



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, March 9th, 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 February 10th, 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	Michael Hagan

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, March 9, 2016

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

Absent: Richard Bettencourt

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

Call to Order: Meeting was called to order at 7:10 pm by Chairperson Michael Hagan

Secretary Minutes: A motion was made by Wilbur Cobb and seconded by Irene Conte to accept the February 10, 2016 minutes as submitted. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan reported he had received a call from Library Director Alan Thibeault regarding the Diane Norris retirement celebration saying a large crowd was expected and that if an emergency arose there could be a problem with people safely exiting the Gordon Room. Where the capacity of the Gordon Room was just 80, the feeling was it was not large enough. It was decided to use the Gordon Room just for food set up and a bar. Hagan reported that the Saturday, March 5th Selectmen's budget meeting went well with no questions from the Selectmen. In fact more than one complimented the library budget. Hagan thanked Trustee's Wilbur Cobb, Julie Curtis and Natalie Luca Fiore for attending the meeting and supporting the library. Julie Curtis also complimented Director Thibeault and Chair Hagan for their great presentation. Julie Silk has accepted the library's offer to take over in the newly created position of Archival Assistant. Silk is presently employed as a Assistant Librarian here and will devote 6 hours per week to the Archival Assistant position and retain the average 12.75 hours per week in her regular position. The library will begin interviewing candidates next week to replace Jim Riordan who accepted the Head of Reference position. It is hoped to have the position filled by the beginning of April. Trustee Curtis pointed out that during the last 12-16 months all vacant full-time positions had been filled by internal candidates.

Treasurer's Report: Treasurer Frank Herschede reported he had not received the monthly financial statements but pointed out this month's meeting was an early one and that he usually received the statements between the 10th and 14th of the month. Herschede pointed out there was a lot of money remaining in the Lyceum Account. Also although spending was down, bulk purchases are usually done between February and May. It was also pointed out that the Gordon Room rental was slow. After presenting the report, a motion was made by Wilbur Cobb and seconded by Gail Tyrrell to approve the Treasurer's Report as presented. Motion passed unanimously.

Building and Grounds Report: Chairperson Frank Herschede reported the HVAC project was almost complete. The glass storefronts on the second and third floor landings are finished and trimmed out but the mechanized door openers still have to be connected. An additional temperature is needed in the Children's Room Office and ENE Systems is working to schedule the work. Minor work continues on the air conditioning systems. The Public Works Department and RDK Engineers will reach out to Stultz about a water filtration system for the Archives HVAC unit. ATCO will charge the heating/cooling system with Glycol next week when it warms up again. This process takes about 3-4 days and the building will be

without heat during this process. The hope that formal testing of all equipment will take place the week of March 14th and expect the testing for the air conditioning system to take place in April. There is a leak in the Children's Room. Public Works is waiting for a final patch and will fill in the dirt as soon as the leak is taken care of. There are two small rooms on the second floor that are being converted back to study rooms. Painting will be done this weekend and the smaller room will be furnished with a round table and four chairs with the larger room with a larger rectangle table and six chairs.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported on several recent and upcoming programs: Finding Your Irish Roots on March 15th (adult program), Music with Steve Blunt on March 22nd (children's program), From Rounders to Baseball: A History on March 31st (adult program), and Music with Mary Beth Maes on April 6th (children's program). Trustee Charles Desmond reported the Town Diversity Committee was sponsoring an event around next January's Martin Luther King, Jr. dealing with a lot of Town History. It was agreed that we would reach out to Diversity Committee Chair Sally Kerans at the end of the summer. It is hoped that Town Archivist Richard Trask will be the guest lecturer.

Urn Restoration: Chair Charles Desmond informed us that the urn has been repaired and is in storage. Director Thibeault added better lighting needs to be done in the area that the urn will be placed. Preliminary discussions are being done on how to accomplish this. The Danvers Garden Club has expressed interest in assisting with the urn decoration. Preliminary language for the pedestal will be presented at the April meeting for the Trustee's approval. The Urn Dedication will be held in conjunction with the June 26th reception. A check has been received from the Cultural Council to assist with this project.

Director's Report: Director Alan Thibeault reported the following: The library will be holding their 4th annual outdoor sculpture exhibit June 13th through October 16th. The library is looking into selling advertisements in the Program Guide to help defray costs of transporting the sculptures to the exhibit. The Friends of the Library Annual Book Sale began accepting donations of gently used books for the book sale on February 29th. The sale will run June 22nd through July 16th. NOBLE recently began accepting payments for fines and fees via credit and debit cards. This is an on-line service only. While patrons may now pay online via their patron account, we still do not accept credit and debit card payments at our service desks. Thibeault began work on the departmental budget for FY 2017 this week. Thibeault plans to increase spending on programs by \$3,000 next year and will transfer LIGMEG funds from materials lines to program lines to accomplish this.

Adjournment: A motion was made by Wilbur Cobb and seconded by Irene Conte to adjourn the March 9, 2016 library trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary