AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, March 21, 2012

Archives

Call to Order                  Mary Beth Verry
Pledge of Allegiance          Mary Beth Verry

Citizen Comments
To act on the minutes February 8 & 27, 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
  - Unaccompanied Children/Adults in Need
  - National Library Week/Overdue Amnesty

Adjournment
MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING
Wednesday, March 21, 2012

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

Absent: Julie Curtis

Guests: Christine, Friends of the Peabody Institute Library and Richard Trask, Town Archivist

Call to Order: Meeting was called to order by Chairperson Mary Beth Verry at 7:02 p.m.

The Pledge of Allegiance was led by Chairperson Verry, who welcomed Trustee T. Frank Tyrell back after an extended absence.

Christine Watson, President of the Friends of the Peabody Institute Library, thanked the Board for suggesting they insert a membership application into the Town’s electric bills. The initiative essentially doubled the group’s membership and raised nearly $2,000.00. Additionally, the drive produced a new Treasurer and a new Secretary for the group as well as a sign maker who will produce banners to publicize Friends-sponsored events. Ms. Watson also reported that the Friends are presently rewriting their bylaws. She asserted the group’s willingness to work on a joint fundraiser with the Trustees. Trustee Charles Desmond suggested we hold a “fair weather” event, perhaps in August. Ms. Watson answered questions from the Board about meeting times (3rd Tuesday each month, 7 p.m.), date of the Annual Book Sale (June 26th, accepting donations beginning April 4th, there may a bake sale in conjunction) and the Volunteer Luncheon (April 11th, 12:30-1:30 p.m.). Trustee Kathleen Lopes asked about including Friends events on the calendar (Library Web site). Director Thibeault stated he would see to it and make sure that the Board members receive copies of the Friends’ Board minutes each month. The Board also stated its intent to hold another “Tea” to honor the Friends in October.

Secretary’s Minutes:

February 8, 2012 Meeting Minutes. Motion by Trustee Tyrell and seconded by Trustee Reni Conte to accept the minutes as printed. Motion passed unanimously.

February 27th, 2012 Meeting Minutes: The minutes for the special meeting will be presented for approval at the April Trustees’ Meeting.

Chairperson’s Report:

Chairperson Verry reminded those present that Trustees will meet with the Board of Selectmen at 7 p.m. on March 27th, 2012 to discuss the FY 2013 Library budget. Additionally, she announced that the Trustees will meet with the Finance Committee at 7
p.m. on April 24th, 2012. She urged all Trustees to attend both meetings but the Finance Committee meeting in particular.

Carly Dugan, Cornerstone Financial Partners, has emailed the Trustees additional information on the investment of the Trust and George Peabody Society funds.

Chairperson Verry remarked on the draft Unattended Children/Adults in Need policy prepared by Director Alan Thibeault. She stated that it is a new policy and asked members to read it carefully, note questions or concerns, and come to the April meeting ready to discuss it. Trustee Kathleen Lopes asked if the draft would eventually contain references to early closures due to inclement weather or utility failures. Director Thibeault answered in the affirmative. Trustee Charles Desmond asked is such a policy was standard in other libraries. Director Thibeault stated it was standard in many other libraries.

Chairperson Verry remarked on a February 9th, 2012 letter to the editor published in the Danvers Herald from Phil Celeste of Danvers praising the library. Several members expressed surprise at the letter and pleasure with its contents.

**Treasurer’s Report:**

Treasurer Frank Herschede handed out an updated Trustee funds report. There were several questions about February expenditures included in the report. Director Thibeault said he would look into them. Chairperson Verry asked Treasurer Herschede to bring a list of all checks written and signed each month to subsequent meetings. Treasurer Herschede stated that he would.

Treasurer Herschede reported that he did not have the balances for the investment accounts but would provide them tomorrow.

Treasurer Herschede discussed the possible change in management for the investment accounts. He stated that he feels Dan Brothers, who represents Edward T. Jones, had a superior investment plan due to its higher diversification and lower administrative costs as compared to the plan put forward by Carlie Dugan of Cornerstone Financial Partners who represents Raymond James. Trustee Hagan stated that he felt the Board should follow the recommendation of Treasurer Herschede. Chairperson Verry stated that she felt the Board should give Ms. Dugan one year to see how her new plan works, citing the long-term relationship the Board has with her. Trustee Conte inquired if Ms. Dugan could further diversify the portfolio. Treasurer Herschede said that he felt that wouldn’t help as her fee remained higher than Mr. Brothers, the risk in her plan because of its lack of diversification and pointed out that Ms. Dugan’s portfolio is heavy on tax-exempt vehicles; since the Board-controlled funds are already tax-exempt, Treasurer Herschede stated that the Board’s funds should be invested in taxable bonds. Chairperson Verry asked Treasurer Herschede to verify the tax-exempt status of the Trust funds, opining that the Trust is not tax-exempt. Treasurer Herschede stated that he will verify. Trustee Lopes asked whether or not the Board would have to pay a penalty fee for withdrawing funds
from Ms. Dugan’s stewardship mid-year. Treasurer Herschede stated he would check on that and recommended that a vote be postponed until the April meeting. Trustee Conte moved to accept the Treasurer’s Report without account balances which will be provided tomorrow. Trustee T. Frank Tyrell seconded the motion which passed unanimously.

**Lyceum Committee:**

Trustee Kathleen Lopes reported on the Miss Judi (of Dance, Etc. in Middleboro) Dance Program held in the Children’s Room on March 20th. The program was a success and the Lyceum Committee is considering making the program a bi-monthly event.

**Buildings and Grounds Committee:**

Trustee Mike Hagan reported that Director Thibeault had brought an earlier incident of urination on the upper landing of the Sylvan Street stairs to his attention. Chairperson Verry asked Trustee Hagan and Director Thibeault to work together in placing a surveillance camera in the area.

Trustee Frank Herschede commented on hot conditions on the third floor of the building and asked if perhaps a fan could be positioned in the dome to keep the hot air from collecting on that floor. Director Thibeault stated that he would look into it.

Town Archivist Richard Trask reported on the restitution hearing relative to Mr. Richard Provencher’s theft and subsequent damage to the Peabody Urn in 2010. In the proceedings at Salem District Court, attended by Mr. Trask and Trustee Desmond, the judge ultimately ruled that when Provencher broke the terms of his probation, it invalidated the restitution portion of the original sentence. Thus, the issue of restitution from the criminal proceedings is now moot. Mr. Trask stated that we still await paperwork from the District Attorney’s office and Sgt. Joyce on the matter. Trustee Hagan asked if the urn could be repaired. Mr. Trask stated it could and that he saw it as an “honor” issue since the item is of historical significance. Chairperson Verry asked if there were any businesses other than Cassidy Brothers Forge, whose estimate was $19,200, which could repair the urn. Mr. Trask stated that he feels that since Cassidy Brothers is a local business and well-regarded, they would be the best choice. He stated that it would require intricate work by three blacksmiths working simultaneously to effect necessary repairs. He also felt that the urn should be placed on its original pedestal which should be bolted to the granite base. Mr. Trask also felt a new location should be considered for the object since it was a “memorial as well as art.” Trustee Lopes asked if the item was insured. Trask believes it is, although the deductible is $10,000.

Chairperson averred that this presents a good fundraising opportunity and that perhaps a joint fundraiser with the Friends could contribute funds toward the project. Mr. Trask suggested that an Arts Council Grant could also contribute funds. Trustee Hagan suggested publicity via the Salem News, Danvers Herald and DCAT-TV.

**Report of the Library Director:**
Director Thibeault reminded the Board that the Library will be closed on Saturday, May 26th due to the changeover in the catalog system from Innovative Millennium to Evergreen. He also stated his intention that the library delay its opening time on May 29th (the first open day with the new system) from 9:00 a.m. until noon. That way the staff can handle the ILL shipment prior to opening so they can concentrate on customer service on that first critical day using the new system. Trustee Desmond stated that he felt the idea made sense.

Director Thibeault withdrew his request to hold an “overdue amnesty” in April in honor of National Library Week. He felt that there was not sufficient time to publicize the event.

Mr. Trask and Director Thibeault outlined the status on the new fire suppression system for the Archives. Director Thibeault is in discussion with the Department of Public Works over the scope of the project (the Board has stated that it wants the new system to cover the Reading Room, Document Storage Room and Vault) and use of Inergen gas versus FM-200 as the clean agent of choice. Director Thibeault will continue to work toward resolution of those issue and continue to press for commencement of the project. Director Thibeault stated that even with the Town Warrant money ($18,5000), Annenberg Foundation Grant money ($12,000) and committed Trustees funds ($2,244), the project will require approximately $7,000 in additional funding. He promised to keep the Board informed.

Adjournment: A motion was made by Trustee Tyrell to adjourn and seconded by Trustee Wilbur Cobb at 8:23 p.m. Motion passed unanimously.

Respectfully submitted,

Alan Thibeault
Acting Recording Secretary