

**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, April 20th, 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 February 10th, 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	Michael Hagan

## MINUTES TO THE DANVERS PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, April 20, 2016

Present: Julie Curtis, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Alan Thibeault

Absent: Richard Bettencourt, Wilbur Cobb, Irene Conte, Charles Desmond, Gail Tyrrell

There were no citizens present nor were there any citizens comments presented for review by the trustees.

The pledge of allegiance was led by Chairperson Michael Hagan.

**<u>Call to Order:</u>** The April 20, 2016 trustee meeting was called to order by Chairperson Hagan at 7:14 pm.

**Peabody Urn:** Town Archivist Richard Trask gave an update on the Peabody Urn restoration. He handed out the suggested text for the urn plaque. Director Alan Thibeault has requested the Public Works Department clean the pedestal. Trask said for the last 10-15 years the urn had flowers in it and as a result dirt residue had accumulated over the years. Trask suggested netting over the opening. Trask suggested instead of inscribing the names of the Trustees or Urn Committee members on the pedestal, having a framed document in the library listing the members of the Urn Committee. Director Thibeault will speak with Cassidy Brothers about the inscription on the pedestal and he and Trask will produce a program book to be handed out at the rededication, detailing the history of the urn and the restoration effort.

<u>Secretary Minutes</u>: Since a quorum was not present, discussion and acceptance of the minutes of the March 9<sup>th</sup>, 2016 meeting was postponed until the May 11<sup>th</sup>, 2016 meeting.

<u>Chairperson's Report</u>: Chairperson Hagan reported at last week's meeting with the Finance Committee, there was nothing but praise for the library operations and our budget. Director Thibeault and Chairperson will take part in a May 12<sup>th</sup>, 2016 meeting with Town officials in preparation for the May 16<sup>th</sup>, 2016 Town Meeting. Hagan thanked the following members of the trustees who attended the meeting: Wilbur Cobb, Julie Curtis, and Natalie Luca Fiore. Because of the date change in this month's trustee meeting, the investment committee meeting with Carley Duggan will be rescheduled.

<u>Treasurer's Report:</u> Treasurer Frank Herschede reported the following: The George Peabody Institute of Danvers, Inc. Investment Account had a beginning balance of \$397,317.81 and ending balance of \$411,386.75, for a gain of \$14,068.94. The George Peabody Society Investment Account had a beginning balance of \$95,361.11 and ending balance of \$99,048.30, for a gain of \$3,687.19. The trustee fund application seems to have everything in order.

**Building and Grounds Report:** Chairperson Frank Herschede reported on the HVAC Project. He reported the heating system work is completed. Director Thibeault will work with Public Works to obtain a copy of the punch list for the project. A warm spot has been noted on the third floor, where the heat seems excessive at times. Both ATCO and ENE Systems will return to the facility in early May to turn on and commission the air conditioning system. Thibeault will coordinate with Public Works ahead of that time so that ENE can adjust the system as needed.

**Lyceum Committee Report:** Chairperson Natalie Luca Fiore reported that there was a small amount of money left in the budget and it may be used towards the cost of the Sculpture reception and Peabody Urn rededication.

**Director's Report:** The library will be closed on Monday, April 18<sup>th</sup>, which is Patriot's Day. Tracy Joyce, the new Assistant Head of Reference and Information Services began work on April 11<sup>th</sup>. Tracy previously worked at Mount Ida College and Bay Path University. Marie Manganaro, a 24 year employee who has served as Assistant Head of Circulation for the past 21 years will retire on June 3<sup>rd</sup>. Her last day of work will be May 23rd. Her job

was posted on Friday with a deadline date of May 2<sup>nd</sup> for applications for the job. The hope is to begin interviews for a successor in early May. Information on a retirement party for Marie will be forthcoming. The department expenditure report is on target and the library will be getting the maximum allotment in state aid. The new piano sounds great and was used during the April 3<sup>rd</sup> afternoon of classical music in the Gordon Room.

<u>Adjournment:</u> A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to adjourn the April 20, 2016 library trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis Recording Secretary

Circulation Statistics FY 2016													
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	TOTAL
Adult DVD's	1016	August 1083	942	969	858	911	994	1036	1098	April 990	Ividy	June	9897
Adult Fiction	979	976	813	782	709	691	819	736	748	754			8007
Adult Graphic Novels	85	71	36	64	44	16	21	86	77	42			542
Adult Large Print Fic	541	439	490	454	427	424	482	496	462	491			4706
Adult LP Non-Fic	17	9	13	8	17	12	11	12	18	10			127
Adult MP3's	3	6	6	7	2	4	3	6	2	9			48
Adult Music CD's	244	221	239	240	259	300	189	326	226	290			2534
Adult Non Fiction	866	765	784	878	661	718	888	946	944	845			8295
Adult Oversize	17	5	7	19	16	22	23	19	34	15			177
Adult Paperbacks	381	423	302	265	205	205	258	251	258	255			2803
Adult Periodicals	394	324	318	297	335	283	299	294	349	295			3188
Adult Playaways	94	64	64	70	67	79	79	96	80	83			776
Adult/YA Audiobooks on CD	268	297	274	278	269	254	236	262	258	284			2680
Book Talks	NA 1	NA 4	NA 1	NA	9	1 NA	65	21	0	5 NA			101
Careers Children'sAudioBooks on CD	47	41	18	NA 30	NA 46	32	NA 32	NA 28	NA 36	30			6 340
	204	137	88	133	40	32 146	210	28	239	30 194			1736
Children's Biographies Children's Boardbooks	204 NA	137 NA	88 NA	133 NA	147 NA	146	210	238 199	239	194			1736
Children's DVD's	996	1134	671	639	748	544	209 595	719	808	715			7569
Children's Easy Reader Paperbacks	NA	1134 NA	NA	NA	748 NA	NA	NA	376	495	395			1266
Children's Fiction	1351	1297	833	759	860	701	739	900	848	875			9163
Children's GN	218	239	171	143	104	146	133	180	188	168			1690
Children's MCBA Display	NA	NA	NA	NA	15	54	67	49	52	57			294
Children's Music CD's	39	67	34	36	77	29	34	35	61	75			487
Children's Non Fiction	489	403	433	400	429	411	469	422	717	645			4818
Children's Oversize	NA	NA	NA	NA	2	0	0	25	41	26			94
Children's Paperback	1367	1114	723	764	684	645	729	46	0	0			6072
Children's Parenting	45	54	47	54	36	19	24	31	55	50			415
Children's Periodiclas	25	27	31	20	45	9	14	17	35	25			248
Children's Picture Books	4128	3714	2897	3065	2530	2181	2198	2715	3114	2811			29353
Children's Picture Books Paperbacks	NA	NA	NA	NA	NA	NA	NA	322	441	411			1174
Children's Playaway Views	20	36	9	7	20	4	8	17	12	8			141
Children's Playaway	123	92	65	75	80	66	102	102	81	54			840
Circulation Desk	12	12	0	0	0	0	0	0	1	4			29
Directors Office Display	/ 921	1 767	2 312	3 90	3 47	3 29	2 30	2 66	1 73	2			26 2343
HWC Homework Center	26	20	23	90 16	47	12	11	18	23	31			2343 188
Main Lobby Display	20 NA	20 NA	23 NA	NA	o NA	NA	NA	NA	Z3 NA	31			39
Mezzanine Periodiclas	NA	NA	NA	NA	NA	13	0	0	0	13			26
New Fiction	952	986	947	897	798	771	804	753	785	823			8516
New Non-Fiction	438	478	421	370	343	367	480	380	406	407			4090
On Order	NA	NA	NA	NA	NA	NA	NA	2	2	0			4
Reference	6	0	8	3	7	2	3	1	3	8			41
Second Floor Display	NA	NA	NA	NA	NA	NA	NA	NA	NA	1			1
Staff Picks Display	NA	NA	NA	NA	NA	NA	NA	NA	NA	26			26
Stairwell	91	108	37	42	40	31	24	31	44	30			478
Summer Reading	32	25	18	49	26	24	24	25	18	36			277
Sylvan St. Stairwell Display	NA	NA	NA	NA	NA	NA	NA	NA	NA	6			6
Test Prep	2	10	10	12	4	9	5	6	3	14			75
Travel Guides	8	18	31	17	11	9	20	22	72	47			255
Unset	9	4	3	6	4	5	7	11	36	5			90
YA CD's	15	5	1	2	1	10	5	18	5	11			73
YA DVD's	85 303	155	88 221	127 166	89 155	63 170	64 152	89 181	89 175	114	1		963
YA Fiction		282	221 113	166	155 99		152 47	181 70	175 63	196 44			2001
YA Graphic Novels YA Paperbacks	114 1	114 1	0		99 10	33 5	47	70	63	44			818 35
YA Periodicals	21	16	6	9	10	9	10	3 12	9	10			112
YA Playaways	0	2	0	9	0	9	10	0		2	1		7
YA Spanish Novels	1	0			1	0	0	0	0	0			3
YA Video Games	12	33	16	21	16	13	13	19	17	15			175
Web Renewals	1871	1804	1521	1658	1544	1731	1495	1918	2327	1640			17509
Museum Passes	140	150	96	65	76	91	93	99	77	128			1015
Overdrive Audio	276	289	267	250	256	182	247	263	314	277			2621
Overdrive Ebooks	734	721	660	583	644	548	543	644	732	699			6508
Overdrive Total	1010	1010	927	833	900	730	790	907	1046	976	0	0	9129
TOTAL	20035	19043	15110	14968	13889	13225	14011	15641	17278	15746		0	158946
NOBLE'S TOTAL	19351	18313	14579	14428	13372	12728	13888	15128	16838	15259			153884
NODEL STOTAL	19331	10515	14379	14420	15572	12/20	12000	13120	10030	15259			133004

				<u>Museum</u>	Passes								
													Totals
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Aquarium	19	20	14	18									7
Children's Museum	11	15	10	13									4
Gardner Musuem	5	6	3	6									21
Harvard Art Museums	0	2	1	3									
House of Seven Gables	2	3	2	2									9
JFK	2	2	3	7									14
Mass Parks	0	0	0	3									
Museum Of Fine Arts 2 per day 2 people each	21	18	8	10									5
Museum Of Science	18	9	14	12									5
Peabody Essex Museum	14	16	15										5
US Constitution Museum	1	2	0	1									
Zoo New England	0	6	7	39									53
Total Reserved Total Used	105 93			146 128		0	0	0	0	0	C	0	46

## Salem News: Mills, Bennett return as selectmen; Verry makes school board

• BY ETHAN FORMAN STAFF WRITER, 5/4/2016

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Incumbent library trustees Julie Curtis, Natalie Fiore and Frank Herschede were also unopposed and reelected, as was Town Moderator Patricia Fraizer, who won another one-year term.

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