AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, February 8, 2012

Archives

Call to Order           Mary Beth Verry
Pledge of Allegiance          Mary Beth Verry
Citizen Comments
To act on the minutes of January 11 & 19, 2012 Mary Beth Verry
Chairperson’s Report        Mary Beth Verry
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
- Guidelines for User Behavior revisions
Adjournment
MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING
Wednesday, February 8, 2012

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

Absent: T. Frank Tyrrell, Jr.

Guest: Carlie Dugan, Cornerstone Financial Partners

Call to Order: Meeting was called to order by Chairperson Mary Beth Verry at 7:08 pm

The Pledge of Allegiance was led by Chairperson Mary Beth Verry. There were no citizens present nor were there any citizen comments.

Chairperson Verry introduced Carlie Dugan from the Cornerstone Financial Partners. Ms. Dugan spoke about the library portfolio and how Cornerstone Financial Planners could accommodate the library and the George Peabody Society financial needs. Ms. Dugan thanked the Trustees for allowing her to come and address our group.

Secretary’s Minutes:

January 11, 2012 Trustee Meeting Minutes. A motion was made by Reni Conte and seconded by Reni Conte to accept the minutes as printed. Motion passed unanimously.

January 19, 2012 Special Meeting to address the budget. A motion was made by Kathleen Lopes and seconded by Wilbur Cobb to accept the minutes as printed. Motion passed unanimously.

Treasurer’s Report:

Treasurer Frank Herschede handed out an updated Trustee funds report and reported everything looked good. Herschede reported that $413,392.93 was in the Trustees Investment account and $17,125.60 was in the George Peabody Investment account. A motion was made by Charles Desmond and seconded by Kathleen Lopes to accept the Treasurer Report. Motion passed unanimously.

Chairperson’s Report:

Chairperson Mary Beth Verry reported on the following:

The DEEP Hall of Fame Honor Ceremony is being held on Thursday, March 8, 2012 from 6-8 pm at the Danvers Port Yacht Club. One of the honorees is former Library Director Douglas Rendell. Tickets are $35.00. Verry suggested the Trustees purchase a table and attend as a group. Any Trustee interested in attending should notify Director Thibeault by February 23, 2012.

The Trustees revisited the damaged Peabody urn. The notice of foreclosure on the Provencher property was handed out. The property is due to be auctioned on February 20, 2012. Trustee Michael Hagan contacted Sgt. David Joyce in the Danvers Police Department regarding the
restitution hearing on the damaged urn. Sgt. Joyce needs a contact person from the Library Trustees who would be willing to appear in the Salem District Court to speak on behalf of the restitution. Trustee Charles Desmond stated he was willing to speak in court on the Trustee behalf. The suggestion was made to have both Charles Desmond and Town Archivist Richard Trask appear together. A motion was made by Trustee Reni Conte and seconded by Trustee Kathleen Lopes to pursue restitution for the costs of the urn repair. Director Thibeault will coordinate contact between Sgt. Joyce and the Board.

The Town Counsel reported that the cost estimate for attaching a lien of the Provencher property would be $5,000.00. A straw poll was taken to see how the Trustees felt about funding the cost of a lien. The straw vote resulted in one member in favor of attaching a lien and seven against.

There is a Budget Committee meeting tomorrow. Additionally, Assistant Town Manager Diane Norris has indicated to Director Thibeault that she and/or Town Manager Wayne Marquis are willing to meet with Board members again to discuss the requested 3% salary increase. Monday, February 13th at 4:30 pm was suggested as a time to meet. A question was asked why the Trustees were being asked for another meeting with the Town Manager regarding the salary increase when we had taken two separate votes and reviewed a comparison of neighboring library salaries. Chairman Verry responded that the Board, in its letter to the Town Manager, had expressed a willingness to meet for further discussion of the matter. Director Thibeault will contact the Town Manager and invite him to meet with the Board here at the Library on February 13th, 2012.

**Report of the Lyceum Committee:**

Lyceum Chair Kathleen Lopes reported that the program with Dara last week attracted over 100 attendees. The Library Trustees did not receive any recognition for sponsoring this event. It is felt in the future the Trustees should be recognized as sponsors. Director Thibeault stated that he will see to this.

**Building and Grounds Committee:**

The town’s arborists removed a large sugar maple tree from the outside area of the south chain link fence adjacent to the southern drive to Sylvan Street. The tree’s trunk had hollowed out to a point where it posed a danger to life and limb.

Director Thibeault has contacted Bob Levasseur about the poor state of the main floor’s south-southeast side carpeting. The carpet is badly rippled and has numerous loose edges that present a trip hazard. The Director believes that replacement is this carpet is a much more pressing need than the replacement of the Gordon Room carpeting.

**Report of the Library Director:**

Director Thibeault reported that circulation statistics have been steady and a little ahead of last years at this time.

The Department of Public Works will bring in the Town’s contracted architect to provide a code and ADA compliant preliminary design and cost estimate for the new Children’s Room service desk. The project, under state procurement laws, may require three vendor quotations.
A flyer on Membership to the Friends of the Library was handed out. This insert will be included with the electric bills due to be sent out this month. This was suggested earlier by the Trustees. Charles Desmond suggested that the Board contact the “Friends of the Library” regarding a joint fundraiser to raise funds for the library. Director Thibeault will pass this suggestion on to the Friends.

Town Counsel David DeLuca has reviewed the Guidelines for User Behavior and reported he had no problem with the document as written. He does not see the written policy running afoul of any public property or civil liability issues. He also stated that while we don’t specifically define the term “weapons” in paragraph 5, the clause, as written, is sufficient for our purposes. Since then, we have altered the document to include mention of “Children’s Hours.” This represents a compromise that will allow adults to use the space after 7:00 pm Monday-Thursday; as these generally are times of low occupancy of the room by children. A motion was made by Reni Conte and seconded by Wilbur Cobb to accept the “Guidelines for User Behavior” as written. Motion passed unanimously. A notice of change will be posted for at least 30 days before Children’s Hours officially go into effect.

**Adjournment:** A motion was made by Reni Conte and seconded by Mary Beth Verry to adjourn the February 8, 2012 Library Trustee Board Meeting at 9:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary