MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEES
Wednesday, September 16, 2009

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

Absent: Donald Gates

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 June 2009 minutes. The 2nd sentence of the Lyceum Committee Report should have read: children’s room hopes to sponsor 20 programs with hopes of ending with a summer ending program. A motion was made by T. Frank Tyrrell, Jr. and seconded by Reni Conte to accept the minutes with correction noted. Motion passed unanimously.

Chairperson’s Report:

The Long Range Plan was reviewed. This plan has to be submitted every five years. Last fall the staff and director brainstormed and came up with suggestions and thoughts to send to the Library Commissions. This plan may be revised depending on the economy, state aid and the library budget. This plan is due by October 1, 2009.

Our Goals and Objectives are due by December

A motion was made by T. Frank Tyrrell, Jr. and seconded by Frank Herschede to accept, distribute and keep the Long Range Plan on file. Motion passed unanimously.

The Library received a $10,000. Grant for Readers Advisory. The grant will be used as an opportunity to train library staff on how to recommend books in areas that they are not familiar with. In researching for the grant, staff surveys were done and it was decided to zero in on Fantasy Books. Staff were assigned Fantasy Books to read and be ready to be able to discuss them when asked to. Chairman Verry congratulated the library and staff on receiving the grant.

The Archives Annual Report was reviewed. The Trustees felt it was a good job and asked Director Rendell to inform Town Archivist Richard Trask of their compliments.

Phil Celeste has sent Rendell a e-mail outlining concerns regarding lack of parking during summer concerts. Celeste said he was unable to secure library parking during some concerts. Director Rendell and Chairperson Verry met to discuss the e-mail and asked the Trustees thoughts about identifying 10 spaces for people using the library during outside concerts. The feeling was this would be almost impossible to enforce this. It was decided to try to curtail this by putting notices in the Library News. Rendell added that the e-mail was also sent to Town Manager Wayne Marquis.

Chairperson Verry and Trustee Wilbur Cobb spoke over the summer regarding an Advocacy Fundraiser for the library. It is felt the Children’s Room needs updating as there seems to be a lot of wasted space. Last year when an attempt was made to update this area, the cost came back
as $24,000.00. Suggestions for updating are: children’s room librarian counter needs fixing. Walls need new pictures and new toys are needed for the corner. Chairperson Verry will be forming a committee to sit down with the children’s room staff and come up with things that need to be updated with goals to accomplish this. Five years ago the library hosted a wine and cheese event at John Archer’s home that raised several thousand dollars that were used to update the homework and young adult areas. It was felt that with the new security coming in, this would be a good time for the update. Suggested organizations to reach out to for assistance with the update are: Rotary, Kiwana’s. Trustee Tyrrell suggested drawing up plans of what we hope to do and present it to potential donors. A 501-C permit is needed to fundraise. The George Peabody Society has this. Chairperson Verry will call the first meeting within a week or two to try and come up with some ideas. Director Rendell will speak with JoAnne Powell to see what she would like to see done and then secure prices.

**Building and Grounds Report:**

The Library has received a security quote from SOS Security Systems. The town has gone back to SOS Security thus the library has to do the same. Three different prices for three different areas were submitted:

8 camera hookup – 4 in the childrens room, 2 over by the upper stair and 2 in the back corner. Price includes DVR to record and store. The Trustees felt it was better to go with a larger system that would be easy to add on in the future. Director Rendell’s office will have access to the monitor.

The Trustees will also receive a bid on installation of cameras around the new bookroom on the main floor.

Trustee Michael Hagan said the price was pretty reasonable. He had some concerns: capability of system, length of storage and ability to retrieve. Also the availability of the monitor from the Directors office and being able to retrieve information from their computer instead of having to go to another computer. The feeling is a good place to start is the station of cameras in the Children’s Room. The Trustees want to make sure that the cameras are good quality and be able to look at peoples faces as they come in the door to the children’s room. Trustee Hagan would like to have storage for 6 months and capabilities to download data to disc. Hagan added this was a good start. He will contact the company and hopes to do a walk through. Director Rendell hopes to have a vote ready for the October Trustees meeting.

**Director’s Report:**

The Public Works Department has notified Director Rendell that Peabody Avenue will be closed next Tuesday for resurfacing.

Director Rendell discussed the letter from Richard Trask regarding the clock restoration’s cost of approximately $1,800.00. Trask said he was able to secure $1,000.00 from the Archivist account and offered to put $200.00 in himself. He asked the Trustee’s to approve the other $600.00. Director Rendell and Chairperson Verry discussed this and do not feel that Trask should have to pay $200.00 from his own pocket. There was concern raised about any future charges. Trask does not foresee any future sizable charges. A motion was made by T. Frank Tyrrell and seconded by Reni Conte to appropriate $800.00 from Trustee Funds to cover the costs of the clock restoration.
There will be no town wide Open House this year.

The summer was incredibly busy. There were approximately 5,000 person a week. The economy is driving people to the public library. The library has also been hosting north shore job workshops that have been receiving good press.

Director Rendell has been very busy with paperwork. The state report is due by October 1st. The State Aid application is basically done and will be submitted on time.

Rendell has started on the FY 2011 budget. Our present budget may have to be re-evaluated as well.

Eva Veilleux has been out of work due to surgery. She hopes to be back in work soon.

Trustee Julie Curtis spoke about the Open Mic Nights. She attended one and found it very pleasant. She encouraged others to attend.

Trustee Curtis asked for an update on the cut hair in the children’s room sink. Director Rendell said there was nothing new.

**Treasurer’s Report:**

The following treasurer’s report was offered in Treasurer Donald Gates absence. The following reports were handed out: summary of the past fiscal year, activity update, and 2 reports from the Raymond James Investment – Peabody Institute Library account and the George Peabody Society account. Things are beginning to look better than in last April – June. It is hoped to have a representative of Raymond James come and address us at either the October or November meeting. A motion was made by Wilbur Cobb and seconded by Michael Hagan to accept the Treasurer’s Report as presented. Motion passed unanimously.

**Lyceum Report:**

Trustee Kathleen Lopes reported that there are no new programs presently scheduled. The July Summer Reading Kick-Off Party with the Star Wars Theme attracted approximately 120 children and parents. It was a lot of fun and received good feedback and good publicity.

**Adjournment:** A motion was made by T. Frank Tyrrell and seconded by Reni Conte to adjourn the September 2009 Trustees meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary