

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

May 10, 2017

Present: Richard Bettencourt, Wilbur Cobb, Julie Curtis, Charles Desmond, Michael Hagan, Frank Herschede, Natalie Luca Fiore, Jennifer McGeorge, Gail Tyrrell

Absent: Irene Conte

There were no citizens present nor were there any citizen comments submitted for discussion.

The Pledge of Allegiance was led by Chairperson Michael Hagan.

Call to Order: The May 10, 2017 library trustee meeting was called to order at 7:08 pm by Chairperson Michael Hagan.

Chairperson Hagan informed us that this meeting (first meeting after municipal election), was a reorganizational meeting. Before any nominations for officers could take place, Charles Desmond asked to speak. Desmond reminded everyone that last year the trustees agreed to hold a discussion the month before the elections on the table officers and the makeup of the committee. Because of unforeseen circumstances the discussion never took place. Where the library was going through a period of change, he recommended the trustees keep the 2017 officers as they were in the 2016 reorganization. After Desmond had finished, Chairperson Michael Hagan turned the meeting over to Acting Director Jennifer McGeorge so she could oversee the election of officers.

Acting Director McGeorge opened nominations for Chairperson. Julie Curtis nominated Michael Hagan for Chairperson and Richard Bettencourt seconded Hagan's nomination. A motion was made and seconded to close nominations for chairperson. Where there were no other nominations for chairperson, Michael Hagan was declared the chair. A motion was then made by Richard Bettencourt and seconded by Gail Tyrrell for Chairperson Hagan to cast one vote for all the present officers to hold their positions for the year 2017-18. Motion passed unanimously.

Chairperson Hagan congratulated Wilbur Cobb, Irene Conte and Charles Desmond on the successful elections to keep their trusteeships.

Chairperson Report: Chairperson Hagan read his statement thanking the trustees and staff for their patience and support during the unforeseen circumstances and adding that discussions would take place soon regarding a search for a new library director. Hagan discussed the proper procedure for recommending candidates for a library director. The Chair appoints a committee to review applications and to recommend at least two candidates to present to the trustees for their decision. Hagan feels the June meeting would be a good time to appoint the search committee. Chairperson Hagan and Assistant Chair Natalie Luca Fiore will work with the town administration to expedite process of hiring a new director. McGeorge will speak with other libraries to obtain copies of library director and staff evaluation forms for trustee review. Hagan is suggesting that we hold another staff/trustees luncheon over the summer. Hagan reviewed things that need to be taken care of: the panic button project. Acting Director McGeorge has been in contact with SOS Security and is arranging to have the buttons tested this week. Once the buttons are ready, Hagan will ask the board to review and approve a draft policy on the buttons for the employees to abide by. The policy will be apply to staff working on the ground floor as well as the second and third floors where employees work alone with high book shelves

and secluded areas. Five Year Plan – the Strategic Planning Meeting Outline (SOAR) was scheduled to have a facilitated SOAR Exercise in either February or March of this year. These meetings will be facilitated by representatives of the Massachusetts library system, and the committee will have representatives from the trustees, staff, town government and patrons. This policy will need to start soon. McGeorge was able to do some research and found a 2012 trustee handbook that lays out trustee duties and responsibilities and will email them to the trustees. It is important that the trustees understand their duties. Active Shooter Program – Chairperson Hagan will ask the acting director to review the dates for the last time staff were trained in the active shooter program.

Secretary Minutes: A motion was made by Charles Desmond and seconded by Richard Bettencourt to accept the March 8, 2017 minutes as printed. Motion passed unanimously.

Treasurer’s Report: Treasurer Frank Herschede reported that Greg Miner from Cornerstone Investments had met with the investment sub-committee right before tonight’s meeting. The decision to move our monies into a custom portfolio was a good one. Herschede reported that as of April 2017, the Peabody Institute of Danvers investment fund had:

Beginning balance	\$439,279.77	Ending Balance	\$443,444.78
Change in Value	\$ 4,658.85	Year to Date	4.13%

And the George Peabody Society investment fund had:

Beginning balance	\$ 98,112.17	Ending Balance	\$100,036.38
Change in Value	\$ 1,034.37	Year to Date	4.04%

The Trustee’s Funds application and the FY17 Trustees Report for April were handed out and reviewed. A motion was made by Natalie Luca Fiore and seconded by Gail Tyrrell to accept the treasurer’s report as presented. Motion passed unanimously.

Building and Grounds Report: Chairperson Frank Herschede reported the following: The Department of Public Works luncheon will be Wednesday, May 24th. All trustees are invited to attend. Last year’s event was a big success and it is a good way to recognize the valuable contributions the DPW staff play in helping our library thrive. A recent blackout revealed that emergency lighting was not functioning in the children’s room and archives. The DPW changed out batteries and the system is now working. Another small leak was discovered near the garden roof. Public Works is investigating the cause and repairing it. Three portable panic buttons will be tested for reliability and put into use upon approval of prepared user policy. The irises planted by Frank Herschede and Natalie Luca Fiore are coming up and hope to have color soon. The grass in the back of the library is growing over the benches. McGeorge will ask the DPW to cut the grass. Chairperson Hagan will ask DPW Director Chuck Farrell to attend a meeting so we can discuss ways the DPW can assist library with grounds upkeep. On May 17th, “Light the Night” will be held from 6-8 pm, to bring awareness to opiate addiction. Included will be a walk and a reception on the back lawns. Celebrating the Art of Sculpture will be back for the fifth year from June 12-October 15th. A reception is tentatively scheduled for 1:00 pm on Sunday, June 25th. A motion was made by Wilbur Cobb and seconded by Richard Bettencourt to accept the building and grounds report as presented. Motion passed unanimously.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported that a great author, Peter Zheutlin appeared last October to promote his new book “Rescue Road”. This did not attract a great crowd. A discussion was held on how to attract more people. Gail Tyrrell suggested events be put on the library page.

Director’s Report: Acting Director Jennifer McGeorge reported that Chairperson Hagan, Assistant Chair Natalie Luca Fiore and she would attend the annual “Town Meeting” Skull Session on Thursday, May 11th in preparation for the May 15th Town Meeting. The library is wrapping up its Adult Programming season having surpassed 2016 with a continued variety of education and cultural programs. This includes library funded programs, community partnerships, Friends Programs and book clubs. The 2018 programming season will begin with the return of the six part yoga series taught by Anna Laste. In 2016, the budget was 4,135, there were 76 programs for a total attendance of 1,289. In 2017, the budget was 5,135 with 120 programs and as of May 5th, attendance was 1,531. The library will be closed on Sundays starting May 28th and Sunday hours will resume on September 10th. Christopher Siers was hired as the new Information Technology Coordinator on May 8th. The library has added Instagram to their family of social media platform, along with Facebook and Twitter.

Other Business: Charles Desmond spoke about the libraries place in Black history. Natalie Luca Fiore spoke about the upcoming Gala on Friday, September 22nd, 7-11 pm at the Danversport Yacht Club. She suggested trustees ask the library personnel what projects they’d like Gala funds to go towards.

Adjournment: A motion was made by Richard Bettencourt and seconded by Gail Tyrrell to adjourn the regular library trustee meeting on May 10, 2017 at 8:32 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

MINUTES OF THE PEABODY INSTITUTE OF DANVERS MEETING

May 10, 2017

Call to Order: Chairperson Michael Hagan called the meeting to order at 8:32 pm.

Chairperson Hagan announced the purpose of this meeting was to discuss the Peabody Institute of Danvers Trust Corporate Status. There was a discussion regarding CPA Robert J. Guimond's update concerning Peabody Institute of Danvers being reinstated as a IRS non-profit organization. Mr. Guimond is estimating the cost range of \$800.00 to \$1,000.00 yearly for four years. A motion was made by Richard Bettencourt and seconded by Charles Desmond to apply up to \$4,000.00 towards the cost of renewing tax exempt status. Motion passed unanimously.

Adjournment: A motion was made by Richard Bettencourt and seconded by Charles Desmond to adjourn the Peabody Institute of Danvers meeting of May 10, 2017 at 8:40 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary