



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, January 11th, 2017 – 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 December 14th, 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	Frank Herschede
Lyceum	Natalie Luca Fiore
To act on the Director's Report	Alan Thibeault
Report on Long Range Strategic Planning Process	Alan Thibeault
Adjournment	Michael Hagan

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING
Wednesday, January 11, 2017

Present: Wilbur Cobb, Reni Conte, Dr. Charles Desmond, Natalie Luca Fiore, Mike Hagan, Frank Herschede, Alan Thibeault

Absent: Richard Bettencourt, Julie Curtis, Gail Tyrrell

Call to Order: The January 11, 2017 meeting of the trustees of the library was called to order at 7:03 pm by Chairperson Michael Hagan.

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present to offer comments nor were there any comments submitted for discussion.

Secretary Report: A motion was made by Natalie Luca Fiore and seconded by Reni Conte to accept the December 14, 2016 secretary minutes as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan reported the following: The Staff-Trustee Dinner will be held on Tuesday, January 24th, 2017 at Supino's Restaurant beginning at 6:30 p.m. The Library will close at 5 p.m. that day so that all staff may attend. Hagan noted that Fran Hegarty has announced her retirement from the Library, tentatively effective March 2nd, 2017. He lauded Ms. Hegarty's 28 years of service to the Library. Director Alan Thibeault mentioned three other resignations: Assistant Head of Reference & Information Services Tracy Joyce (February 3rd, 2017) and Senior Pages Thomas Marsella and Anthony Munroe (February 4th, 2017 and January 9th, 2017 respectively). Hagan also lauded the "Workers' Struggles" poster exhibit in the Library's main staircase and Ramp Gallery. Hagan also informed the Board that he and Thibeault will appear before the Board of Selectmen on March 3rd to discuss the FY 2108 budget request.

Treasurer's Report: Treasurer Frank Herschede reported the following regarding both the Peabody Institute of Danvers and the George Peabody Society investment accounts for December 2016:

Peabody Institute of Danvers:	Beginning Balance	\$422,320.63
	Ending Balance	\$425,988.13
Gain of \$3,667.50	YTD Gain:	3.8%
George Peabody Society:	Beginning Balance	\$102,312.33
	Ending Balance	\$96,161.37
Gain of \$7,150.96	YTD Gain:	3.61%

Herschede noted that much of the loss suffered by the George Peabody Society account was due to a \$7,000 transfer from the investment account to checking account to pay some bills. He also handed out trustee fund applications for the trustees to review and ask any questions. A motion was made by Charles Desmond and seconded by Irene Conte to accept the treasurer's report as presented. Motion passed unanimously.

Report of the Building and Grounds Committee: Chairman Hagan asked Director Alan Thibeault about the status of the panic button upgrade. Thibeault reported the library is still awaiting the three new portable panic buttons. Building and Grounds Committee Chair Frank Herschede asked Thibeault about the status of the inoperative boiler. Thibeault reported that the boiler was still out of service and awaiting repair parts. Thibeault added that the parts are

covered under warranty. Thibeault also reminded the Board that the full warranty for the entire HVAC system as replaced by Ambient Temperature Control, was for one year only. After one year, warranty coverage for individual components varies from item to item. Reni Conte asked Thibeault if it is warm enough in the building. Thibeault replied that it is.

Report of the Lyceum Committee: Committee Chair Natalie Luca Fiore reported the following: The Lyceum Committee has been ask to provide \$219.00 in funding by Karen Veilleux, Assistant Head of Youth Services, to help pay for a program called “Jungle Jim’s Minecraft Madness. After consultation with the Board, Fiore stated that the Committee will provide the requested funding.

Director’s Report: Library Director Alan Thibeault presented a proposal to raise the pay of Library Pages to bring them into compliance with the new minimum wage of \$11.00 per hour in Massachusetts. He recommended that wages for Junior Page be raised immediately to \$11.00 per hour and that Senior Page wages be raised to \$11.6597 per hour. Both raises to be retroactive to January 1st. he explained that the FY 2017 budget could accommodate the increase and that the increase would add \$8,558.33 to the FY 2018 budget. He reported that he had already spoken to Assistant Town Manager Robin Stein and Town Accountant Cory Grace and both concurred. Charles Desmond moved that the increase be approved by the Board. The motion, seconded by Reni Conte, passed unanimously.

New Business: Charles Desmond discussed the January 16, 2017 Diversity Committee event to commemorate the birthday of Dr. Martin Luther King. He made a motion that the Board donate \$500.00 to the Diversity Committee to help cover costs for the event. The motion, seconded by Natalie Luca Fiore, passed unanimously. Chairman Hagan recognized Trustee Julie Curtis for her service to the Diversity Committee in lighting the giant Menorah placed in Peabody Park on three nights. He also recognized Reni Conte for lighting it on one night.

Adjournment: A motion was made by Natalie Luca Fiore and seconded by Charles Desmond to adjourn the January 11, 2017 library trustee meeting at 7:44 pm. Motion passed unanimously.

Respectfully submitted,

Alan Thibeault
Acting Secretary

(These minutes pending approval by the Board of Trustees)