



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, June 8th, 2016 – 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 May 11th, 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/Renovations	Frank Herschede
Lyceum	Natalie Luca Fiore
Urn Restoration	Dr. Charles Desmond
To act on the Director’s Report	Alan Thibeault
Adjournment	Chair

MINUTES OF THE PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEE MEETING

Wednesday, June 8, 2016

Present: Wilbur Cobb, Irene Conte, Julie Curtis, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Alan Thibeault, Gail Tyrrell

Absent: Richard Bettencourt, Charles Desmond

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

Secretary Minutes: A motion was made by Irene Conte and seconded by Frank Herschede to approve the May 11, 2016 secretary minutes as printed. Motion passed unanimously.

Chairperson Report: Chairperson Michael Hagan reported the following: Chelsey Bell has accepted the library offer to become the next Assistant Head of Circulation and began work on June 6th. Bell previously served as a Senior Library Assistant at the Stevens Memorial Library in North Andover and a Children's Room Assistant at the Topsfield Public Library. She expects to graduate with a Masters In Library Science from San Jose State University online in December of this year. Hagan also reported this year's outdoor sculpture exhibition will run from June 13-October 16, 2016. The works will begin to arrive during this week with most arriving this weekend. The reception for the exhibition is scheduled for Sunday, June 26, 2016 from 1-3 pm, with the rededication of the Peabody Urn being part of the reception. The library is still accepting donations of gently-used books through June 20th with the sale running from June 22-July 16th. A Friends-only preview party will take place on the evening of June 21st.

Treasurer Report: Treasurer Frank Herschede reported the following: The figures for the investments funds reports were not received in time for the meeting. We expect .5% growth in both investment funds. The investment sub-committee will be holding twice a year financial meetings with Cornerstone Financial. Our investment portfolio has been slow but steady. Herschede will be monitoring the performance over the summer. The library trustee funds application and departmental budget report were handed out and reviewed. Also the May 2016 Trustees Income and Petty Cash reports were handed out and reviewed. Director Alan Thibeault reported the condition of the Peabody Urn pedestal was grimy. He had spoken to a contractor who recommended sandblasting to get rid of the grime. The cost of the sandblasting would be \$600.00. Thibeault was hopeful we would have the funds to cover this cost in the FY 2016 operational budget but requested the trustees to authorize additional funds from the Trust funds as a contingency. A motion was made by Natalie Luca Fiore and seconded by Irene Conte to authorize additional \$600.00 in Trust funds to cover the cost of sandblasting the pedestal if operational budget funds proved insufficient to meet the obligation. Motion passed unanimously. A motion was then made by Julie Curtis and seconded by Irene Conte to approve the Treasurer Report as presented. Motion passed unanimously.

Building and Grounds Committee Report: Chairperson Frank Herschede reported the air conditioning system was on. The HVAC Project contractors are currently working on the punch list for the project.

The Peabody Urn bronze plaque has been ordered and Cassidy Brothers will install it and the urn itself sometime during the week of June 20th. Director Thibeault gave a lengthy report on the repair of the parapet wall of the Children's Room.

Lyceum Committee Report: Committee Chairperson Natalie Luca Fiore reported that a children's program, Bubbleman, will be held on June 28th. Luca Fiore also reported remaining Lyceum Funds would go towards the costs of the Reception on June 26th.

Urn Restoration Committee Report: In the absence of Chairperson Charles Desmond, Director Thibeault reported as part of the Urn Rededication on June 26th, Town Archivist Richard Trask would speak on the history of the urn and Chairperson Desmond would speak on the significance of the urn and discuss the urn restoration process.

Report of the Library Director: Director Thibeault reported the library would be closed on Monday, July 4th. The April 2016 Circulation Report and May 2016 Museum Pass Report were reviewed. Thibeault gave a status report of the Peabody Trust Corporation. He reported that Robert Guimond, CPA and he are working on reviving the Trust's corporate status. Ten years of missing Annual Reports for the Trust have been filed with the Secretary of State office and the Application for Revival has also been filed. Once the corporation is revived, the library will begin the application process for non-profit status with the Internal Revenue Service. Thibeault reminded the Trustees that there are no board meetings in July or August and the next trustee meeting would be Wednesday, September 14, 2016.

Adjournment: A motion was made by Julie Curtis and seconded by Gail Tyrrell to adjourn the June 8, 2016 library trustee meeting at 7:55 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

- THESE MINUTES ARE PENDING APPROVAL BY THE BOARD OF LIBRARY TRUSTEES -