



**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, March 11, 2015 – 7:00 P.M.**

**Archives, Peabody Institute Library**

Call to Order	Michael Hagan
Pledge of Allegiance	Michael Hagan
Citizen Comments	
Executive Session (under the provisions of MA Gen L ch 30A § 21)	Michael Hagan
To act on the minutes of February 11, 2015	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	Mary Beth Verry
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 11, 2015

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

**Excused Absence:** C.R. Lyons

**Guest:** Stephen Delaney, Director of Human Resources, Town of Danvers  
Richard Trask, Town Archivist (arrived at 7:30 pm)

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

**Call to Order:** The March 11, 2015 library trustee meeting was called to order at 7:10 pm by Chairman Michael Hagan

**Executive Session:** After a brief discussion led by Library Director Alan Thibeault and Stephen Delaney, Danvers Human Resources Director, a motion was made by Wilbur Cobb and seconded by Julie Curtis to go into Executive Session under provisions of Massachusetts General Laws, Chapter 30A, Section 21, Paragraph 1(a) (1) to deliberate on a personnel matter. Voting in the affirmative were Wilbur Cobb, Irene Conte, Julie Curtis, Charles Desmond, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Mary Beth Verry. There were no votes against the motion. Chairperson Michael Hagan adjourned the regular meeting at 7:12 pm and declared Executive Session.

**Call to Order:** The regular March 11, 2015 library trustee meeting was called back to order at 7:27 pm.

**Secretary Minutes:** A motion was made by Mary Beth Verry and seconded by Natalie Luca Fiore to accept the secretary minutes of the February 11, 2015 library trustee meeting as printed. Motion passed unanimously.

**Chairperson Report:** Chairperson Michael Hagan addressed our recent Library Gala. It was a great night, food was great and it was nice to see so many people dressed up. Most people stayed the whole night. The hope is to do hold a fundraiser every two years.

**Treasurer Report:** Treasurer Frank Herschede reported the Peabody Institute Library investment account started February 2015 with \$439,238 in it and ended with \$449,506.00. The George Peabody Society investment account started with \$100,658 and ended with \$103,500. Herschede is still concerned and dissatisfied with the last two years returns. He feels there is excessive turnover in our investments. At the same time the stock market held steady our increase only went up 4%. Herschede will be contacting Carlie Dugan at Cornerstones Financial Partners LLC to invite her to a future meeting. Herschede also handed out the trustee funds application and reviewed it. After the discussions, a motion was made by Wilbur Cobb and seconded by Irene Conte to accept the treasurer's report as presented. Motion passed unanimously.

**Report of the Urn Restoration Committee:** There was a lengthy discussion regarding the repair and installation of the urn with Committee Chair Charles Desmond reporting that \$3,360.00 in raised funds was currently on hand in the Urn Restoration Fund. An additional \$1,000 in the form of a Cultural

Council Grant will be available once an invoice is in hand for the work. Desmond reminded us that the trustees had previously voted to allocate \$10,000 from the George Peabody Society account once other fundraising initiatives raised the remaining monies. Town Archivist Richard Trask reported there is \$1,033 in Document Restoration funds in the FY 2015 operating budget that he would not be spending and proposed that the Board direct that those funds be used for urn restoration. Director Thibeault explained that Document Restoration funds were part of the Library's State Aid to Public Libraries (LIG/MEG) account and that the Town's Accounting Department would require an invoice in order to remit payment for any urn work. Thibeault then advised the Board that he preferred that they vote to allocate the \$1,033 in Document Restoration funds to be earmarked for urn repairs. After the discussion, a motion was made by Julie Curtis and seconded by Irene Conte to earmark \$1,033.00 in unused Document Restoration Funds in the operating budget for use in the urn restoration. Motion passed unanimously. On March 20, 2015 the People United Bank Charitable Fund will be voting whether or not to donate \$3,000 towards restoration. If this donation is receives a favorable vote, there will be a total of \$18,393 available to fund the restoration. It was agreed if the \$3,000 isn't donated, the Trustees will revisit the arrangement. Thibeault then affirmed that Cassidy Brothers Forge will honor original cost quote of \$19,200 from 2010. Thibeault will ask the Public Works Department to move the pedestal to the area adjacent to the Children's Garden. Cassidy Brothers Forge will place the urn and secure it there. It was decided to try for a September date for dedication. Thibeault also reported that Cassidy Brothers Forge had indicated in earlier conversations that they were willing to purchase a plaque.

**Report of the Building and Grounds Committee:** Director Thibeault reported that the three most recent snow storms had presented predictable challenges in terms of snow clearance and treatment of the walkways. The Public Works crews have come through with flying colors. A patron fell on the rear walkway on February 5<sup>th</sup>. Public Works personnel were promptly dispatched and cleared and treated the area to prevent further mishaps. There was a snow collapse in the early morning hours of March 5<sup>th</sup> when the louvered covering over the compressor pit on the north-northeast side of the building failed under accumulated snow and collapsed into the pit. Public Works, assisted by lift support from Mayer Tree Service, cleared the pit of timber and snow. There was no apparent damage to the equipment in the pit. Public Works erected a chain link fence around the pit on March 6<sup>th</sup> to ensure safety of people on library grounds. The February 2-3<sup>rd</sup> blizzard left a lot of snow on the main building's south portico, some of which leaked through into the Standing Room below. No major damage resulted. Public Works cleared the snow off the portico and will have a roofer repair cracks on the portico floor above the Standing Room to prevent future leaks. Director Thibeault attended a meeting with RDK Engineers and the Public Works for preliminary discussion of the upcoming HVAC replacement project. He plans on inviting an official from Public Works to brief the trustees on the project at an upcoming meeting. Thibeault reported there were puddles on both walkways in front of the Library. They are draining slowly as snow has been melting faster that it can runoff.

**Report of the Lyceum Committee:** Chairperson Mary Beth Verry would like to sponsor one more program before the end of the season. Committee member Natalie Luca Fiore will coordinate the program in April with the library staff. A discussion was held regarding coordinating future programs with the Lyceum Committee and the library staff. It is important that there is a connection between the library personnel and trustees when sponsoring programs. Working together will streamline planning and promotion of events. A program based on the Disney movie "Frozen" was held in the Children's Room on February 19, 2015 and was attended by 225 people.

**Report of the Library Director:** Library staff, along with staff at all other NOBLE libraries, are in the process of converting our old email system to branded Gmail by Google. This will hopefully reduce the

amount of spam and malware librarians have been receiving. The library will be appear before the Board of Selectman to discuss the FY2016 budget request on Saturday, March 14, 2015 from 2:15-3:00 pm in the Toomey Room at Town Hall. Trustees are encouraged to attend. Director Thibeault plans to begin recruitment of a new Assistant Director (due to the pending retirement of Suzanne MacLeod) by early fall with the goal of designating her successor by Thanksgiving. The successor will have large shoes to fill.

**Adjournment:** A motion was made by Wilbur Cobb and seconded by Irene Conte to adjourn the March 11, 2015 library trustee meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis, Recording Secretary