



**BOARD OF TRUSTEES**  
**PEABODY INSTITUTE LIBRARY**  
**15 SYLVAN STREET**  
**DANVERS, MASSACHUSETTS**

*Michael Hagan, Chair*

*Wilbur Cobb*

*Irene Conte*

*Julie Curtis*

*Dr. Charles Desmond*

*Natalie Luca Fiore*

*Frank Herschede*

*C.R. Lyons*

*Mary Beth Verry*

## **Agenda – Wednesday, January 14th, 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 October 8th, 2014</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>C.R. Lyons</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>Mary Beth Verry</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 OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, January 14, 2015

**Present:** Wilbur Cobb, Reni Conte, Julie Curtis, Charles Desmond, Natalie Luca Fiore, Michael Hagan, Frank Herschede, C.R. Lyons, Alan Thibeault, Mary Beth Verry

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were there any citizen comments presented.

**Call to Order:** The January 14, 2015 library trustee meeting was called to order at 7:02 pm

**Secretary Minutes:** A motion was made by C.R. Lyons and seconded by Wilbur Cobb to accept the December 10, 2014 as printed. Motion passed unanimously.

**Chairperson's Report:** Chairperson Michael Hagan thanked the trustees for attending the January 8<sup>th</sup> meeting with Town Manager Steve Bartha and Assistant Town Manager Diane Norris to go over the proposed budget request. Hagan said it was nice to meet the new town manager and felt it was a productive meeting. The library has introduced WiFi printing capability in the building. Patrons using mobile devices over WiFi in the building can now print documents to a printer in the Reference Department. The Dorothy Bragdon memorial bench was finally installed last month. In the springtime landscaping and decoration of the area will take place.

**Treasurer's Report:** Treasurer C.R. Lyons handed out an updated Trustee Funds application. This was discussed along with the departmental report of remaining FY15 funds. Treasurer Lyons reported no expenses were out of the ordinary. At the end of the discussion a motion was made by Julie Curtis and seconded by Wilbur Cobb to accept the treasurer's report as presented. Motion passed unanimously.

**Report of the Building and Grounds Committee:** Committee Chairperson Frank Herschede reported the ongoing leak in the Children's Room has produced some visible mold on the wall in the play pit and in a corner of the adjacent storage closet. The Department of Public Works is working to mitigate existing mold and seal vulnerable interior areas so as to protect our collection and patrons. The DPW plans to locate and repair the leak in the spring. Once the leak is eliminated, the damaged drywall will be replaced. Electrical and plumbing engineers from RDK Engineers have been inspecting areas of the building as they put together the initial plan for the new HVAC system. It appears possible that the work may be more extensive than previously anticipated. The library should know more in the next month or so when the initial draft of the plan is submitted. It still appears that the actual installation of the new HVAC system will occur in the spring before the cooling season begins. We revisited the new panic buttons. Director Thibeault is in charge of ordering the buttons and would like to have this done as soon as possible.

**Report of the Lyceum Committee:** Chairperson Mary Beth Verry reported that Leland Faulkner's program "World of Wonder" attracted 45 people. Valerie Tutson's program "The Right to Liberty" mentioned at last month's meeting will be held on February 28<sup>th</sup>. The Diversity Committee will be notified of this program. The Lyceum Committee and the Children's Room are co-sponsoring an after school Lego program for 6-12<sup>th</sup> grades. There will be weekly themes and completed projects will be showcased for a whole week. The new "Donuts with Dad" program attracted 40 people this past Saturday.

**Report of the Urn Restoration:** Urn Restoration Committee Chair Charles Desmond reported he is putting finishing touches on the grant application from the Peoples United Bank and the Eastern Bank and Cultural Council grant monies have been received. Danvers resident and Garden Club representative Priscilla Curda has assured the library that the Garden Club will keep flowers by the urn once a location to place the urn is decided. Thibeault reported this year's Sculpture Exhibit Opening will be Saturday, June 13<sup>th</sup> and the Exhibit Reception will be on Sunday, June 28<sup>th</sup>. We hope to have an observance/dedication of the restored Urn as part of the reception.

**Report of the Library Director:** Director Alan Thibeault informed us that the Cummings Center, via an anonymous Cummings employee, has donated \$1,000.00 to the 'Friends of the Library' for use in the Children's Room. The library is currently featuring a collection of Green Politics posters, loaned by Stephen Lewis of Malden, in the main staircase and on the handicapped ramp. This exhibition runs through February 28, 2015. Director Thibeault spoke about the value of NOBLE Membership and how much money the library saves in terms of services by belonging in NOBLE. Thibeault updated us regarding the Library Gala being held on Saturday, March 7<sup>th</sup> from 6-10 pm. Tickets will go on sale at the end of next week. Tickets are \$65.00 and can be purchased online or at the library. Checks should be made out to the George Peabody Society. The goal is to host at least 250 people. The second floor will be opened up which will give people more space to wander around.

**Adjournment:** A motion was made by Frank Herschede and seconded by Wilbur Cobb to adjourn the January 14, 2015 Library Trustee meeting at 7:45 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary