



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, May 13th, 2015 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order	Michael Hagan
Pledge of Allegiance	Michael Hagan
Citizen Comments	
Election of Officers	
Chair	Alan Thibeault
Vice Chair, Treasurer, Assistant	Chair
Treasurer, Clerk	
To act on the minutes of March 11, 2015	Chair
To act on the Chairperson's Report	Chair
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	Chair

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, May 13, 2015

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

Absent: Richard Bettencourt, Charles Desmond

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

Call to Order: The May 13, 2015 meeting was called to order by Chairperson Michael Hagan at 7:10 pm

As this is the yearly reorganization meeting, Chairperson Hagan turned the meeting over to Director Alan Thibeault during table officer nominations and elections.

Alan Thibeault announced nominations for Committee Chair were open.

Committee Chair: A motion was made by Frank Herschede and seconded by Irene Conte to nominate Michael Hagan as the Committee Chair. A motion was made by Wilbur Cobb and seconded by Frank Herschede to close nominations for Chair. Motion passed unanimously. Michael Hagan was declared the Chair as there were no other nominations.

Assistant Chair: A motion was made by Julie Curtis to nominate Julie Curtis as Assistant Chair and seconded by Irene Conte. A motion was made by Wilbur Cobb and seconded by Frank Herschede to close nominations for Assistant Chair. Motion passed unanimously. Julie Curtis was declared the Assistant Chair as there were no other nominations.

Treasurer: A motion was made by Irene Conte and seconded by Julie Curtis to nominate Frank Herschede as Treasurer. A motion was made by Michael Hagan and seconded by Wilbur Cobb to close nominations for Treasurer. Motion passed unanimously. Frank Herschede was declared the Treasurer as there were no other nominations.

Assistant Treasurer: A motion was made by Frank Herschede and seconded by Julie Curtis to nominate Irene Conte as Assistant Treasurer. A motion was made by Alan Thibeault and seconded by Julie Curtis to close nominations for Assistant Treasurer. Motion passed unanimously. Irene Conte was declared the Assistant Treasurer as there were no other nominations.

Clerk: A motion was made by Julie Curtis and seconded by Irene Conte to nominate Wilbur Cobb as Clerk. A motion was made by Julie Curtis and seconded by Frank Herschede to close nominations for Clerk. Motion passed unanimously. Wilbur Cobb was declared the Clerk as there were no other nominations.

Recording Secretary: A motion was made by Wilbur Cobb and seconded by Irene Conte to nominate Julie Curtis as Recording Secretary. A motion was made by Wilbur Cobb and seconded by Frank

Herschede to close nominations for Recording Secretary. Motion passed unanimously. Julie Curtis was declared the Recording Secretary as there were no other nominations.

Secretary Minutes: A motion was made by Irene Conte and seconded by Wilbur Cobb to accept the April 15, 2015 meeting minutes as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan congratulated both Richard Bettencourt and Gail Tyrrell on their election to the Library Trustee and welcomed Gail to tonight's meeting.

Chairperson Michael Hagan reported on several library-sponsored programs and events that either have been held or are coming up:

The Donuts with Dad Children's Program held on Saturday, May 16th was very successful.

On Wednesday, May 20th from 9:30-11:00 am, Stephen Howlett, the Chairman of the Peabody Trust in London, will stop by for a tea reception and a tour of the library. Trustees are invited and encouraged to attend. Assistant Director, Suzanne MacLeod will oversee matters as Director Thibeault will be on vacation.

The Public Works Appreciation Luncheon will be held on Tuesday, June 2nd from 12 Noon – 1:00 pm in the Gordon Room. Tennessee BBQ will once again cater the event. Trustees are encouraged and invited to attend to thank the men and women for the excellent work they do for the library.

On Saturday, June 6th, the library will be hosting "Bee-Wise" Beekeeping for Children and Families.

The Rotary Club will meet in the Gordon Room at lunchtime on June 8th so they can inspect the Standing Room, for which the Club's Foundation recently donated funds for new furnishings. We expect to receive the last of the new furnishings in late May and have the room reapointed for this visit.

The Friends of the Library's Annual Book Sale will begin on June 24th and runs through July 11th. The Library is still accepting donations of gently-used books.

Active Shooter Training will be conducted by the Danvers Police Department for the staff on June 9th at the bi-monthly staff meeting. Trustee Julie Curtis asked about numbering doors for better identification of location in case of shooting. Director Thibeault offered to bring this up with the Police and Fire Departments. Trustee Gail Tyrrell asked if it should be up to the police to schedule this. Chair Hagan explained that last year the library developed an Emergency Preparedness Plan and that the Trustees are responsible for the library and its operations.

Celebrating the Art of Sculpture: The library will host a third installment of the popular outdoor art exhibition this summer from June 15th to September 11th. There will be a reception with food and drink to celebrate the exhibition on June 28th.

CORI Checks for Construction Employees: Chairperson Hagan pointed out there was going to be major renovations done to the library with construction personnel being either on library property or in the building itself for several months, and asked if CORI checks would be done on the construction people.

Treasurer Report: Treasurer Frank Herschede reported that the George Peabody Account started April with 102,930 in its account and ended with \$103,127 and the Peabody Institute Account began the month with \$455,527 in its account and ended April with \$444,913. There was a lengthy discussion regarding how investment funds to both of these accounts were being handled and it was decided to invite our investment advisor Carley Duggan to our next meeting to discuss the handling of our accounts and discuss alternative investment plans. It was brought up that the last time she visited was June 2014 and since then our gains/collections have remained the same. Natalie Luca Fiore felt if we did not get answers by next month that we should start looking for other investment companies. Director Thibeault reported that due to the \$900,000.00 snow removal overage this past winter, the library offered and Town Hall gratefully accepted \$10,000.00 from the library's Books budget to help defray the snow removal costs this fiscal year. Thibeault stressed that this would not affect the library's ability to retain certification and receive a full award of State Aid to Public Libraries in Fiscal Year 2016. Julie Curtis asked if the library offered this money or did the Town Manager ask for it. Director Thibeault responded that an e-mail was sent out to all Town Department Heads requesting this.

Director Report: Director Thibeault reported that with two months left in the fiscal year he expects that library will be fine budget wise. Trustee Curtis asked about budget for E-Books. Director Thibeault reported that budget for E-Books was \$5,000 for next year up from \$2,600 this year. Thibeault also reported that libraries do not purchase E-Books, they merely license them. The Massachusetts Board of Library Commissioners has granted the library nearly \$34,000.00 in state aid this year. We have approximately \$10,000.00 left from previous years' state aid. Thibeault would like apply \$27,000.00 in state aid monies toward the FY 2016 budget. He reported that the Town could not direct how the library spends the allocated monies nor could they take the funds away from us.

Building and Grounds Report: The plans and specifications for the HVAC Project are complete with the project now out to bid. Public Works hosted a pre-bid walk through on April 22nd and General Bids are due by May 20th and work is expected to begin on or about May 27th. Public Works crews repointed some loose bricks near the front entrance portico and ground down a portion of a walkway slab behind the building to remove tripping hazards. Chairperson Hagan spoke about the Army Band due to perform in June as part of the Summer Recreational concerts and reported there was some concern about possible protesters.

Lyceum Committee: Chairperson Natalie Luca Fiore reported that she will meet with library staff to determine how best to apply Lyceum funds for programming.

Urn Restoration: Director Thibeault reported that restoration work began this week. The reported cost is \$19,200.00 to restore and reinstall the urn.

Adjournment: A motion was made by Wilbur Cobb and seconded by Irene Conte to adjourn the May 13, 2015 library trustee meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis, Recording Secretary