



**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 13th, 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 December 9th, 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 THE PEABODY INSTITUTE LIBRARY TRUSTEE MINUTES**

Wednesday, January 13, 2016

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

**Absent:** Gail Tyrrell

The Pledge of Allegiance was led by Mike Hagan. There were no citizens present nor were there any citizen comments brought forth.

**Call to Order:** The January 13, 2016 trustees meeting was called to order at 7:15 pm by Chairperson Michael Hagan.

**Secretary Minutes:** A motion was made by Richard Bettencourt and seconded by Irene Conte to approve the minutes of the December 9, 2015 trustee meeting as printed. Motion passed unanimously.

**Chairpersons Report:** Mike Hagan reported the following things: Last week's reception for Suzanne MacLeod was well attended and enjoyable. It was nice to see Doug Rendell, the former library director attending. The library will be closed on Monday, January 18<sup>th</sup> in celebration of Martin Luther King, Jr. Day. Charles Desmond, Trustee and member of the Danvers Diversity Committee, reminded trustees of the free event in honors of the King Holiday being held in the High School reception area from 4-6 pm. The library is once again hosting Art for a Cause, an exhibition of labor posters from around the world January 5-February 29<sup>th</sup>. The posters, from the collection of Stephen Lewis of Malden, are on display in the main staircase and along the handicapped ramp along the lower level. The library is actively recruiting a replacement for former Head of Reference & Information Services, Jennifer McGeorge, who is now serving as Assistant Director. Fran Hegarty, the Head of Technical Services and Director Alan Thibeault will interview three candidates in January and Thibeault hopes to have the new department head in place by mid-February. Until that time, Jim Riordan, Assistant Head of Reference and Information Services will oversee the department. Alan Thibeault and Mike Hagan will be working on testing the panic buttons to make sure they are working.

**Treasurer's Report:** Treasurer Frank Herschede reported the beginning and ending of the Peabody Institute of Danvers Account was \$426,821.22 and \$418,151.57 with a Year to Date Loss of 1.94% and the beginning and ending amounts of the George Peabody Society, Inc. as being \$101,290.97 and \$99,595.32 with a Year to Date Loss of 1.95%. Herschede reported that the Investment Subcommittee did have a quarterly review with Carley Duggan from our Investment Advisory Group, Cornerstone Financial Partners. Herschede feels a 2.5-3.5% gain in our portfolios is a reasonable prediction for the 2016. Herschede passed out copies of Trustees Fund Applications and feels our spending is on track. Director Thibeault handed out the departmental report and added everything was on track. A motion was made by Julie Curtis and seconded by Wilbur Cobb to accept the Treasurer's report as presented. Motion passed unanimously.

**Building and Grounds Committee Report:** Committee Chair Frank Herschede reported the new heating system is functioning in the library and the Archives. Contractors continue to tweak the system and finalize installation of the air handler units in the ceiling of the lower level. The glass enclosure in the main staircase is installed and requires additional trim work, ceiling work and installation of

automatic doors, etc. Work continues on the air conditioning system. Thibeault hopes the work in the building will be completed by mid-February. Contractors will return to the building in April to finalize work on the air conditioning system and commission the equipment for the heating system. Director Thibeault reported that Public Works, in cooperation with Witch City Roofing, have found and repaired the leaks that were causing water to seep into the play walls near the pit in the Children's Room. Weather permitting, the roof membrane will be reinsulated and covered over this month. The hope is that replacement of the entire garden roof system won't be necessary in the near term.

**Lyceum Committee Report:** Chairperson Natalie Luca Fiore reported resources for programming were being pooled between the Lyceum Committee and the Library's programming staff. Due to a miscommunication between one performer, Allstair Mook, his wife, and his scheduler, his program had to be cancelled. Trustee Julie Curtis asked about the Early Release Day Programming for middle school students. Director Thibeault reported there had been a movie in November which attracted over 100 students, and the January Mysterious Massachusetts program had attracted 30 people. Thibeault added the schools continue to partner with the Library by providing bus transportation for these events.

**Urn Restoration Committee Report:** Committee Chair Charles Desmond reported the Peabody Urn had been restored and was in storage at Cassidy Brothers. The urn is scheduled to be installed in June with a rededication on Sunday, June 26<sup>th</sup> as part of the sculpture exhibition. Desmond thanked everyone for their generous support in making the urn restoration possible. Director Thibeault reported the final payment to Cassidy Brothers for the urn restoration was made on December 28, 2015. Chairperson Desmond handed out and reviewed the final report he wrote and forwarded to the People's United Bank in regards to their \$3,000.00 grant they gave towards the cost of the urn restoration.

**Director's Report:** Library Director Alan Thibeault reported there will be a retirement party for Assistant Town Manager Diane Norris on Wednesday, March 16, 2016 in the Gordon Room, time to be announced. The event will feature food and beverages, necessitating an application for a one-day liquor license. Due to the number of anticipated guests, Thibeault suggested the Archives Room be opened up. After a discussion on the Trustee concerns regarding alcohol served in the Archives, it was agreed to limit the alcohol consumption to the Gordon Room. The Selectmen's Review of all departmental budgets will be held in the Toomey Room at Town Hall on Saturday, March 5<sup>th</sup>. Thibeault will schedule a time slot and encouraged as many Board members who can to please attend. Trustees were given an update on the search for an Archival Assistant. The job description was changed to emphasize its clerical components such as typing and filing. This will be part-time, 6 hours per week position. Interviews will be conducted by Director Thibeault and Town Archivist Richard Trask in February. Trustee Charles Desmond asked for an update on our Strategic Planning. Thibeault responded that he plans to have facilitators from the Massachusetts Library System assist with a community focus group. Thibeault said that the information gleaned from the group as well as a subsequent user survey will form the basis for the plan. He is hoping for lots of community input and Trustee participation. He expects to present a completed plan to the Board for approval by the end of the year.

**Adjournment:** A motion was made by Natalie Luca Fiore and seconded by Irene Conte to adjourn the January 13, 2016 library trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary