

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING

June 14, 2017

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

Absent: Charles Desmond, Gail Tyrrell

Call to Order: The June 14, 2017 trustee meeting was called to order at 7:08 pm by Chairperson Michael Hagan.

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were there any comments submitted for the trustee's attention.

Secretary Minutes: A motion was made by Irene Conte and seconded by Richard Bettencourt to accept the secretary minutes of the May 10, 2017 trustee's meeting as printed. Motion passed unanimously.

Chairperson's Report: There was a lengthy discussion regarding the make up of the director's position search committee. Acting Director Jennifer McGeorge made copies of the director's job description and handed them out to the trustee's. Chairpersn Hagan advised the trustees that the job description came from discussions between the town, Jennifer McGeorge and Trustee Natalie Luca Fiore. Description is due to be posted tomorrow at Town Hall, NOBLE and LinkedIn. Library hopes to have a hiring decision made by September. McGeorge feels there is a duplication of duties between the Director's and Assistant Director's description and will be asking Town Hall for a clarification. After a discussion, the trustees feel the salary range should be on the job description. Chairperson Hagan said the make up of the Screening Committee would be: from the Trustees: Michael Hagan, Natalie Luca Fiore, Charles Desmond, Irene Conte, Julie Curtis. From the Library: Jennifer McGeorge, Jim Riordan and Sue Kontos. From the Middle School library: Sara Woo. Chairperson Hagan feels the search committee should be formed by the trustees and not outside agency. Hagan reported the search committee would review resumes, narrow them down, and the trustee's would interview the candidates, and then make a recommendation to hire. It is important that everyone knows the correct procedures in running a meeting.

Treasurer's Report: Treasurer Frank Herschede handed out FY17 (May 1-31, 2017) Trustee's Report as well as the Trustee's Fund Application through June 30, 2017. There is money left in the Lyceum Account but Lyceum Chair Natalie Luca Fiore reported there are programs still planned before the end of the fiscal year. Herschede felt nothing out of the ordinary with either report. Herschede feels the stock market is going alright. Julie Curtis asked about Cohasco and Holinger Metal expenses.

May 2017 Investment Fund Report:

Peabody Institute of Danvers, Inc.	Beginning Balance	\$443,444.78
	Ending Balance	\$449,679.75
	Change in Value	\$ 5,658.83
	Year to Date	+5.6%

George Peabody Society, Inc.	Beginning Balance	\$100,036.38
	Ending Balance	\$101,399.16
	Change in Value	\$ 1,231.58
	Year to Date	+5.5%

A motion was made by Natalie Luca Fiore and seconded Irene Conte to accept the treasurer’s report as presented. Motion passed unanimously.

Building and Grounds Report: Chairperson Frank Herschede reported the following: the air conditioning system has not been very reliable in adjusting to the rising temperatures in the library. Many areas of the building are often quite hot, particularly when the sun is out. ATCO technicians are regularly on site working to correct this problem. Most of the Art of Sculptures have been installed on the library lawn. The exhibit will run through October 15th. A community reception for the artists is scheduled for Sunday, June 25th from 1-3:00 pm. Set up for the book sale is underway. A private Friends preview party is scheduled for June 20th and the general sale begins on June 21st. Panic buttons implementation is on hold until discussion. Buttons will be worn in three areas: children’s room, storage area where magazines are stored because area is very isolated, and stored on 2nd floor for use on 3rd floor. The library feels the 3rd floor needs 1-2 extra cameras. Looking to see if there is still funds left in the warrant article to cover extra cameras. If there is warrant money available Natalie Luca Fiore would like to fund the cameras. Library would like to renew the Active Shooter and Defibrillator training.

Lyceum Report: Chairperson Natalie Luca Fiore reported that Gentle Yoga would begin again on July 20th and will run every Thursday at 7:00 pm for six weeks.

Acting Director’s Report: Acting Director Jennifer McGeorge informed us the FY2018 library budget approved at the May 15th Town Meeting goes into effect on July 1st. In an effort to get long term and newer staff on the same training page, this summer department heads will begin working on a set of competencies for each department: circulation, reference, children’s and technology. Reference team is researching a product called Hoopla which is available at many area libraries. This product is an electronic resource that allows library users to borrow movies, music, audiobooks, ebooks, comics and television shows on their computer, tablets, phone or television. We expect to add it to our collection of online resources, which includes downloadable books and magazines this summer. The library is partnering with the US Department of State Bureau of Consular Affairs to offer a Passport Acceptance Program. The 1st will take place on Saturday, August 12th in the Gordon Room. The trustee’s will not be meeting again until September 13, 2017.

Gala Update: Natalie Luca Fiore reported gala ticket information would be on line. She is looking for big items for the silent auction.

Adjournment: A motion was made by Irene Conte and seconded by Wilbur Cobb to adjourn the June 14, 2017 trustee meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary