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

ABSENT: David Bean, Michael Hagan

GUEST: Donna Maturi, Head of Reference and Informational Services

SECRETARY’S MINUTES: There was a correction to the June 2008 secretary’s minutes regarding the pet policy. The original sentence read, staff will escort………this should have read, staff will encourage patron to take pets outside. A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to accept the June 2008 secretary’s minutes with correction noted. Motion passed unanimously.

NEW BUSINESS:

Donna Maturi spoke about a summer reading program for adults. As part of the program, participants were encouraged to fill out a form agreeing to read three books over the summer. Anyone meeting the criteria could put a slip with their name on it for a chance to win prizes. Participants could enter the contest more than once. Maturi said she was pleased with the reception of the program and with the publicity received in the Danvers Herald newspaper. Maturi also said the Cherry Farm Creamery and the Sun ‘N Air Golf Center were co-sponsors of the program. The Friends of the Library donated an American Express gift card. The following are the winners and the prizes won:

$50.00 American Express Gift Card
Corey Grace

Danvers Cup Plates
Laura Szela, James McCann, AnneLiese Bajema, Dorothy Carlson

Peabody Institute Library Tote-Bags
Donna Cross, Jeanie Mourikas, Anne Casey, Jennifer Flynn

Chairperson Mary Beth Verry thanked everyone for being so supportive when her mother passed away.

CHAIRPERSON’S REPORT:

Chairperson Verry spoke about the circulation numbers over the summer. The numbers were up, most likely to money issues. It is cheaper to borrow books than to visit a book store. The circulation numbers were 22,478 in July, up from 19,379 in July of 2007. Further, there are no signs of abating. The Trustees said “keep up the good work”.

Verry informed us the letter acknowledging a donation to the ‘Make A Wish Foundation of America was a donation in her mother’s name.
Archivist Richard Trask has received a $500.00 gift to the Archives from an archives study group that has disbanded.

A letter was received by David Mills praising the library and the staff during a recent visit with his eight year old grand nephew. Julie Curtis passed on a meeting with the Derouin Family from Wenham Street. The father said his youngest son had just received his first library card and said how special Doug Rendell had made his son feel. Chairperson Verry added that people she has spoken to always had good things to say about our library.

The topic of Young Adult titles was revisited with the trustees receiving a copy of an article stating vampires and gothic were things that young people were interested in and wanted. Director Rendell said the Young Adult Librarian purchased materials only after personally reading or reviewing them. Trustee Kathleen Lopes asked that copies of the article be sent to the Middle School so they could respond to parents concerns. Lopes also suggested we have the articles available to people visiting the library during the town-wide open house. Rendell said he would send copies as requested and that he will keep a folder on articles. Rendell also pointed out that book covers were a marketing ploy. Rendell also said parents had the prerogative to tell their teenage children that they did not want them taking certain items out of the library.

The Boston Public Library has hired a new head. The feeling is the new director will lead the Boston Public Library in a good direction.

Chairperson Verry spoke about Ballot Question 1 – To abolish the State Income Tax. The statement from the Massachusetts Board of Library Commissioners regarding this ballot question was handed out. Rendell said if this measure passes, poor and elderly services would be greatly impacted. Rendell feels passage should be of great concern to anyone using the library. Trustee Donald Gates added he feels the people the ballot question is trying to send a message to the state to get their house in order. It was agreed that we needed to speak to and educate our members and friends of the ramifications if this question passes. Director Rendell will be meeting with Town Manager Wayne Marquis tomorrow to discuss this and other things.

There are two workshops being offered by the Massachusetts Board of Library Commissioners. The first, on September 20th will be on advocating for a library budget and Donna Moturi will be attending. The second, on October 1st will be on Security in this Day of Age. If no one can attend Suzanne may. Rendell will get in touch with Michael Hagan regarding this second workshop.

There was a discussion on granting pay incentives to staff who work on Sundays. Director Rendell spoke to staff at other local libraries to find out how they handle this. Some responded they paid the employees at time and a half, others 40% of their salary, and others did nothing extra. Chairperson Verry offered we should look into some kind of incentive but pointed out there was nothing in this years budget. One suggestion was if an individual worked so many Sundays in a year, they would receive a bonus. Another option would be as new people were hired, they would be required to work certain Sundays. It was pointed out that most employees do not work both Saturday and Sunday. Rendell will also discuss this with Marquis tomorrow. Rendell will also meet with Sunday employees in October to discuss reasons for their discord. He feels it should be determined whether this is a money issue or a time issue. Rendell will report back to the Trustees after meeting with the employees in October.

Last Summer if anyone checked out five or more books, they got a free bags. This was sponsored by EBSCO. A suggestion was made to do this again next summer with another give a way. People involved felt this created excitement.
**Treasurer’s Report:**

The George Peabody Society Annual Meeting will be held before the regular scheduled Trustees meeting in October.

Treasurer Donald Gates handed out the year ending report as well as the July 2008 report. Gates reported our endowment fund balance in January 2008 was $428,000.00 but since then has continued to decline as a result of the less than optimistic outlook in the financial markets and the economy in general, to a current level of $394,000.00.

Trustee Kathleen Lopes (Chair of the Lyceum Committee) asked if any Lyceum Funds not used could be transferred over to the next years budget. Director Rendell responded he was hesitant to do this because at the end of the fiscal year there would not be a true picture of allotments. We need to be able to construct our budget on real moneys.

Archivist Richard Trask purchased a book for $1,700.00 at an auction. Trask will be invited to a future Trustees meeting to do a show and tell.

A motion was made and seconded to accept the Treasurer’s Report. Motion passed unanimously.

**Building and Grounds Report:**

Trustee Michael Hagan was not available to give a report. Director Rendell did offer the following report: Figures from ADT Systems to secure the Children’s Room have been received. Rendell offered that Trustee Hagan had been invaluable in moving forward the securing and that the library hoped to have something in place by November when the budget talks begin. The library will have to draft a warrant for the Annual Meeting to meet the costs.

Director Rendell reported that the drive-through book drop has proven to be very successful. It will have to be moved before Winter so that the snow plows won’t destroy it. The book drop will have to be put on cement blocks so water cannot get in.

Replacement of the Children’s Circulation Desk has been put out to bid. The present desk purchased in 1980 is now falling apart. The cost will have to recognized in a warrant to the Annual Meeting.

Recarpeting First Floor Stairs – although the costs was put in the budget, the Town Manager did not appropriate the full amount asked for. Public Works feel the stairs should be our first priority.

Rendell reported that people attending the ‘Kick-Off’ to the Summer Reading Program were very receptive and the library is planning on doing this again. Trustee Lopes reported that she had attended several programs with her children and they enjoyed them all. The sled dogs program had over 300 in attendance.

**Lyceum Report:**

Chairperson Kathleen Lopes reported that 85-90 parents and children attended the End of Summer Program. There were a lot of nice comments and prize incentives were all given away.
Lopes thanked Trustee Wilbur Cobb for attending. Work is in progress for Fall programs. Parents have said they would like to see more activities instead of just reading. The feeling is children need to be occupied more.

**Sick Bank Committee** – Bank Committee members Dave Bean, Donald Gates, and Michael Hagan met with the library staff over the Summer. Changes suggested by both the staff and the committee were inputted and will be voted on in the October 2008 meeting.

**Director’s Report:**

State Aid Report – Director Rendell informed us Part One of the State Application had been accepted and Part Two was being worked on. Part Two is mainly financial. It looks as if we met all the state requirements. The report must be postmarked by October 17th. Most of it is already filled out and we should have no problem meeting the deadline.

Rendell informed us he will be on vacation for two weeks starting this Friday and will be visiting Turkey.

Rendell said we had received the following free passes: 2 Peabody Museum passes, Zoo New England and the Franklin Park Zoo and Stone Zoo, and House of Seven Gables passes.

Trustee Lopes feels our web-site is not easy to navigate. She had visited the Melrose Public Library website and people are able to reserve passes on line and would like to know if we could do this also. Director Rendell said he would contact the Melrose Library to see what kind of software was used to see if reserving passes was something that we might be able to do.

The Library will be sponsoring spin art, Halloween activities and ice cream from 4-7 pm during the Town Open House on Thursday, October 16th. It was mentioned that a trolley would be available to transport people and some library staff had volunteered to ride the trolley.

Trustee Julie Curtis thanked the rest of the Trustees and Director Rendell for their willingness to change tonight’s meeting date enabling Michael Hagan and her to attend a retirement dinner in honor of their minister Charles Gross.

**Adjournment:** A motion was made and seconded to adjourn the September 10, 2008 Library Trustees meeting at 8:40 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary