

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

February 8, 2017

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

Absent: Wilbur Cobb, Gail Tyrrell

There were no citizens present to offer comments nor were there any citizen comments brought forth for review.

Call to Order: The February 8, 2017 trustee meeting was called to order at 7:10 pm by Chairperson Michael Hagan.

Secretary's Minutes: A motion was made by Natalie Luca Fiore and seconded by Richard Bettencourt to approve the January 11, 2017 secretary's minutes as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan reported the following: The library trustees will be meeting with the Selectmen to review the 2018 library budget on Saturday, March 4, 2017 at 1:05 pm in the Town Hall Toomey Room. Wednesday, April 12th at 6:30 pm, the trustees will be meeting with the Finance Committee also in the Toomey Room. April 12th is the same date as our scheduled trustee meeting. As a result, our trustee April meeting will be moved to Wednesday, April 5th at 7:00 pm. Several staff changes were discussed. Fran Hegarty will be retiring effective March 1, 2017. Ms. Hegarty has served the library for 28 years, first as a Reference Librarian and for the last 14 years as the Head of Technical Services. Her position has been posted and her replacement is expected to be selected within the next two weeks. Tracy Joyce has resigned effective February 2, 2017. Library has begun interviews for her replacement and expect to select a new person within the next two weeks also. Interviews to replace Thomas Marsella and Anthony Munroe, both pages, should be completed by next week. Director Alan Thibeault is attempting to secure outside facilitators for the three community planning sessions that he hopes to conduct in March on the Long Range Strategic Plan. Thibeault will keep the trustees informed of any specifics. There was a brief discussion on the process of revising their Meeting Room Policy to expand the definition of who must pay to use our meetings rooms and clarify certain other provisions of the policy. Director Thibeault reported a key piece in the changes was Section 9-B on Page 4, which states the \$100.00 fee may be waived for 501(c)(3) organizations which are classified as a Public Charities by the Internal Revenue Service. At the end of the discussion a motion was made by Richard Bettencourt and seconded by Irene Conte to accept the new Guidelines for Use of Library Meeting Rooms as written. Motion passed unanimously.

Treasurer's Report: Treasurer Frank Herschede handed out the Trustee Funds application report and reported funds were right on track. Herschede also reported the following regarding both the Peabody Institute of Danvers and the George Peabody Society Investment accounts for January 2017:

Peabody Institute of Danvers, Inc.:	Beginning Balance of \$425,988.13
	Ending Balance of \$430,731.88

Income \$485.88, Expenses \$1041.50 and Market Gain of \$5,299.46 with a Year to Date Gain 1.13%

George Peabody Society, Inc.:

Beginning Balance of \$96,161.37

Ending Balance of \$97,215.16

Income \$110.66, Expenses \$235.05, Change in Value \$1,178.18 with deposits of \$7,000 in securities sale and \$7,000 in withdrawals of \$7,000 (purchase of piano and \$500 for CPA fee). The Year to Date Gain was 1.09%. At the end of Treasurer Herschede's presentation, a motion was made by Julie Curtis and seconded by Richard Bettencourt to accept the treasurer's report. Motion passed unanimously.

Building and Grounds Committee Report: Director Thibeault and Chairperson Frank Herschede reported several things: library was exhibiting color posters from the collection of Stephen Lewis on the theme "Worker's Struggles" in the main staircase and along the lower level ramp from January 3-February 27th. Ambient Temperature Corporation replaced a malfunctioning pump on the malfunctioning boiler on February 1st. Both boilers are now up and running. SOS Security installed the portable panic buttons on January 27th, completing the upgrade. Thibeault plans to make the portable buttons available to staff within the next week. Public Works has presented a plan to Director Thibeault to construct and maintain a natural rock and concrete waterfall/fountain on the site of the old heating oil tank near the building's front entrance portico. The feature will recycle water and boat a variety of plantings which the Gounds Division will maintain. Thibeault will arrange for either Gounds Division Supervisor Chuck Farrell or his foreman to come speak to the trustees at their March meeting to discuss the project and other measures to beautify the Library's grounds.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported that she agreed to make a \$150.00 contribution towards to costs of a children's song and dance program with Steve Blunt on March 2nd at 10:00 am. This request was made by Karen Veilleux, Assistant Head of Youth Services.

New Business: Trustee Charles Desmond thanked Director Thibeault for his assistance with the exhibition of students paintings from Jeff Surette's middle school class that were exhibited at the recent MLK Ceremonies. The exhibition was recommended by Trustee's Julie Curtis and Charles Desmond. Trustee Julie Curtis reported that the recent staff/trustee dinner was well received. The speaker was good as was the food. Having the dinner at Supino's made it easier on the staff and trustees. Library Gala Chairperson Natalie Luca Fiore announced that this year's Gala will be held in the Danversport Yacht Club's Garden Terrace Room on Friday, September 22nd. More information to follow.

Adjournment: A motion was made by Irene Conte and seconded by Richard Bettencourt to adjourn the January 8, 2017 library trustee meeting at 8:10 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary