



**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 18th, 2015 – 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 14th, 2015</b>	<b>Chair</b>
<b>To act on the Chairperson's Report</b>	<b>Chair</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/Renovations</b>	<b>Frank Herschede</b>
<b>Lyceum</b>	<b>Natalie Luca Fiore</b>
<b>Urn Restoration</b>	<b>Dr. Charles Desmond</b>
<b>To act on the Director's Report</b>	<b>Alan Thibeault</b>
<b>Adjournment</b>	<b>Chair</b>

## MINUTES OF THE MEETING OF THE BOARD OF PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES

Wednesday, November 18, 2015

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

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

**Call to Order:** The November 18, 2015 meeting of the Board of Trustees was called to order by Chairperson Michael Hagan at 7:10 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.

The regular meeting of the Board of Trustees was suspended at 7:18 pm and a special meeting of the George Peabody Society was called to order at 7:20 pm by Chairperson Michael Hagan.

The Regular Trustee Meeting of Wednesday, November 18, 2015 was called back to order at 7:26 pm.

**Secretary Minutes:** A motion was made by Natalie Luca Fiore and seconded by Gail Tyrrell to accept the secretary minutes of Wednesday, October 14, 2015 as written. Motion passed unanimously.

**Chairperson Report:** Chairperson Michael Hagan reported that the Assistant Library Director Search Committee consisting of Michael Hagan, Charles Desmond, Natalie Luca Fiore, Library Director Alan Thibeault and Fran Hegarty, Head of Technical Services met on Tuesday, November 17<sup>th</sup> to conduct interviews with candidates. There were three internal candidates: Jim Riordan, Reference Librarian, Jennifer McGeorge, Head of Reference and Andrew Meagher, Head of Circulation. Hagan reported all three were great candidates and all had good ideas and handled themselves well. Library Director Thibeault stated the committee worked well together and that the committee presented good feedback that will assist Director Thibeault in making a final decision. A final decision should be announced by Monday, November 20<sup>th</sup>. Michael Hagan seconded that the Committee worked well and everything was smooth.

**Evaluation Process:** It was reported that the current Personnel Guidelines did not include provisions for personnel evaluations. The new version, currently being written, does. Chairman Hagan stated that the procedure needs to reflect criteria and general guidelines. Things such as how they did reaching goals from the previous year Evaluation should also state may be used for promotion but not for discipline purposes. Trustee Gail Tyrrell asked how is discipline handled. Director Thibeault responded through progressive discipline. Both Director Thibeault and Assistant Director Suzanne MacLeod are rewriting Personnel Code, which lays out personnel policy and how library goes about accomplishing this.

**Budget Process:** Director Thibeault reviewed a draft of the Library's Budget Policy for FY2017. He reported he will be submitting the policy for approval by the Board. Thibeault expects to receive detailed administrative guidance from the Town Manager's office for preparation of the FY 2017 Budget early in the week of November 16<sup>th</sup>. The Town has approved a 2% salary increase with no social security cost adjustment. Thibeault would like the Trustees to deliberate and vote on the proposed FY 2017 budget at the December 9, 2015 meeting. At the end of the discussion a motion was made by Julie Curtis and seconded by Natalie Luca Fiore to approve the 2017 Budget Policy. Motion passed unanimously. On Thursday, December 17<sup>th</sup> at 5:00 pm, the Trustees will be meeting with the Town Manager and Assistant Town Manager in the Town Manger's Conference Room to review the proposed budget and answer any questions that the Town Manager may have. The proposed budget should be submitted two weeks before the December 17<sup>th</sup> meeting.

**Train Station Relocation:** William Bates, an aide of State Representative Theodore Speliotis has contacted Chairperson Michael Hagan regarding possibly moving the old train station to the library lawn. Hagan reported that no buildings are allowed on library grounds unless owned by the library. Trustee Curtis said she also received this call from Bates and that Curtis's sister suggested relocating the train station to the Putnamville Playground. Hagan responded he would pass this suggestion to Bates for consideration.

**Holiday Open House:** will take place on Saturday, December 5<sup>th</sup> from 1-3 pm in the Children's Room. It will feature live holiday music, refreshments and a holiday craft for kids.

**Treasurer's Report:** Treasurer Frank Herschede handed out the Trustee Funds Application and said everything looked real good. Herschede reported on the fund performances. The Peabody Institute of Danvers Investment Fund started October 2015 with a balance of \$411,390.61 and ended with \$426,865.79. The George Peabody Society Investment Fund began October with a beginning balance of \$97,069.45 and ended with a \$100,976.38 balance. A motion was made by Natalie Luca Fiore and seconded by Gail Tyrrell to accept the Treasurer's Report as presented. Motion passed unanimously.

**Buildings and Grounds Report:** Director Thibeault reported that the boilers have been started but there is no heat in the building yet. New radiators, heating cabinets and air handler units are being installed. Thibeault feels library should begin to see heat turned on, in phases throughout the building, over the coming two to three weeks. In the meantime, building is being kept warm with the large electric heaters. The new chillers for the air conditioning system are in place in the pit. The Archives HVAC system has arrived and should be installed over the next two to three weeks. The Archives is presently also being heated with an electric heater.

**Lyceum Committee Report:** Committee Chairperson Natalie Luca Fiore and Director Thibeault met with Michelle Deschene, Head of Youth Services to assist with future programming. Lyceum Committee will start to allocate funds after the first of the year. Some programming will be done in conjunction with the library funds and some from the Lyceum Account alone.

**Report of the Urn Committee:** The library is awaiting the movement of the pedestal and work from the Cassidy Brothers that repairs to the urn are complete. It has been decided to leave the urn in the original area. Security lights and camera will be placed on urn for protection. The area is more open since the arborists cut back the trees.

**Director's Report:** Director Thibeault reported that Trustee Natalie Luca Fiore had concern regarding handicap access in opening building doors brought to her attention by someone on the Friends of the Library Committee. Director Thibeault will speak to the Public Works Department regarding the concerns and will report back to the Trustees at the December Trustee meeting.

**Adjournment:** A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to adjourn the November 18, 2017 regular Library Trustee meeting at 8:20 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary