



BOARD OF TRUSTEES
PEABODY INSTITUTE LIBRARY
15 SYLVAN STREET
DANVERS, MASSACHUSETTS

Michael Hagan, Chair

Richard Bettencourt

Wilbur Cobb

Irene Conte

Julie Curtis

Dr. Charles Desmond

Natalie Luca Fiore

Frank Herschede

Gail Tyrrell

Agenda – Wednesday, September 14th, 2016 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order	Michael Hagan
Pledge of Allegiance	Michael Hagan
Citizen Comments	
To act on the minutes of June 8th, 2016	Michael Hagan
To act on the Chairperson's Report	Michael Hagan
To act on the Treasurer's Report	Frank Herschede
To act on the Reports of Standing Committees	
Buildings & Grounds/Renovations	Frank Herschede
Lyceum	Natalie Luca Fiore
Urn Restoration	Dr. Charles Desmond
To act on the Director's Report	Alan Thibeault
Adjournment	Chair

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, September 14, 2016

Present: Richard Bettencourt, Irene Conte, Julie Curtis, Charles Desmond, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Alan Thibeault

Absent: Wilbur Cobb, Gail Tyrrell

The pledge of allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were there any citizen comments offered.

Secretary Minutes: A motion was made by Natalie Luca Fiore and seconded by Richard Bettencourt to accept the secretary minutes of June 8, 2016 as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan welcomed everyone back. Hagan said he was glad to see the urn back up and added it was a nice ceremony and nice crowd. Director Thibeault showed us the plaque. Hagan offered "hats off to Charles Desmond". Hagan suggested the trustees write a letter of thanks to Town Archivist Richard Trask. Natalie Luca Fiore said that Trask was recently on the Channel 5 Show 'Chronicle' talking about the Endicott Pear Tree. The lawn sculptures will be on display through October 16, 2016. There were good comments from the public on the sculptures. Hagan gave an update on the Peabody Institute Trust Corporate Status. Robert Guimond, CPA, bookkeeper Sue Kontos and Alan Thibeault are continuing to work on obtaining non-profit, public charity status from the Internal Revenue Service for the Peabody Trust (Peabody Institute of Danvers). Chairperson Hagan said now that the urn restoration is completed, trustees should pay attention to the security system in the children's room. We are looking at panic buttons which require insertion of a finger to minimize false alarms. A quote has been received by SOS Security who said the current control box, part of the original ADT Alarm installation, will not work with the new buttons. The library may have to replace the box. Hagan expressed his opinion that whatever the cost, the library should plan to move forward. Director Thibeault will contact SOS to follow up and report back to the Board.

Treasurer's Report: Treasurer Frank Herschede reported the following: Peabody Institute – June 2016, beginning balance \$414,677.50 and ending balance \$416,062.45. July 2016, beginning balance \$416,062.45 and ending balance \$424,547.57, and August 2016, beginning balance \$424,547.57 and ending balance \$424,689.01. George Peabody Society – June 2016, beginning balance \$100,521.64 and ending balance \$100,857.96, July 2016, beginning balance \$100,857.96 and ending \$102,854.19, August 2016, beginning balance \$102,854.19 and ending balance \$102,889.15. Revenue was \$23.00 from copy machine, \$290.00 in lost books and \$100.00 from the Gordon Room rentals. A motion was made by Charles Desmond and seconded by Richard Bettencourt to accept the Treasurer's Report as presented. Motion passed unanimously.

Building and Grounds Report: Chairperson Frank Herschede reported several things: that the library still working to schedule a date and time for Cassidy Brothers to install the bronze plaque and perform final securing of the urn to the pedestal. NovaSheen will replace the carpeting in the Children's Room Play Pit and install new carpet in the Gordon Room on September 15-16. Repainting of the building's exterior has begun and should be completed by the end of September. A new 6 foot decorative steel fence has been installed around the chiller pit. Additionally, final repairs to the chain link fence along the parapet wall above the Children's Room have been completed. Finally, the contractors working on the HVAC replacement project were in the building on September 9th to complete final tasks on the project's punch list. A conversation was held regarding plantings

around the urn. Herschede said his wife had just joined the Garden Club and asked the Garden Club to plant around the urn but it was tabled. Director Thibeault said he was working on getting members of the high school Honor Society to take on the herb garden. Charles Desmond suggested having a discussion with the town grounds department to see what could be done to make the entire building a showcase. Thibeault said he would speak with Chuck Farrell and will report back to our October meeting. Richard Bettencourt added Danvers paid a stipend to the Danvers Vocational-Technical High School and offered to speak to their landscaping division. If they could find students, it would be used towards their community service. Charles Desmond spoke about advertising through 'flash mobs' to get people to plant and clean up. Desmond said this was popular in New York. Charles Desmond thanked Director Thibeault for his perseverance in getting the urn done.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported that a lot of programs have already been scheduled. In September, Music with Dara, a children's program on September 13th. On September 21st, Music with Steve Blunt, another children's program. Also on the 21st, an adult program will be offered, Gentle Flow Yoga. On September 22nd, Using Essential Oils, another adult program. On September 25th, Friends Classical Music Concert for adults and on September 29th, an adult program, Getting into Genealogy. There are three programs scheduled for October: Gentle Flow Yoga for adults on October 5th, History and Impact of Horror Film, an adult program and on October 11th, Music with Eric Clemenzi, a children's program. Chair Luca Fiore reported that Jennifer McGeorge, the library assistant director had spoken to her regarding a \$350.00 contribution from the Lyceum Committee towards costs of programs. Luca Fiore was in favor of the contribution. A motion was made by Julie Curtis and seconded by Richard Bettencourt to contribute \$350.00 from the Lyceum Committee appropriations towards the costs of library programs. Motion passed unanimously.

Director's Report: Library Director reported that he had begun work on the Annual Financial Report, mandated by the Massachusetts Board of Library Commissioners. This document is due to the MBLC on October 7, 2016, and, coupled with the recently filed Annual Report of Information Survey (ARIS), will determine the eligibility for certification and State Aid to Public Libraries. Thibeault expects library will once again receive a 100% share of State Aid this year and retain certification. The library recently hired Patrick Clapham of Danvers as an Assistant Librarian. Clapham will begin work on September 20th. Library is currently continuing recruitment of a second Assistant Librarian to replace Linda Kilroy who retired. It is hoped to fill the position by the end of September. Library is also recruiting a new junior page to replace Daniel Scottgale. Thibeault reported as part of the process for obtaining non-profit, public charity status from the IRS for the Peabody Trust, a set of by-laws must be submitted. Before the by-laws submitted, they need to be updated to talk about the Peabody Institute Library. Thibeault handed out the draft of the By Laws of the Board of Library Trustees: Peabody Institute of Danvers and Peabody Institute Library and reviewed the proposed changes. A motion was made by Richard Bettencourt and seconded by Natalie Luca Fiore to adopt the changes made to the By Laws. Motion passed unanimously. Thibeault said before by-law changes could be approved, two votes would have to be taken. At the October meeting, Thibeault will present final version of by law changes for a second vote to approve changes.

Charles Desmond asked about the Strategic Planning document called for in the By Laws. Director Thibeault responded he will provide the document to the Trustees.

Adjournment: A motion was made by Irene Conte and seconded by Frank Herschede to adjourn the September 14, 2016 library trustee meeting at 7:55 pm. Motion passed unanimously.

Respectfully submitted, Julie E. Curtis, Recording Secretary

These minutes pending approval by the Board of Library Trustees