AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, January 11, 2012

Archives

Call to Order           Mary Beth Verry
Pledge of Allegiance          Mary Beth Verry
Citizen Comments
To act on the minutes of December 14, 2011      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 revision
Adjournment
MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, January 11, 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.

Call to Order: The January 2012 Trustees Meeting was called to order by Chairperson Mary Beth Verry at 7:00 pm.

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

Secretary’s Minutes: A motion was made by Reni Conte and seconded by Wilbur Cobb to accept the December 14, 2011 Trustee Meeting minutes as printed. Motion passed unanimously.

Report of the Chairperson: Chairperson Verry thanked everyone who attended last Thursday’s proposed budget meeting with Town Manager Wayne Marquis and Assistant Town Manager Diane Norris. Overall it was a good meeting regarding the proposed library budget as submitted. Yesterday at the Budget Committee Meeting it was reported the recommendation would be a 1.5% increase to all town employees and the Trustee vote from last month to grant a 3% increase in library personnel salaries might be a sticking point. Director Thibeault was asked to bring the 1.5% back for Trustee reconsideration. Trustee Charles Desmond recommended in the future when the Trustee’s meet for a pre-budget conference they have a clear, concrete rationale for requesting a salary increase for library personnel and the request be backed up with documentation. Chairperson Verry responded that the Trustee’s set salary, the Town only makes recommendations, we do not use trust or grant money to pay salaries, they are paid through the municipal budget. Right now, our salary rate is in the upper end of the NOBLE Network. Trustee Hagan attended the pre-budget meeting and reported there was in his opinion, a lack of cooperation between the Town Managers Office and the Trustees regarding the proposed salary increases. He feels the library employees deserve our support, that the town has the ability to pay these increases, they just don’t want to. The next budget meeting is January 25th. Trustee Desmond asked if it would be possible to have a salary comparison by similar communities and by geographic area before the meeting on January 25th. Director Thibault said he could do this. We were informed that March 1st is the date the budget has to be presented to the Selectman. It was decided to hold a special meeting at 6:15 pm next Thursday, January 19th, to review any new information and decide if we could justify the 3% increase to salaries, if we could not we should consider the 1.5% as proposed. There will be a Children’s Room Renovation Committee Fundraiser on Friday, January 27th from 4-9 pm at the Danversport Yacht Club. Verry reported the circulation desk in the Children’s Room needs to be replaced as soon as possible. The estimated cost is $20,000.00. The cost of new wooden chairs would be $150.00-$300.00 or plastic stacking chairs would be $55.00-$125.00. New bookcases need to be ordered. The initial fundraising goal was $20,000.00.

Report of the Treasurer: Treasurer Frank Herschede handed out a Treasurer’s Report and reported expenses were right on schedule. Herschede reported the following accounts information: Peabody Institute Account – December 1-31st, beginning balance was $399,666.81 and ending balance $399,846.79 with a gain of $179.98. George Peabody Account – December 1-31st, beginning balance was $78,104.39 and ending balance was $78,373.27, for a gain of $268.88. The total of both accounts was $448.86, a gain of 0.246%. The George Peabody
Checking Account has a balance of $16,611.97. It was decided to invite Carlie Dugan from Raymond James Investments to our February 2012 meeting to address us on what Raymond James can offer us. There were concerns that we have not made it clear what we are looking for in our investment portfolio. A motion was made by Kathleen Lopes and seconded by Reni Conte to accept the Treasurer’s Report as presented. Motion passed unanimously.

Report of the Lyceum Committee: Chairperson Kathleen Lopes reported the following upcoming programs: Area Stone Walls in the Fall at a cost of approximately $300.00, Children’s Room alternate between Music by Dara and Steve Blunt, and Young Adult Programs, cost of approximately $400.00 and $200.00 respectively. Lopes reported all programs had been booked.

Report of the Building and Grounds: The blower unit for the Archives failed during the week after Christmas. Heat to that area was restored with a minimum of inconvenience largely due to unreasonably warm weather. The library will be replacing the carpet in the Gordon Room with stain resistant, heavy-grade carpeting in the next month or two. The fire extinguishing system in vault will be replaced so fires will not be possible. Chairperson Michael Hagan and Director Thibeault tested the Children’s Room panic button and right away the police were on the phone. The video system was a wise investment, quality is still good.

Report of the Library Director: There will be an E-Reader Clinic from 11:00 am – 1:00 pm on Saturday, January 21st. Trustee Kathleen Lopes suggested having another clinic geared for the youth. Trustee Lopes also feels that the OverDrive (ebook and audio book) Website is not user friendly. The library will be closed on January 16, 2012 in observance of the Martin Luther King Holiday. Bob Levasseur from the Department of Public Works reported that the library can have chairs from the high school. Director Thibeault will look the chairs over before accepting them. The Guidelines for User Behavior was reviewed and the Director asked for the Trustees approval. Trustee Julie Curtis asked if the Town Counsel needed to review this Action item before the Trustee vote to approve it or not. Director Alan Thibeault will show the Item to Assistant Town Manager Diane Norris and ask her to give it to Town Counsel to make sure wording will not put us in a position of liability. The Trustees will act on the Action Item at the February meeting. Trustee Hagan asked to revisit our options on recouping costs of repairing the bronze urn stolen and damaged from the front lawn. Director Thibeault stated that the Town has not officially decided whether to pursue attachment of Mr. Provencher’s property as a means of reimbursement for repairs to the urn. Thibeault did say again that Assistant Town Manager Diane Norris offered to come and address the Trustees on their concerns and that Town Manager Marquis might be willing to attend also. The Danvers Education Enhancement Program (DEEP) dinner will be held on March 8th. One of the people being recognized at this dinner is former Library Director Douglas Rendell. Chairperson Mary Beth Verry will investigate the cost of a table. The library will be closed on May 26, 2012. Director Thibeault will speak with the staff to see what they want to do.

Adjournment: A motion was made by Charles Desmond and seconded by Reni Conte to adjourn the January 11, 2012 Library Trustees Meeting at 9:05 pm.

Respectfully submitted,

Julie E. Curtis
Recording Secretary