



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, September 9th, 2015 – 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 June 10, 2015	Chair
Recess to Convene Investment Committee Meeting	Chair
Reconvening of Board of Library Trustees	Chair
To act on the Special meeting minutes of July 1, 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	Natalie Luca Fiore
Urn Restoration	Dr. Charles Desmond
To act on the Director's Report	Alan Thibeault
Adjournment	Chair

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, September 9, 2015

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

Absent: Richard Bettencourt, Frank Herschede

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

Call to Order: The September 15, 2015 Trustees meeting was called to order by Chairperson Michael Hagan at 7:10 pm.

Secretary Minutes: A motion was made by Irene Conte and seconded by Wilbur Cobb to accept the Minutes of the June 10, 2015 meeting. Motion passed unanimously

Wilbur Cobb, at Chairperson Hagan's suggestion, made a motion that the Board go into recess so that the Investment Committee might convene to review minutes from its July 1, 2015 meeting. Charles Desmond seconded the motion, which passed unanimously. The Board went into recess at 7:15 p.m.

Chairperson Hagan reconvened the Board meeting at 7:18 p.m.

A motion was made by Wilbur Cobb and seconded by Irene Conte to accept the July 1, 2015 minutes from the Special Meeting. Motion passed unanimously.

Chairperson Michael Hagan reported he has been in touch with Carley Duggan and will meet with the Investment Committee before the next Investment Committee meeting on October 14th at 6:00 pm. Other Trustees can attend the meeting as non-voting members.

Chairperson Report: Chairperson Michael Hagan welcomed the Trustees back from the summer recess. The library did sponsor two Active Shooter Programs at the August staff meetings, one in the morning and one in the afternoon. Both were well received and employees felt the information was useful. Chair Hagan suggested offering program every other year. After a discussion where it was felt program would be better offered every year, the following motion was made by Charles Desmond and seconded by Gail Tyrrell, "to offer Active Shooter training annually:". Motion passed unanimously. The sculpture exhibit went well, a lot of people visited and there were no incidents of vandalism or injury. Hiring for the new Assistant Archival position is on hold until Town Archivist Richard Trask's return to full-time work. Director Thibeault reported he expects a lot of personnel turnover during the next 14 months. Margaret Richter, a newly-hired Assistant Librarian, Margaret Richter begins work on September 14th. Chris Amorosi, former Information Technology Coordinator, has accepted the position of Assistant Head of Technical Services and begins work on August 18th. This position became available when former Head of Technical Services, Eva Veilleux, retired on August 18, 2015. The Library has already begun recruiting a replacement for that position. Assistant Library Director Suzanne MacLeod will retire January 4, 2016. Michael Hagan, Charles Desmond, and Natalie Luca Fiore are on the Committee to find a replacement of Ms. MacLeod.

Director's Report: Library Director Alan Thibeault reported that the Financial Report to the Massachusetts Board of Library Commissioners was nearly complete and that he expects the Library will remain certified and eligible for a full share of State Aid to Public Libraries. Trustee Charles Desmond asked if departing employees will affect the budget. Thibeault replied that such events tend to save money, though not a lot. Thibeault and Suzanne MacLeod are in the process of writing a new personnel code. Charles Desmond asked if employees of the Library were provided formal performance evaluations. Thibeault reported that all employees above the level of Page are annually evaluated on their anniversary date. Thibeault said that he and the department heads are currently considering evaluating full time staff people only. Charles Desmond inquired about the strategic planning process. Director Thibeault will convene a focus group in early winter and hopes to have Strategic Planning ready for Trustees review by next summer. He asked for Trustee participation on the focus group.

Urn Restoration: Director Thibeault reports that he received an email from Cassidy Brothers Forge stating that the urn has been put together. A decorative acanthus leaf was found to be missing and will have to be cast and installed. Hope is that everything will be finished by October. The plan is to relocate the urn and granite pedestal to the right hand side front right off circular drive where oil tank used to be. This spot offers improved security since it is better lit. Public Works intends to move the pedestal before the end of October. Thibeault noted that the urn and pedestal will have to be sited in such a way that they won't sit atop the natural gas line which will be installed this month by National Grid. He suggested the items be sited directly in front of the Young Adult Room windows for this reason. Desmond has reached out to the Garden Club to put flowers in area.

Treasurer's Report: Due to Treasurer Frank Herschede's absence there was no formal report. Chairperson Hagan will speak with Herschede to remind him that if he is going to be absent from the meeting he should communicate with the Assistant Treasurer so a Treasurer's Report can be made. Charles Desmond reminded everyone that in the new Agreement between the library and Cornerstone, it was agreed that monthly accounting reports would be supplied. Director Thibeault said he would reach out to Cornerstone and provide mailing addresses of all Board members for this purpose.

Building and Grounds Report: Library Director Thibeault reported he meets with representatives of Public Works, RDK Engineering, and ATCO (the HVAC contractor) every 2-3 weeks. Work continues in the attic (exhaust fans, truss bracing, reinforcement of the floor), mechanical room (installation of new boilers, base-mount pumps, air separator and expansion tank), old boiler room (removal of old piping, installation of new piping), and children's room (hangers and pipe for radiant panel). In addition, electrical work continues throughout the building. Director Thibeault gave the Trustees a quick tour of the Mechanical Room to see the new equipment and ongoing work. The contractor will turn off the air conditioning system as soon as the cooling season ends in late September to complete replacement of equipment used by both the heating and cooling systems. The contractor hopes to have the new heating system up and running by the end of October.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported Lyceum Committee was working on programs with the staff. Programs will be split between children, adult and young adult. Early Release Program, originally due to start October 1st, will now begin November 1st. Programming will be split between Lyceum Committee and library staff. Charles Desmond informed trustees that he was on the Town Diversity Committee and that Sally Kerans was the Chair of the Committee. The Diversity Committee sees an opportunity to interface with the library staff to co-sponsor and collaborate to sponsor programs.

Adjournment: A motion was made by Irene Conte and seconded by Julie Curtis to adjourn the September 9, 2015 library trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

