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

Call To Order: Chairperson Mary Beth Verry called the October 2010 Trustees meeting to order at 7:00 pm

Chairperson Verry led the Pledge of Allegiance. There were no citizens present and no citizen comments were made.

Trustee T. Frank Tyrrell, Jr. presented the Trustees with an American Flag and the Trustees thanked him for his donation of the flag.

A motion was made by T. Frank Tyrrell, Jr. and seconded by Michael Hagan to adjourn the regular trustees meeting and to call to order the 2010 meeting of the George Peabody Society Meeting.

A motion was made by T. Frank Tyrrell and seconded by Michael Hagan to re-open the October 2010 Trustees meeting.

Secretary Minutes: A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the September 8, 2010 Trustee Minutes as written. Motion passed unanimously.

Chairperson’s Report:

Chairperson Mary Beth Verry handed out a memorandum from Archivist Richard Trask regarding the Annenberg Grant. In this memorandum Trask commented on the use of the first installment of $12,500 from the grant. Trask is asking that $12,000 be set aside for assistance in the installation of an automatic Inergen Fire Suppression System within the two critical Archive Rooms in order to protect our valuable resources from both potential fire and water damage. Trask will address the Trustees later as he is looking for additional funding for this project. Thirty years ago, when the Archival Center was established, a dry system was too expensive. The project will not be an easy one. A suggestion was made to borrow the amount of the second installment of the Annenberg Grant from the George Peabody Society account to finish the Archival Center installation and then repay the Peabody Society account when we receive the second installment next year. Library Director Douglas Rendell will ask Trask to speak with the Trustees within the next couple of months regarding his funding request.

Chairperson Verry reviewed Trustee questions from last month regarding budget funding for library personnel travel. Although there is a line item in the budget for travel funding, Tricia Arrington combined vacation time with her trip to the American Library Association Conference, so the library only had to pick up the costs of the conference and Michelle Deschene-Warren paid for her own travel when she attended the Book Expo America Conference.

The Trustees were told the November meeting was an important one as budget discussions began in November.

The Trustees revisited the Children’s Room Renovations. The Committee has produced a new fundraising calendar with prizes for each day in November. Calendars can be purchased for one for $5.00 and packet of five for $20.00. Last years calendar raised over $1,000.00 towards the renovation of the Children’s Room. The chair handed out packets to the Trustees.
A $650.00 donation was received from the SNAKE Program to be used in the renovation. This program is under the auspices of the Danvers Recreation Department.

**Treasurer’s Report:**

Treasurer Donald Gates handed out a Trustees Fund report. Gates stated there was not too much to report on the first three months earnings and expenses. The Gordon Room has become a popular room for public use as there is a shortage of meeting spaces in Danvers. The Peabody Institute Library Endowment Fund has $405,636.39 in it. The monies are used to operate the library. A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the treasurer’s report. Motion passed unanimously.

**Lyceum Report:**

Kathleen Lopes reported she is looking to set up holiday programs.

**Report of the Building and Grounds Committee:**

Michael Hagan revisited the parking problem. He contacted Town Planner Karen Nelson and Joseph Finocchiaro in the Public Works Department regarding the lack of action on placing No Parking signs on library property. Hagan was informed the signs would be up by October 5th. In fact the signs are now properly posted. Hagan will speak to the police so they can start ticketing illegal parkers. Chairperson Verry will write a thank you letter to both Nelson and Finocchiaro for all their efforts to get the signs made and put up.

The new security system seems to be order. Director Rendell can now find out who opens and closes the building.

Rendell handed out the revised Surveillance Camera Policy. After reviewing the revised policy, a motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the revised policy as the final version. The policy will be kept in the Director’s Office and will be placed on the library web-site.

Rendell reported that the recent paving had corrected a lot of problems.

The mechanism to close to Archival door is broken and will be replaced within forty-eight hours at a cost of approximately $600.00.

The main floor carpeting and tile in the lobby and the first floor need to be replaced. The library is proceeding with this project.

The library sign has been repainted.

**Director’s Report:**

Mary Saratora, head of Circulation Services will be retiring the end of December after 35 years. She has agreed to stay longer if necessary. Saratora previously served as both the Head of Technical Services and the liaison for home deliveries. The Senior Center will now begin delivering to shut-ins but the library staff will place books in bags. Rendell will inform the Trustees of retirement plans for Ms. Saratora.
Library Director Douglas Rendell has notified Chairperson Mary Beth Verry that he will be retiring at the end of October 2011. In November, Rendell will have been at the library for 20 years, and has run a library for 35 years. Rendell hopes to get a number of projects done before he leaves. The trustees need to start thinking of what we are looking for in a new director the first of the year. Rendell feels the intent should be to have a new library director in place by the date of his retirement. Trustee Hagan feels we need to start putting together a job description soon as the holidays are coming up – before we know it, spring will be here. To be fair to present Director Rendell, we need to have a new director in place by his retirement. Chairperson Verry suggested the Trustees begin to brainstorm at the November meeting. At the end of the discussion, the following statement was agreed upon: “We, as a board will hire a director by October 2011 to replace Douglas Rendell”.

A motion was made by Michael Hagan and seconded by Reni Conte for a proclamation thanking Mary Saratora for her 36 years of service to the library, be written and signed by the Board of Trustees and placed in glass to conserve it. Motion passed unanimously.

A discussion was held regarding Director Rendell’s job evaluation. After the discussion, a motion was made by Wilbur Cobb and seconded by Reni Conte to accept the director’s evaluation as written. Motion passed unanimously.

**Adjournment:** A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to adjourn the October 13, 2010 Trustee Meeting at 8:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary