

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

December 14, 2011

Present: Wilbur Cobb, Reni Conte, Julie Curtis, Frank Herschede, Kathleen Lopes, Alan Thibeault, Mary Beth Verry

Absent: Charles Desmond, Michael Hagan, T. Frank Tyrrell, Jr.

Call to Order: The meeting was called to order by Chairperson Mary Beth Verry at 7:02 pm.

There were no citizen comments. The Pledge of Allegiance was led by Chairperson Verry.

Secretary's Minutes: A motion was made by Trustee Kathleen Lopes and seconded by Trustee Reni Conte to strike the sentence about Trustee Mike Hagan's Holiday Party. The feeling was it had nothing to do with the Trustees business. Motion passed unanimously. A motion was then made by Trustee Reni Conte and seconded by Trustee Wilbur Cobb to accept the amended November 2011 minutes as printed. Motion passed unanimously.

Report of the Chairperson: Chairperson Mary Beth Verry reported that there would be a budget meeting held in the Town Manager Conference Room at 5:00 pm on Thursday, January 5, 2012. A check for \$12,758.00 representing one-half of the state aid to the library has been received. Verry hopes the second half will be received in the late spring. The library is not sure if the second half will be in the same amount. If the second check is the same the total of \$25,500 will be \$812.00 less than what we received last year. Verry was pleased with the Edward Jones Investments presentation last month. She feels Jones is looking at what we presently have and feels they are offering more than Raymond James which has too much in equity and not enough in growth and income. If we make any decisions regarding changing our investment company it should be done by January or we would end up paying fees to both companies. Trustee Julie Curtis asked if Raymond James had been contacted to let them know that we were considering changing companies. Treasurer Frank Herschede responded they had not. Curtis responded she was concerned that we had not given Raymond James the chance to see if they could make us a counter offer to what Edward Jones had offered. A motion was made by Trustee Wilbur Cobb and seconded by Trustee Reni Conte for Treasurer Herschede to speak with Raymond James by December 21st to see if they could make a counter offer to what Edward Jones had proposed. Motion passed unanimously. If Raymond James makes a better proposal in Herschede's judgement he can commit to accept. Director Thibeault will e-mail the Trustees the results of Herschede's conversation.

Report of the Treasurer: Treasurer Frank Herschede handed out a financial report and said it looks like we are in line with everything. Director Thibeault reported the post line was short because he had purchased stamps early. Thibeault is looking into mailing interlibrary loan paperwork from the Town Hall. It was pointed out we are still making good money from rental of the Gordon Room. A motion was made by Trustee Wilbur Cobb and seconded by Trustee Reni Conte to accept the Treasurer's Report. Motion passed unanimously.

Report of the Lyceum Committee: Chairperson Kathleen Lopes reported the following activities: JoAnne Powell, Head of Children's Services and Lopes have scheduled programs in the children's room from January-June 2012. Music by Dara and Steve Blunt will be alternating programs. Last year they had approximately 125 attendees per show. Lopes met with Donna Maturi, Head of Reference and Information Services and Michelle Deschene-Warren, Young Adult Librarian, regarding expanding programs for Young Adults (12 years and older) in March. There will also be a presentation on stone walls on an evening in March or April and will be co-sponsoring two programs – forensic crime and investigation in October 2012. They are also working on getting programs from more local authors.

Report of the Building and Grounds Committee: Director Alan Thibeault and Committee Chairperson Michael Hagan checked the security cameras and tested the panic alarms and found everything was in order. The outdoor decorations were supplied by the Clark Farm. Director Thibeault reported that 27 chairs needed to be repaired. Some of these chairs were purchased in 1984. Thibeault is looking for an assessment to see if the chairs are repairable or not. One idea would be to replace the chairs in the Children's Room and others in the upper floors.

Report of the Director: Director Thibeault reported the following: the first Budget Committee meeting will be held on Monday, December 19th. Circulation statistics are staying steady. On Sunday, November 13th a program of classical music attracted 25 people. The Holiday Open House was held on December 7th with 30-35 people attending. We will investigate having next year's Open House be more of a social event with music in the background rather than a concert. It was felt the music should not be the center of attention. Donna Maturi, Tricia Arrington and Jim Riordan gave a public class on how to use various types of e-readers in the Gordon Room. This was attended by 54 patrons and went quite well. It is hoped to repeat the event in the not-too-distant future. The holiday hours are: library will be closed beginning Saturday, December 24th, 2011 through Monday, December 26, 2011. The library will re-open at 9:00 am on Tuesday, December 27, 2011 at 9:00 am. The library will close at 5:00 pm on December 31st and remain closed through January 2, 2012. The library will reopen at 9:00 am on January 3, 2012. Director Thibeault gave an update on the lawn urn that was vandalized. It would cost \$5,000 in court fees to 'attach' the house of the vandal. If the wife's name is listed as the owner, an attachment would be impossible. Director Thibeault did speak with Assistant Town Manager, Diane Norris and informed her that the Library Trustees were unhappy with what had transpired so far. The town can pursue civil action. The estimated cost to repair the urn and stand is \$25,000. If the Trustees are not satisfied

after the Town makes the decision on what to do regarding the urn repairs, Assistant Town Manager Diane Norris is willing to attend a meeting and speak with us on the matter. She also indicated that Town Manager Wayne Marquis may opt to attend. Director Thibeault handed out a draft of the 2013 library budget. The budget reflects a 3.1% increase from last year. Included in the 2013 budget are: a 3% bump in salaries, \$1,000 addition to the postage budget and a 5% increase in materials purchases. A motion was made by Trustee Kathleen Lopes and seconded by Trustee Reni Conte to accept the 2013 proposed budget and submit to the Town Manager. Motion passed unanimously. From the Town Manager, the budget is reviewed by the Selectmen, Finance Committee and finally to the Town Meeting Members for their vote. A discussion was held regarding an addition to the Guidelines for User Behavior. Specifically to deal with use of and occupation of the Children's Room being reserved for children and their parents or caregivers. The feeling was the proposed wording was tough and rigid. The Trustees received a copy of children room use policies from other local libraries. Director Thibeault met with Sandra "Sam" Trapani of the Danvers Herald and established ways to better help the library get news items into the newspaper' "Library Corner' column.

Adjournment: A motion was made by Trustee Reni Conte and seconded by Trustee Wilbur Cobb to adjourn the December 14, 2011 Trustee Meeting at 8:35 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary