

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, November 8, 2017

Present: Richard Bettencourt, Julie Curtis, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Jennifer McGeorge

Absent: Wilbur Cobb, Irene Conte, Charles Desmond, Gail Tyrrell

Before the meeting was called to order Richard Bettencourt initiated a discussion on the hefty fines that the library collects. Chairperson Michael Hagan had mentioned this. It was decided to have the trustees ask the new library director Alex Lent to speak with Steve Bartha, Danvers Town Manager about library keeping one half of the money collected as fines.

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

Call to Order: The November 8, 2017 trustee meeting was called to order by Chairperson Hagan at 7:20 pm.

Secretary Minutes: A motion was made by Richard Bettencourt and seconded by Natalie Luca Fiore to accept the secretary's minutes of October 11, 2017 as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan reported on the following:

All sculptures were removed in Mid-October with the exception of the "reading dog." This sculpture was left on loan by the artist after the 2016 exhibit. Michael Guadango has made several attempts over recent months to contact the artist with no success. The dog has been moved to just outside the main entrance.

Research of area library policies regarding use of meeting space turned up the following information: all libraries contacted do not allow use for any commercial purposes and there are no fees charged for room reservations. The one exception was the Beebe Library in Wakefield, where there is a fee only if the room is needed after library hours. Others charge a cleaning fee, only if needed. The communities included in this survey were Beverly, Peabody, Swampscott, Topsfield, Wakefield and Saugus.

Chairperson Hagan, Vice Chair Natalie Luca Fiore and Acting Director Jennifer McGeorge attended the second annual Danvers Financial Summit at Town Hall on October 26th. Members of the School Committee and Finance Committee joined the Board of Selectmen and Town Manager for a presentation by Finance Director Travis Ahern on the Financial Condition Analysis and benchmarking exercise comparing the Town of Danvers with other cities/towns in the Commonwealth.

CPA Bob Guimond has completed and submitted annual tax reports for the Peabody Institute and the George Peabody Society. Tax returns (990EZ and MA-PC) for fiscal year ended June 30, 2017 are in the process of being signed and filed.

Using funds from the Technology Warrant, the library has purchased a new projector system to replace the old projector, which just recently ceased functioning. This new system, identical to the projector used in the Town Hall Toomey Room will be suspended from the ceiling and allow wireless internet

access. The Department of Public Works and NOBLE technicians will be present for the installation later this month.

The United States Department of State Bureau of Consular Affairs will offer another Passport Acceptance Program on Saturday, December 9th. The August event was a great success and quite organized where 106 applications were processed in just over four hours.

The new library director Alex Lent will begin his duties on Monday, November 20th. An informal reception will be held at the library from 9:30-11:00 am for staff, trustees and folks from Town Hall.

Treasurer Report: Treasurer Frank Herschede gave a financial report of both the Peabody Institute of Danvers, Inc. and the George Peabody Society, Inc. Investment Accounts.

Peabody Institute of Danvers, Inc.

Beginning Balance	463,769.92
Income	517.97
Withdrawals	(5,000.00)
Expenses	(1,159.46)
Change in Value	4,631.88
Ending Balance	462,760.31
Purchases	(517.94)
Redemptions	9,500.00

George Peabody Society, Inc.

Beginning Balance	104,568.03
Income	113.95
Expenses	(261.47)
Change in Value	1,041.07
Ending Balance	105,461.58
Purchases	(113.40)

The Trustee budget Report for October 2017 and the Department Budget Report for October 2017 were reviewed.

A motion was made by Richard Bettencourt and seconded by Natalie Luca Fiore to accept the Treasurer's Report as presented. Motion passed unanimously.

Building and Grounds Committee Report: Chairperson Frank Herschede reported:

Acting Director Jennifer McGeorge contacted the Department of Public Works again regarding the start of the Fire Suppression System project. Leif Rochna, Supervisor of the Buildings Division reported due to the cost, an engineer firm would need to be involved to create bid documents, and the job would then need to go out to bid. Bid laws have changed and it will be some time before completion of the job.

The heat/air conditioning system is still not reliable. The sensors do not work right and concerns of a burst pipe once we have a real cold spell. Herschede added the company is not doing what they are supposed to be doing. Public Works is aware of the continuing problems. The trustees feel Town Hall needs to be aware of the problems.

Lyceum Committee Report: Chair Natalie Luca Fiore reported

The Holiday Open House will be held on December 3rd.

There are several programs coming soon. Of interest will be an adult program, Tales from the World's Worst Weather on November 9th as well as several mediation programs.

Director's Report: Acting Director Jennifer McGeorge reported

As part of the literacy program, our new library director Alex Lent will be reading to sixth graders on Thursday, November 16th.

Adjournment: A motion was made by Richard Bettencourt and seconded by Julie Curtis to adjourn the November 8, 2017 library trustees meeting at 7:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary