



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

Michael Hagan, Chair

Wilbur Cobb

Irene Conte

Julie Curtis

Dr. Charles Desmond

Natalie Luca Fiore

Frank Herschede

C.R. Lyons

Mary Beth Verry

Agenda – Wednesday, April 15, 2015 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order	Michael Hagan
Pledge of Allegiance	Michael Hagan
Citizen Comments	
Overview: HVA C Replacement Project	Robert Lee, Public Works
To act on the minutes of March 11, 2015 (Regular meeting and Executive Session)	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	Mary Beth Verry
Urn Restoration	Dr. Charles Desmond
To act on the Director's Report	Alan Thibeault
Adjournment	Michael Hagan

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, April 15, 2015

Present: Irene Conte, Charles Desmond, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Alan Thibeault, Mary Beth Verry. Absent: Wilbur Cobb, Jule Curtis

Guest: Robert E. Lee, Director of Operations, Department of Public Works, Town of Danvers

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were there any citizen comments presented for consideration.

Call to Order: The March 11, 2015 library trustee meeting was called to order at 7:03 pm by Chairperson Michael Hagan

Overview, HVAC Replacement Project: Robert E. Lee from the Public Works department provided an overview of the upcoming HVAC Replacement Project. He explained why the project was necessary, gave a timeline and explanation of events to date beginning with the failure of the heating system over the winter of 2013-2014 through the current status of the bid process. He then provided a timeline and phasing of the work to be done and discussed impacts on Library operations and the facility. Lee also went over contingencies for delaying or designating portions of the work as alternate to reduce costs should the winning bid be above the 2.1 million currently budgeted for the project. Chairperson Hagan asked about whether we might perform CORI checks on workers who may be in close proximity at times with Children in the facility. Lee stated that he would look into that matter and get back to Director Alan Thibeault with further information. Natalie Luca Fiore asked if inclement weather over the summer and fall might somehow delay the work. Lee answered that short of catastrophic weather events, he did not believe so. Charles Desmond asked if the pedestal for the Peabody Urn located in what is to be the outdoor staging area might present problems when it was time to relocate the pedestal and install the urn. Director Thibeault said he would work with Public Works and the contractor on that issue. Charles Desmond recommended that appropriate signage be installed throughout the facility and grounds so that patrons are kept informed about the ongoing work and its impact on services. Chairperson Hagan thank Lee for his informative presentation.

Chairperson Report: Chairperson Michael Hagan took a moment to congratulate thank Mary Beth Verry on her 18 years as a Library Trustee and thank her for her service. Natalie Luca Fiore thank Verry for her mentoring and support. Verry stated that she was stepping down from the Board to spend more time with her family and serve on the Danvers Cultural Council. She thanked everyone on the Board for their support over the years. Hagan noted that a new Assistant Librarian, Lorraine Jewkes, had just started at the Library. He also discussed the departure of Assistant Librarian Emily Skoff. Hagan noted that all furnishing for the revamp of the Thomas C. Standing Room had been ordered and was beginning to arrive. He expressed gratitude to the Rotary Foundation for its donation of \$7,600 to purchase the new furnishings. Director Thibeault stated that he hoped to have the room's new set up in place by early June. Hagan announced a \$2,061 donation from Fox Hill School to the Children's Room. He also reported on the highly-enjoyable Trustees' dinner at the Century House on March 28th.

Treasurer Report: Treasurer Frank Herschede noted that he did not receive the Trustees' fund application report this month. Director Thibeault said he would look into the matter and provide a copy to each Trustee. He discussed the investment accounts for the Peabody Trust and the George Peabody

Society, noting that the balances dropped in March. Charles Desmond asked about the decline in the market. Herschede stated that the market is expected to be flat this year and that 3% growth is likely the best we can expect in 2015.

Minutes of the March 11, 2015 Meeting (both regular and executive sessions): Charles Desmond moved that the minutes of the regular meeting be approved. Mary Beth Verry seconded the motion which passed unanimously. Charles Desmond then moved that the minutes of the executive session be approved. Natalie Luca Fiore seconded the motion which also passed unanimously.

Report of the Building and Grounds Committee: Committee Chair Frank Herschede referred members to the Director's Report and then asked whether the grounds would be reseeded as a result of the HVAC project. Director Thibeault stated that he expected the grounds to receive the usual level of summertime care but that there would be no drastic improvements made this year due to the ongoing HVAC project.

Report of the Lyceum Committee: New Chairperson Natalie Luca Fiore reported that the Committee was making its remaining \$592 available to the Youth Services Department for two programs on bees which are scheduled for the late spring.

Report of the Urn Restoration Committee: Committee Chair Charles Desmond stated that he believed restoration work on the Peabody Urn, presently at Cassidy Brothers Forge in Rowley, would be complete in late summer or early fall. He is hopeful that the Library will host a dedication ceremony in September. He thanked members of the Board for their financial donations to the Urn Restoration Fund and thanked Town Archivist Richard Trask for his commendable generosity to the fund. He also mentioned that Trask had received the Americanism Award from the Danvers Veterans of Foreign Wars on April 9th. Director Thibeault stated that he attended the ceremony and that Trask gave a fine set of remarks and represented the Library well. Thibeault will prepare a letter of congratulations from the Board for Trask's distinction. Trustees then discussed the possibility of asking a local tree removal business to lend us a large crane to move the urn pedestal from its current location to the the grassy area near the rear entrance of the building.

Report of the Library Director: Director Alan Thibeault referred members to his monthly report and announced that the Library will fete Public Works employees with a DPW Appreciation Lunch, catered by Tennessee BBQ, on May 20th. He urged all Board members to attend.

Adjournment: A motion was made by Charles Desmond and seconded by Mary Beth Verry to adjourn the April 15, 2015 library trustee meeting at 8:10 pm. Motion passed unanimously.

Respectfully submitted,

Alan Thibeault, acting for Julie E. Curtis, Recording Secretary