



**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, December 9th, 2015 – 7:00 P.M.**

### **Archives, Peabody Institute Library**

<b>Call to Order</b>	<b>Michael Hagan</b>
<b>Pledge of Allegiance</b>	<b>Michael Hagan</b>
<b>Citizen Comments</b>	
<b>To act on the minutes of November 18th, 2015</b>	<b>Chair</b>
<b>To act on the Chairperson's Report</b>	<b>Chair</b>
<b>To act on the Treasurer's Report</b>	<b>Frank Herschede</b>
<b>To act on the Reports of Standing Committees</b>	
<b>Buildings &amp; Grounds/Renovations</b>	<b>Frank Herschede</b>
<b>Lyceum</b>	<b>Natalie Luca Fiore</b>
<b>Urn Restoration</b>	<b>Dr. Charles Desmond</b>
<b>To act on the Director's Report</b>	<b>Alan Thibeault</b>
<b>Adjournment</b>	<b>Chair</b>

## **MINUTES OF PEABODY INSTITUTE LIBRARY BOARD OF TRUSTEES MEETING**

Wednesday, December 9, 2015

**Present:** Richard Bettencourt, Wilbur Cobb, Julie Curtis, Charles Desmond, Mike Hagan, Frank Herschede, Alan Thibeault

**Absent:** Irene Conte, Natalie Luca Fiore, Gail Tyrrell

**Guest:** Richard Trask, Town Archivist

**Call To Order:** The December 9, 2015 Trustee Meeting was called to order at Chairperson Hagan at 7:10 pm.

The following new business was conducted early. Town Archivist Richard Trask gave an update on the Peabody Urn restoration, reporting that the restoration was nearly complete. Trask has suggested a text for a plaque to adorn the pedestal of the restored urn. Trask expressed disappointment that the urn will return to its original location, rather than a more prominent spot near the circular drive. Trask said that he believes that people will not notice the urn in the old location. Director discussed options related to illuminating the urn after dark. Thibeault also announced that an additional \$38.00 had been received in restoration donations. Charles Desmond reminded everyone that the Danvers Garden Club has offered to assist with plantings around the urn. Drainage from watering plants in the urn itself was also discussed. Trask stated that he was not in favor of placing plants in the urn. He also suggested that the Library power wash the granite pedestal prior to installation of the urn. The Board, without vote, decided to put the rededication off until warmer weather. Thibeault suggested that the Library rededicate the urn as part of the June reception for the 2016 outdoor sculpture exhibit. Director Thibeault will contact Cassidy Brothers to ask for an invoice, about drainage concerns in the urn itself, and if Cassidy Brothers would agree store the urn until the Spring. This is due to the lateness of the season and the fact that necessary lighting and security arrangements are not complete. Charles Desmond, Chair of the Urn Restoration Committee suggested that the library trustees and urn restoration committee be listed on the plaque. Trustee Julie Curtis added both Director Thibeault and Archivist Trask's names should be included also. Thibeault added he would look into the cost of inscribing and report back to January Trustee meeting.

After Mr. Trask departed, the Pledge of Allegiance was led by Chairperson Mike Hagan. There were no citizens present nor were there any citizen comments presented.

**Chairperson's Report:** Chairperson Michael Hagan reported the following: The FY2017 Budget Review with the Town Manager and Assistant Town Manager will be held in the Town Managers Conference Room on the 2<sup>nd</sup> floor of Town Hall at 5:00 pm on Thursday, December 17<sup>th</sup>. The Library Open House sponsored by the Friends of the Library attracted 120 attendees. The Friends of the Library now has 85 members. Donuts with Dads was well received. The 2017 budget is pretty straight forward and includes a 2% salary increase. 8 people are subject to step increases. Director Thibeault handed out proposed revisions to budget. Library is asking very a very small increase in the budget. Thibeault feels it is a fair

and justified budget. Curtis asked about audio e-books and Thibeault responded it was part of the library books line. Thibeault reviewed the salary/wage analysis and said it showed how our pay rate compared to other local communities. At the end of the discussion, a motion was made by Julie Curtis and seconded by Wilbur Cobb to approve the FY2017 library budget so Director Thibeault can forward it to Town Hall. Motion passed unanimously.

**Secretary Minutes:** A motion was made by Charles Desmond and seconded by Julie Curtis to approve the November 18, 2015 Secretary Minutes as written. Motion passed unanimously.

**Treasurer's Report:** Treasurer Frank Herschede gave a December report on our Investment Accounts. The Peabody Institute of Danvers, Inc. had a beginning balance of \$426,865.70 and ended with a \$426,821.22 balance for a loss of \$944.64. The George Peabody Society, Inc. began with a \$100,976.38 and ended with a balance of \$101,290.99 for a loss of \$253.64. Herschede had a question on the Sundries line of the application of funds, which showed nearly half of the funds already expended for the year. Thibeault responded that the spending for that line is entirely on schedule. In terms of income for rental of the Gordon Room, Director Thibeault reported he is weighing a change to the Meeting Room Policy which would only allow free use of the room to government organizations and those classified by the IRS as a non-profit 501(C)(3) public charity. He also stated that he is weighing provisions for reduced costs for regular or frequent renters. At the end of the treasurer's report a motion was made by Richard Bettencourt and seconded by Wilbur Cobb to accept the treasurer's report as presented. Motion passed unanimously.

**Report of the Building and Grounds Committee:** Director Thibeault reported that he has been told that the library should have the heating system up and running by mid-December. The installation has been hindered by late arrival of components from manufacturers and issues with the natural gas service. Because the daily temperatures have been moderate, the electric heaters have for the most part been able to effectively heat the building. Work has already begun on the second and third floor glass enclosures for the main stairwell. The Archives HVAC system (separate from the rest of the building) is expected to be started on Friday, December 11, 2015. The air conditioning will not be activated until spring.

**Report of the Lyceum Committee:** Due to the absence of Chairperson Natalie Luca Fiore, there was no Lyceum Report presented.

**Report of the Library Director:** Director Thibeault reported the following: Head of Reference and Information Services Jennifer McGeorge has accepted the promotion to Assistant Director and will assume the duties on January 5, 2016. The Assistant Director position was available with the retirement of Suzanne MacLeod after a distinguished 29 year career at the library. There will be a retirement party for MacLeod on Tuesday, January 4<sup>th</sup> in the Standing Room starting at 7:00 pm. The library will close early on that date. The library will close at 12:00 Noon on Thursday, December 24<sup>th</sup> and remain closed through Saturday, December 26<sup>th</sup>, reopening at 1:00 pm on Sunday, December 26<sup>th</sup>. The library will close at 5:00 pm on Thursday, December 31<sup>st</sup> and remain closed through Friday, January 1, 2016, reopening at 9:00 am on January 2, 2016. Charles Desmond spoke about his view of the future of the Library and its role in the community. He mentioned reading about the new technologies: Kindles, e-books, etc. and asked about looking into the library loaning them out. Director Thibeault responded he does not feel it would be a good idea due to cost of replacement and the rapidity with which that sort of equipment becomes obsolete, usually within 18 months. Desmond also stated the library was a community gathering place to learn and discuss issues. Director Thibeault agreed and added that such

amenities as movable book shelving that can be easily and temporarily moved to open up space would allow greater flexibility in use of the facilities. Desmond also suggested promoting the Archives by opening up the Archives to the public with topical displays for a day or two.

**Adjournment:** A motion was made by Richard Bettencourt and seconded by Wilbur Cobb to adjourn the December 9, 2015 Library Trustee meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis, Recording Secretary