AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, April 11, 2012

Archives

Call to Order           Mary Beth Verry
Pledge of Allegiance          Mary Beth Verry
Citizen Comments
To act on the minutes Feb. 27, 2012, March 21, 2012 Chairperson
Chairperson’s Report Chairperson
To act on the Treasurer’s Report Frank Herschede
To Act on Committee Assignments Mary Beth Verry
To act on the Reports of Standing Committees
Buildings & Grounds Mike Hagan
Lyceum Kathy Lopes
To act on the Director’s Report Alan Thibeault
- Unaccompanied Children/Adults in Need
Adjournment
MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING
Wednesday, April 11, 2012

Present: Wilbur Cobb, Julie Curtis, Michael Hagan, Frank Herschede, Kathleen Lopes, Alan Thibeault, T. Frank Tyrrell, Jr. Mary Beth Verry

Absent: Reni Conte and Charles Desmond

The Pledge of Allegiance was led by Chairperson Mary Beth Verry. There were no citizen’s present and no citizen comments were made.

Secretary Report:

A motion was made by Kathleen Lopes and seconded by Wilbur Cobb to accept the minutes of the Special Meeting on February 27, 2012. Motion passed unanimously.

March 21st meeting: Kathleen Lopes pointed out that in the Lyceum Report it should say Middleton and not Middleboro as printed. A motion was made by Wilbur Cobb and seconded by T. Frank Tyrrell, Jr. to accept the minutes of the March 21, 2012 Trustee Meeting with the changes noted. Motion passed unanimously.

Chairperson Report: Chairperson Mary Beth Verry thanked the Trustees who attended the Selectman’s Budget Meeting on March 27th. Verry reported there were a lot of compliments on the presentation. Selectman Michael Powers suggested the Trustees work with the Friends of the Library on fundraising. Chairperson Verry responded we would. The Trustees will meet with the Finance Committee at 7:00 pm on Tuesday, April 24th in the Selectman’s Room of Town Hall. Verry asked as many of us that could to please attend this meeting to show support. Verry also discussed the Town Meeting, May 21st, 2012, where the budget where the budget will be voted on.

We reviewed the Children/Adults in Need Policy that Director Alan Thibault and the library heads wrote. The Trustees were asked for any suggestions. Kathleen Lopes asked about the last line on page 1. Thibeault responded if a child seems upset the library personnel should try to comfort them. Lopes asked what degree of comfort. Thibeault responded he would look at it and expand on it. A question was also asked about closings. Thibeault said he would tweak the policy and take it to Town Counsel David De Luca for his review.

There have been very few complaints about the new Children’s Room Policy. It is felt this is due to the amount of advertising on the new policy. Three computers have been relocated (two to the Reference Room, one to the Young Adult Room) for adult use.

Treasurer Report: Treasurer Frank Herschede reviewed the trustee budget. A question was asked about the $1,690 in the sundries account. Herschede responded he would e-mail a response to the trustees. Going forward the report will include a breakdown of charges. The alignment of petty cash in the budget is confusing. Director Thibeault will speak with the bookkeeper to have the alignment be more clear. We revisited whether or not we would be moving our investment funds to another company. Treasurer Herschede agreed to do a one page analysis of both company offers. A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to table the decision whether or not to move our investment funds until the May meeting as two of the Trustees were absent tonight. The motion passed unanimously. A motion
was then made by Kathleen Lopes and seconded by Michael Hagan to accept the Treasurer’s Report as presented. Motion passed unanimously.

**Report of the Lyceum Committee:** Chairperson Kathleen Lopes said a Young Adult library program would be sponsored. The recent “Wolf Talks” program attracted 50-100 attendees. Ms. Julie will return in April and this will be the end of the programming until the Fall except for the Summer Reading program.

**Report of the Building and Grounds Committee:** There has been a graffiti attack on the Gazebo. Additionally, existing surveillance cameras do not pick up any activity in the stairwells. It is recommended we install one additional camera to show any activity in the stairwells. Director Thibeault will contact SOS Security for cost. Director Thibeault found a pile of brush in the Rotary Pavilion and is concerned about this. Thibeault has been asking questions and prodding the Department of Public Works on the new fire suppression system for the Archives, but there is not a lot of movement. Julie Curtis stressed the need to move forward. Chairperson Verry will reach out to the Department of Public Works regarding the fireproofing.

**Report of the Director:** Director Thibeault reported the library will be closed on Saturday, May 26th as the NOBLE library system is being switched to the Evergreen Library System. There will be two-hour training on either Tuesday, May 1st or Monday, May 7th. Director Thibeault requested permission to delay opening for one hour, from 9 a.m. to 10 a.m. so library personnel can attend training from 8 a.m. to 10 a.m. A motion was made by Michael Hagan and seconded by Frank Herschede to honor both requests; close on May 26th and one hour delay for training. Motion passed unanimously. Trustee’s Wilbur Cobb, Frank Herschede and T. Frank Tyrrell attended the recent Staff-Trustee Appreciation Luncheon. The library will be hosting a representative from the Commonwealth of Virginia on April 30th to accept archival estrays. There have been revisions on the Staff Appraisal Document. Director Thibeault and the department heads are beginning work on a revision of the existing personnel evaluation process. On April 13, 2012 Congressman John Tierney will be the guest speaker at the Networking Group for Job Seekers. The number of people in the ‘Friends of the Library’ is now up to 185. The number has doubled since an insert was sent with the town electric bills. Director Thibeault handed out the circulation statistics. Circulation numbers were down in March but at a good pace for the year.

**Adjournment:** A motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to adjourn the April 2012 library trustee meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis, Recording Secretary