



**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, February 10th, 2016 – 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 January 13th, 2016</b>	<b>Michael Hagan</b>
<b>To act on the Chairperson’s Report</b>	<b>Michael Hagan</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>Michael Hagan</b>

## MINUTES TO THE DANVERS PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, February 10, 2016

**Present:** Richard Bettencourt, Wilbur Cobb, Irene Conte, Julie Curtis, Michael Hagan, Natalie Luca Fiore, Alan Thibeault, Gail Tyrrell

**Absent:** Charles Desmond, Frank Herschede

The pledge of allegiance was led by Chairperson Michael Hagan.

**Citizens Comments:** There were no citizens comments.

**Call to Order:** The February 10, 2016 trustee meeting was called to order by Chairperson Hagan at 7:10 pm.

**Secretary's Minutes:** The following correction was made in the Chairperson's report: the word "Reverence" should have been "Reference." A motion was made by Irene Conte and seconded by Richard Bettencourt to accept the January 13, 2016 secretary's minutes as corrected. Motion passed unanimously.

**Chairperson's Report:** Chairperson Hagan reported the following: The budget hearing before the Selectmen will be Saturday, March 5<sup>th</sup>. Labor posters are on display until February 29<sup>th</sup>. James Riordan accepted the Head of Reference position and began his new job on Monday, February 1<sup>st</sup>. His former job, Assistant Head of Reference was posted today on the Simmons College (New England Job Line), at the Danvers Town Hall, Massachusetts Board of Library Commissioners Web site and the Library's Website. Assistant Town Manager Diane Norris's Retirement Party will be held in the Gordon Room on March 16<sup>th</sup> from 5-8 pm. This year's outdoor sculpture exhibit will begin June 13<sup>th</sup> and run until mid-October with a June 26 reception and the rededication of the George Augustus Peabody Urn. The Library will begin accepting donations of books for the book sale on February 29<sup>th</sup> and the sale will be held from June 22<sup>nd</sup> to July 16<sup>th</sup>, which is a week longer than the previous several years.

**Treasurer's Report:** In Treasurer Frank Herschede's absence, Assistant Treasurer Irene Conte reported the following: Peabody Institute of Library Investment Fund beginning balance was \$412,151.59 with an ending balance of \$400,409.63, which was a loss of 3.85%. The George Peabody Investment Account beginning balance was \$99,595.32 with an ending balance of \$95,736.18, which was a loss of 3.84%. Richard Bettencourt added these losses were to be expected. A motion was made by Wilbur Cobb and seconded by Natalie Luca Fiore to accept the treasurer's report as presented. Motion passed unanimously.

**Building and Grounds Report:** The HVAC system in Archives not functioning appropriately due to the hardness of the Danvers water supply, causing the humidity control to shut down. Contractors, vendors, and Public Works are working on an in-line water treatment solution. Contractors are preparing to run a cleaning solution and then a rust inhibitor through the water pipes that serve the main heating and cooling system before ultimately recharging the system with a water/glycol solution. At this point in the project, which is winding down, contractors are tweaking and making final adjustments. The air conditioning system will be commissioned in April.

**Lyceum Committee Report:** Chairperson Natalie Luca Fiore reported the recent Donuts with Dad was a success. Plans for a few programs will be forthcoming.

**Urn Restoration:** Final payment was made on December 28, 2016. Charles Desmond is taking care of the Eastern Bank Trust documentation so the Friends of the Library can be reimbursed.

**Director's Report:** Director Thibeault discussed Diane Norris's retirement party and stated that carrying and consumption of alcoholic beverages will be confined to the Gordon Room since the Library will be open.

**Gala News:** Committee Chairperson Natalie Luca Fiore discussed plans for the next fundraising event. She said that the George Peabody Society is considering a Garden Party with a tent and a band and dancing in the late afternoon and early evening in May of 2017. She discussed the possibility of alternating smaller fundraisers one year with a larger gala the next year.

**Adjournment:** A motion was made by Natalie Luca Fiore and seconded by Richard Bettencourt to adjourn the February 10, 2016 library trustee meeting at 7:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary