



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, October 12th, 2016 – 7:00 P.M.

Archives, Peabody Institute Library

| | |
|--|----------------------------|
| Call to Order | Michael Hagan |
| Pledge of Allegiance | Michael Hagan |
| Citizen Comments | |
| To act on the minutes of September 14th, 2016 | Michael Hagan |
| To act on the Chairperson’s Report | Michael Hagan |
| To act on the proposed Bylaws, Peabody Institute of Danvers | Michael Hagan |
| To act on a proposal for upgrade of the panic button system | 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 | Natalie Luca Fiore |
| Urn Restoration | Dr. Charles Desmond |
| To act on the Director’s Report | Alan Thibeault |
| Adjournment | Michael Hagan |

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING

Wednesday, October 12, 2016

Present: Richard Bettencourt, Wilbur Cobb, Irene Conte, Julie Curtis, Charles Desmond, Natalie Luca Fiore, Michael Hagan, Alan Thibeault, Gail Tyrrell

Absent: Frank Herschede

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

Call to Order: The October 12, 2016 library trustee meeting was called to order by Chairperson Michael Hagan at 7:00 pm.

Secretary Minutes: A motion was made by Natalie Luca Fiore and seconded by Charles Desmond to accept the secretary minutes of September 14, 2016 as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan reminded the Town Wide Open House was tomorrow from 4-7 pm. The library would be participating and will offer ice cream Hoodsies, crafts and spin art in the Children's Room. Also tomorrow at 3:00 pm Michael Hagan will attend a financial planning summit on how to better explain how a budget works to citizens. Hagan said he was concerned about town employees maybe not getting their wage increases. Director Alan Thibeault responded this was not the case. Thibeault added he had heard from the Board of Library Commissioners that the Commonwealth was looking at cutting budgets in the new year. The proposed by-law changes were reviewed. Director Thibeault reported that the by-laws had to be updated and presented as part of the process for the library to receive their 501(c)(3) status. A brief discussion was held regarding Trustee Bettencourt's suggestion that a trustee/director standard of conduct/ethics be written and included in the revised by-laws. Trustee Julie Curtis asked Director Thibeault to investigate with the Town Counsel to see if any other town committee have this and if this was legal. At the end of the conversation a motion was made by Richard Bettencourt and seconded by Irene Conte to approve the proposed By-Laws as presented with the caveat that the by-laws will be revisited for a possible revision based on Town Counsel conversation. Motion passed unanimously.

Treasurer Report: In the absence of Treasurer Frank Herschede, assistant treasurer Richard Bettencourt reported the following: the stock market has been fairly stable. It did take a hit in January. The Peabody Institute of Danvers has had a 3.85% return year to date. Carley Dugan from Cornerstone Financial Partners put investments in different areas and this was a good move. At the end of the report a motion was made by Natalie Luca Fiore and seconded by Wilbur Cobb to accept the Treasurers Report as presented. Motion passed unanimously.

Building and Grounds Report: Director Alan Thibeault reported several things: The Gordon Room was recarpeted on September 16th. The play pit in the Children's Room was recarpeted on September 22nd. Repainting of the building's exterior continues. Recent rains have hampered completion of the project. The library has reached out to the National Honor Society at Danvers High School about taking over the responsibility for the herb garden plot on the Sylvan Street Lawn. We plan to keep larger perennials like rhododendrons or similar plants along with annuals in the former herb garden. There was an update on the panic button upgrade. Thibeault reported the original scope was just to upgrade the 9 existing buttons and install 3 portable buttons. At present, it is not possible to identify which portable button

generated the alarm or where in the building the alarm originated. Thibeault indicated that once installed, use of the portable buttons will be mandatory. Buttons will likely be locked in the safe overnight. Thibeault presented a quote from SOS Security of \$4,883.43 to cover the work. At the end of the panic button discussion, a motion was made by Julie Curtis and seconded by Richard Bettencourt to rescind the \$3,295.00 appropriation from the capital expense from the Peabody Trust account approved on February 13, 2013 to cover the costs of upgrading the panic buttons. Motion passed unanimously. Then a motion was made by Richard Bettencourt and seconded by Irene Conte to approve the expenditure of \$4,883.43 in non-appropriated funds to cover the work. Motion passed unanimously. Charles Desmond spoke about the sculpture exhibit and how important it was to making the community feel good about itself. Desmond offered a suggestion for next year – have the children vote on which sculpture is most exciting.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported that Gail Tyrrell and she had attended the recent one hour Yoga program along with 18 others and felt it was great! Luca Fiore also reported there was going to be an Owl Program on November 1st at 7:00 pm.

Urn Restoration Committee: Director Thibeault reported that Cassidy Brothers completed securing of the urn to the pedestal and installation of the plaque on September 30th. Committee Chair Charles Desmond thank everyone, especially Director Thibeault, who saw the project through to completion. Desmond feels the purpose of the committee had been fulfilled and asked to abolish the committee.

Director's Report: Director Thibeault reported the Annual Financial Report and Request for Certification were mailed out to the Massachusetts Library Commissioners on October 1, 2016. These documents along with the Annual Report of Information Survey, which was filed in August, will determine our eligibility for certification and State Aid for Public Libraries. Thibeault expects the library will once again receive a 100% share of State Aid and retain certification. The library recently hired Sarah Nicholson of Danvers as an Assistant Librarian. Sarah will replace Linda Kilroy. Margaret Morceau has recently been hired as a new junior page replacing Daniel Scottgale. Both Nicholson and Morceau will begin working on October 12th. Linda Kilroy has agreed to stay as a substitute. Director Thibeault will be meeting with Town Manager Steve Bartha and other department heads on October 25th to discuss possible regulatory changes which might make it administratively easier for the Senior Center and Library to obtain the occasional one-day liquor licenses which we obtain 1-3 times per year for various events.

Adjournment: A motion was made by Natalie Luca Fiore and seconded by Wilbur Cobb to adjourn the October 12, 2016 Library Trustees meeting at 8:08 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary