



**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, November 9th, 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 October 12th, 2016</b>	<b>Michael Hagan</b>
<b>To act on the Chairperson's Report</b>	<b>Michael Hagan</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</b>	<b>Frank Herschede</b>
<b>Lyceum</b>	<b>Natalie Luca Fiore</b>
<b>To act on the Director's Report</b>	<b>Alan Thibeault</b>
<b>Adjournment</b>	<b>Michael Hagan</b>

## **MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING**

Wednesday, November 9, 2016

**Present:** Charles Desmond, Julie Curtis, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Alan Thibeault, Gail Tyrrell

**Absent:** Richard Bettencourt, Wilbur Cobb, Irene Conte

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

**Call to Order:** The November 9, 2016 trustee meeting was called to order by Chairperson Hagan at 7:08 pm.

**Secretary Minutes:** A motion was made by Gail Tyrrell and seconded by Natalie Luca Fiore to accept the minutes of the October 12, 2016 trustee meeting as printed. Motion passed unanimously.

### **Chairperson Report:**

Chairperson Michael Hagan reported the October 13, 2016 Town-Wide Open House hosted an estimated total of more than 280 visitors. Robert Guimond, CPA bookkeeper and Sue Kontos and Director Alan Thibeault are continuing to work on completing the IRS Form 1023 of the Internal Revenue Code. It is hoped the application will be submitted before Thanksgiving. Director Thibeault added he had sent the materials to Mr. Guimond as requested. The approval/disapproval should be rendered within 3-4 weeks of submittal. The Friends of the Library Holiday Open House will be held from 1-3 pm on Sunday, December 4<sup>th</sup>. The event will feature refreshments, live holiday music, singalongs, and a seasonal craft. Jay Lagerman, the artist who sculptured the Reading Dog has graciously assented to allow the sculpture to remain at the library on loan after the ending of this years Celebrating the Art of Sculpture. The sculpture is currently located in front of the building near the circular drive and will be moved inside before winter weather arrives.

**Treasurer Report:** Treasurer Frank Herschede reported the following amounts in our two investment accounts: Peabody Institute of Danvers, Inc. had a beginning amount of \$426,123.32 as of September 30, 2016 and an ending amount of \$418,269, 65 as of October 31, 2016. The George Peabody Society, Inc. had a beginning account of \$103,232.46 as of September 30, 2016 and an ending amount of \$101,356.11 as of October 31, 2016, with a year to date gain of 1.81%. Herschede reported that the Stock Market was down in October but was up 1.94 in the year to date. Herschede handed out the trustee fund application for review. Director Thibeault, discussing the Library's operating budget, reported everything was on schedule. Herschede reported that the library had stopped taking the \$1,500 monthly stipend out but would be speaking to Carley Duggan regarding starting to take the stipend out again. He would also be speaking with Ms. Duggan regarding the direction the investment accounts

are going in. A motion was made by Julie Curtis and seconded by Charles Desmond to accept the treasurer report as presented. Motion passed unanimously.

**Building and Grounds Report:** Chairperson Frank Herschede offered purple irises from his home garden to plant at the library. He said a sunny area would be good. Director Thibeault suggested the site of the old herb garden. Natalie Luca Fiore offered to help with the planning. Director Thibeault will ask Chuck Farrell of the Public Works Grounds Division to attend the Trustees meeting in February to discuss plans for landscaping the grounds this coming summer. Work on repainting the 3<sup>rd</sup> floor rotunda commenced on November 3<sup>rd</sup>. The job is pretty much completed and expected to be finished by Veterans Day. Work on the panic button upgrade is expected to be completed on November 15<sup>th</sup>. The heat is now on and functioning in the building. The temperature is pretty much the same throughout the building.

**Lyceum Committee Report:** Chairperson Natalie Luca Fiore reported the recent Owls of New England show was very well attended by 69 people. There were six owls as part of the presentation. There was also a very informative slide show presentation. All of the Owls are rehabbed. The show was presented by naturalist Marcia Wilson and photographer Mark Wilson. The last Yoga class is coming up. The classes have been very well received. Luca Fiore reported the instructor was great and it is hoped to have them back in the spring.

**Director Report:** Library Director Alan Thibeault reported he had met with Town Manager Steve Bartha, Town Clerk Joe Collins and Director of Planning Karen Nelson on October 25<sup>th</sup> to discuss possible regulatory changes which might allow the Town to hold a regular liquor license, rather than forcing us to apply for a one-day license and appear before the Selectmen every time an event is held where alcohol is to be served. Following discussion among the parties, Town Manager Bartha decided not to pursue the change. Director Thibeault handed out a flyer on how people could rent a plant to display during the Open House. The person could take the plant home after the Open House. The Trustees thought this was a good idea. Thibeault will nail down a date for the Staff Trustee function and will email the information to the Trustees. Thibeault is hoping to go to either Calitri's or Supino's on a Tuesday night and maybe have a meditation program for therapeutic reasons. Thibeault reported the Trustees should be ready to review and approve next year's budget at the December Board meeting. In anticipation the discussion, Thibeault will also have the annual area library personnel salary survey available for our review.

**Adjournment:** A motion was made by Natalie Luca Fiore and seconded by Gail Tyrrell to adjourn the November 9, 2016 library trustee meeting at 7:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary