



**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, December 14th, 2016 – 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 12th, 2016</b>	<b>Michael Hagan</b>
<b>To act on the Chairperson's Report</b>	<b>Michael Hagan</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</b>	<b>Frank Herschede</b>
<b>    Lyceum</b>	<b>Natalie Luca Fiore</b>
<b>To act on the FY 2018 Budget Request</b>	<b>Michael Hagan</b>
<b>To act on the Director's Report</b>	<b>Alan Thibeault</b>
<b>Adjournment</b>	<b>Michael Hagan</b>

# MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, December 14, 2016

**Present:** Wilbur Cobb, Julie Curtis, Irene Conte, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Alan Thibeault, Gail Tyrrell

**Absent:** Richard Bettencourt, Charles Desmond

**Call to Order:** The December 14, 2016 meeting of the trustees of the library was called to order at 7:10 pm by Chairperson Michael Hagan.

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

**Secretary Report:** A motion was made by Irene Conte and seconded by Wilbur Cobb to accept the November 9, 2016 secretary minutes as printed. Motion passed unanimously.

**Chairperson's Report:** Chairperson Michael Hagan reported the following: The recent Library Open House presented by the Friends of the Peabody Institute Library was well attended. The FY2018 proposed budget had been sent out previous to the meeting and trustees were asked to read it over. Chairperson Hagan asked if the trustees had any concerns with the proposed budget and the trustees responded none. A discussion on the proposed budget ensued. Director Alan Thibeault discussed staff salaries and the annual salary analysis he provided to the trustees. He stated that the level of compensation our staff receives is above average compared to comparable communities and fairly competitive with neighboring libraries. Trustees were informed that the town manager's meeting to review the proposed budget would be Thursday, December 22, 2016 at 5:00 pm in the Town Managers Conference Room. Hagan and Thibeault encouraged as many trustees as possible to attend the meeting. Trustee Julie Curtis thanked Director Thibeault for doing a great job making the proposed budget easy to understand. Thibeault added he handed the proposed budget in to Town Hall today as this was the deadline for submittal. There is a 2.5% raise included in the proposal, but it is possible that might be reduced to 2.0% as the Town settles pending collective bargaining agreements. A motion was made by Wilbur Cobb and seconded by Natalie Luca Fiore to accept the FY2018 proposed budget as submitted by Director Alan Thibeault. Motion passed unanimously.

**Treasurer's Report:** Treasurer Frank Herschede reported the following regarding both the Peabody Institute of Danvers and the George Peabody Society Investment accounts for November 2016:

Peabody Institute of Danvers:	Beginning Balance	\$418,269.65
	Ending Balance	\$422,320.63
Gain of \$4,051.00	YTD Gain:	2.92%
George Peabody Society:	Beginning Balance	\$101,356.11
	Ending Balance	\$102,312.33
Gain of \$ 956.00	YTD Gain:	2.77%

Herschede also handed out trustee fund applications for the trustees to review and ask any questions. Herschede reminded trustees that our portfolio's were low risk. Director Thibeault reported that \$6,500 would have to be transferred from the George Peabody Society to reimburse the Trust for last year's purchase of a new piano. Thibeault also reported that additional George Peabody Funds would be needed so that a humidifier, which will cut down on the number of tunings needed, can be installed in the new piano. A motion was made by

Wilbur Cobb and seconded by Irene Conte to accept the treasurer's report as presented. Motion passed unanimously.

**Report of the Building and Grounds Committee:** Director Alan Thibeault reported library was in good shape with the new stationary panic buttons but is waiting on three new portable panic buttons. Chairperson Hagan added that portable models originally delivered were the same as the stationary ones and too unwieldy to be used for that purpose. Thibeault responded that he had had requested SOS Security order smaller ones with two buttons that needed to be pressed at the same time. Thibeault and Michael Hagan will work together to conduct tests of the new buttons once installation is complete. Thibeault and Hagan will invite all the trustees to come and witness it. Building and Grounds Committee Chair Frank Herschede reported that one of the two boilers had failed and it looked like a pump was not working properly. This should be covered by the warranty. Fortunately the other boiler is working okay. Herschede gave an update on planting the purple irises from his home garden in what was previously the old herb garden. He reported that Natalie Luca Fiore and he had cleaned up the bed, turned the soil, and planted the iris bulbs. Trustees Julie Curtis and Frank Herschede offered to split the cost of manure for the bulb garden. In the spring, Herschede and Luca Fiore will also do additional plantings in that garden.

**Report of the Lyceum Committee:** Committee Chair Natalie Luca Fiore reported the following: There will be a program from 11:00 am-12:00 Noon on Wednesday, February 22<sup>nd</sup> entitled 'Minecraft Madness for Children' presented by a fellow who goes by the name of Jungle Jim. Chairperson Luca Fiore said the library had received a grant from the Cultural Council in the amount of \$249.00 towards the cost of the presentation. Karen Veilleux from the Children's Room has requested that the Lyceum Committee fund the other \$250.00 towards the cost of the presentation. After discussion, a motion was made by Julie Curtis and seconded by Irene Conte to expend \$250.00 from the Lyceum Committee funds to cover the rest of the cost of the program. Motion passed unanimously.

**Director's Report:** Library Director Alan Thibeault spoke about this Friday's, December 16<sup>th</sup> legislative breakfast organized by the Peabody Institute Library at Peabody. The breakfast will be at the Main Branch of the Peabody Institute Library, 82 Main Street in Peabody starting at 9:30 am. He asked for trustees to attend. Irene Conte, Julie Curtis and Michael Hagan said they would attend. Director Thibeault asked the trustees to make a donation to assist in the costs of the breakfast. After the discussion, a motion was made by Julie Curtis and seconded by Gail Tyrrell to donate \$50.00 from the library budget to help defray the costs of the legislative breakfast. The motion passed unanimously. Director Thibeault reminded everyone about the Trustee-Staff dinner on Tuesday, January 24<sup>th</sup> at Supino's Restaurant starting at 6:30 pm.

**Adjournment:** A motion was made by Natalie Luca Fiore and seconded by Gail Tyrrell to adjourn the December 14, 2016 library trustee meeting at 7:40 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary

(These minutes pending approval by the Board of Trustees)