Library Trustees meeting at 8:35 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary