AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, June 13, 2012

Archives

Call to Order Mary Beth Verry
Pledge of Allegiance Mary Beth Verry
Citizen Comments
To act on the minutes of May 9, 2012, May Beth Verry
To act on the Chairperson’s Report Mary Beth Verry
To act on the Treasurer’s Report Charles Desmond
To act on the Reports of Standing Committees
  Buildings & Grounds/ Renovations Mike Hagan
  Lyceum Kathy Lopes
To act on the Reports of the Ad HOC Committees
  Gala Planning Committee
To act on the Director’s Report Alan Thibeault
Adjournment Mary Beth Verry
MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING  
June 13, 2012

Present: Reni Conte, Julie Curtis, Charles Desmond, Michael Hagan, Kathleen Lopes, C.R. Lyons, Alan Thibeault, Mary Beth Verry

Absent: Wilbur Cobb, T. Frank Tyrrell, Jr.

The Pledge of Allegiance was led by Chairperson Mary Beth Verry.

Public Comment: Chairperson Verry introduced Sharon Reilly, a concerned parent who had previously met with Director Thibeault regarding starting a science club to get middle school students in the library more. Chairperson Verry pointed out the Young Adult Librarian already offers programs for middle schoolers but said the Library Director would look into programming for that age group. C.R. Lyons suggested the Director look into holding programming for middle school age children on early release days.

Secretary Minutes: In the May 9, 2012 secretary minutes the word May was left out. A motion was made by Kathleen Lopes and seconded by C.R. Lyons to accept the May 9, 2012 secretary minutes with the correction noted. Motion passed unanimously.

Chairperson’s Report: Chairperson Verry reported the following: The 2013-14 library budget was passed without any questions at the May Town Meeting. A warrant also passed which will allow the serving of alcohol at the Library. Director Thibeault handed out proposed guidelines and suggested that the Trustees adopt a formal policy that dictates when and how such a privilege might be used. He suggested that the Trustees maintain absolute control over when alcohol can be served and that those instances should be very rare. Kathleen Lopes suggested that permission only be granted at events where no children will be present. C.R. Lyons felt this might discourage participation at some events. Director Thibeault will work on a policy statement on the serving of alcohol for the September Trustees meeting.

Treasurer’s Report: Treasurer C.R. Lyons passed around and reviewed the May 2012 treasurers report and pointed out the only account in arrears was postage and added the 2013-14 budget allotted for more postage funds. Treasurer Lyons and Assistant Treasurer Charles Desmond will be speaking with Carlie Dugan from Cornerstone Financial Partners to investigate how we want to proceed with our investments. A motion was made by Reni Conte and seconded by Michael Hagan to accept the treasurer’s report as presented. Motion passed unanimously.

Report of the Lyceum Committee: Chairperson Kathleen Lopes reported that all nearly all Lyceum Committee funding for 2011-12 had been spent. Lopes pointed out she was conscious to spend funds equally among youth, young adult and adult programs last year. Due to time constraints there will not be a summer reading kick-off this year. Lopes will be speaking with JoAnne Powell, head of children’s services, regarding summer reading program “Reading Incentives”

Director’s Report: Director Thibeault gave an update on the library’s state aid allotment. He said we received a second payment of approximately $13,000, for a total of $26,427.00 in FY 2012. He reported that the library spent all but 2.1% of its total budgeted monies in FY 2102. He also discussed the FY 2013 budget. We hope to be able to build up a reserve $20,000 reserve in LIG/MEG monies as a hedge against future emergencies. The gala fundraiser will be held during the evening of Saturday, November 10th. The gala sub-committee met a couple of weeks ago. Because there will not be any children present, beer and wine will be served. The sub-committee will sit down with John Keohane next week. The next meeting will be held on June 27th at 7:00 pm in Director Thibeault’s office. The fundraiser is to raise money to furnishings, draperies etc. The committee hopes to earn $30,000.00 at this fundraiser. Thibeault reported that circulation numbers seemed lower than expected and wondered if one reason was the closing dates due to the conversion of the Evergreen computer
system. Circulation numbers will be e-mailed to the trustees. Director Thibeault has been notified that elementary schools will not be sending summer reading books this summer as they have in the past. The middle and high schools will be participating in the program. Charles Desmond opined that the library should create its own summer reading list for students based on those of the country’s top performing schools. He also stated that we should aggressively seek to make digital versions of the list available to our students. Kim Barker, Assistant Head of Children’s Services retired last month. The position will be filled by Karen Veilleux on July 1st.

Report of the Building and Grounds: It was reported that the person who has been urinating in the back staircase may have been identified. He has been spoken to by Director Thibeault and informed that he will be watched. Because this is an area that the surveillance cameras cannot observe, a motion was made by Reni Conte and seconded by Kathleen Lopes for Thibeault to contact SOS Surveillance and have them install additional cameras for the library to be able to watch this area. Motion passed unanimously. Micheal Hagan stated that the Police Department has been stepping up patrols in the area of the Rotary Pavilion. The public has been contacting the police when they see cars in this area late at night. The police department will be monitoring the parking lot during summer concerts to make sure parking will be enforced. The light timer in the children’s garden has been replaced. The side door on the upstairs main floor (where the CD’s are stored) was found unlocked. The Department of Public Works has installed a new lock. Charles Desmond asked if there was any update on refurbishing the urn which was stolen from the front lawn in 2010. Chairperson Verry responded she was looking for another evaluation of the costs to refurbish. Desmond reminded the trustees that we should not lose sight of this.

Adjournment: A motion was made by Reni Conte and seconded by Charles Desmond to adjourn the June 2012 library trustees meeting at 9:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary